



**Rules
&
Regulations**

Last Amended: January 10, 2023

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RULES AND REGULATIONS
Last amended **January 10, 2023**

1. MEMBERSHIP RESPONSIBILITIES AND RENEWAL

Renewal Process:

- a. Active members shall apply for renewal of their membership by submitting an application form (Obtained from HDSA Office) along with the required documents and membership fee payment to the District Association prior to the Annual General Meeting (AGM).
- b. Subject to the above conditions, renewal of Active and/or Associate membership shall be automatic and does not require the approval of the Board of Directors.
- c. If an Active Member fails to renew their membership, the former Active Member must apply as a new Member under Section 3- New Club Membership. Outstanding fees to the District, such as but not limited to player registration, fines, etc., are to be paid as part of the new application.

Responsibilities:

- (a) Detailed information re: current elected board membership (position, name, phone number, address, email) is to be provided to HDSA within 7 days of the Clubs AGM. HDSA is also to be advised of any changes to the board membership that occur after the Club's AGM. Failure to do so will result in a \$100 fine.
- (b) Clubs shall also provide the following documentation by March 31st each year:-
 - i. Current constitution
 - ii. Minutes of last AGM
 - iii. Annual financial statements as per ONTARIO SOCCER rules :-
 - a) **audited**, by a Public Accountant if the Club's annual gross revenue is greater than or equal to \$150,000 or the Club has greater than or equal to 1000 registered players;
 - b) **reviewed** by Public Accountant, Certified General Accountant or a Certified Management Accountant through a Financial Review Engagement, as defined by Canadian Institute of Chartered Accountants (CICA), if the Club's annual gross revenue is less than \$150,000 but greater than or equal to \$100,000, or the Club has less than 1000 but greater than or equal to 500 registered players;
 - c) **signed with a Notice to Reader** prepared by a Public Accountant, Certified General Accountant or a Certified Management Accountant less than \$100,000 but greater than or equal to \$10,000.00.
 - d) **completed by Club Treasurer or designate**, if the Club's annual gross revenue is less than \$10,000.

Failure to provide the above documentation by March 31st will result in a fine of \$250 and the club being deemed not in good standing. The Club will also be fined \$100 for each subsequent month in which documentation is not received.

Clubs may request an extension of the March 31st deadline for financial reporting, provided the request is submitted by the Club Treasurer and includes a letter from the accounting firm indicating the completion date. Requests will be reviewed by the HDSA Board of Directors and Clubs will be advised of the Board's decision.

(c). An annual registration fee set by the HDSA Board of Directors must be paid by each Active and Associate member prior to the AGM to permit voting by that member. - **\$20.00 per year.**

(d) All Clubs are required to adhere to the Rules, Procedures and Policies of Ontario Soccer.

Members and the District AGM

Each active member registered the previous year (fiscal year) with HDSA **MUST send a representative** to the District AGM, or they will be fined **\$150.00**. A proxy form is available to assign an alternate representative if a member is unable to attend.

2. YOUTH CLUB BOUNDARIES

- a. Member Youth Clubs shall operate within a designated area as approved by the District Association.
- b. The HDSA Board shall act as a mediator in cases of dispute and its decision shall be binding on all member clubs.
- c. No member club shall actively solicit or entice registration from outside its designated boundaries.

3. NEW CLUB MEMBERSHIP

Application for a new membership to the HDSA shall be made in writing to the District Association before January 1. The application must be accompanied by the following:

- a. The club name, mailing address, phone and fax number, and email address (if available). The name of a proposed youth club must be representative of the community in which the club wishes to establish it's self, not be similar to another club's name and not strongly represent any ethnic group(s).
- b. A list of founding/acting officers, with phone numbers, address, e-mails and positions.
- c. Township, Town or City where situated shall be indicated on a map showing where the new club is, within the boundaries of the District. A letter from the prospective club's Municipality indicating that the club's field requirements can be met, should be included.
- d. A draft copy of a proposed constitution, By-Laws, and playing rules.
- e. A one-time fee of **\$200.00** (non refundable) prior to being registered is required.

- f. **All nearby Clubs will be informed** concerning the possible acceptance of a new Club in the District and will be able to express concerns and opposition to the District if there is a conflict.

If all application requirements are met, the HDSA shall inform all member clubs of the application **within fourteen (14) days** of its receipt and **allow twenty one (21) days** from mailing for any member club wishing to object. Objections must be submitted in writing to the HDSA within this time period. If any objections are submitted to the HDSA, then the prospective club and all objecting clubs shall be invited, in writing, to attend the next HDSA Board meeting. The HDSA shall inform the prospective club and any objecting clubs in writing of its decision to accept or reject the application within seven (7) days of the decision being made.

4. SCHEDULE OF FEES AND FINES

- a. Each member will determine fees for referees and operating costs..
- b. **District Year end is Sept 30**, if fees are not paid by this date, Club **and or League are** considered “not in good standing”. There will be a **\$250.00** re-instatement fee. **Payable after AGM along with unpaid fees.**
- c. Any Active or Associate member with monies owed to the District will not be “in good standing” and shall be considered in default. The said member(s) will not be eligible to participate, attend or vote at a HDSA Meeting.
- (i) HDSA Board may deny a Club to enter any Leagues if there are outstanding fines, fees or penalties as per ONTARIO SOCCER Policy 5.0 - Outstanding Debts.
- (ii) Clubs may not be allowed to enter Tournaments, host Tournaments, host exhibition games or be allowed to play in exhibition games when they have outstanding debts to HDSA in excess of 45 days.
- d. All monies owing to the District Association shall be due and payable within fourteen (14) days of invoicing unless otherwise stipulated. After forty-five (45) days, interest of one per cent (1%) will be added to any monies owing. Clubs will be invoiced for eighty per cent (80%) of the prior year’s registration costs by May 01 of each year.
- e. There will be a fee of **\$35.00** assessed to Clubs, Leagues, and/or individuals for NSF cheques.
- f. Annual District fees/fines and updated Rules and Regulations will be set by the HDSA Board of Directors each year in preparation for the new budget and ratified at the next AGM.
- g. The annual fee schedule will be attached to the Rules and Regulations sent out to Clubs in the New Year.
- h. Attendance for Club Presidents meeting is mandatory for all Club Presidents or their designate.

Failure to attend will result in a **\$100.00** fine for the absent Club.

The Board shall set penalties for late or non- payment of monies –

5. REGISTRATION PROCEDURES AND DEADLINES

- a. **All Clubs and Player registrations** shall be as per the Rules and Procedures laid by Ontario Soccer, or as approved or set by the HDSA Board of Directors.
- b. The deadline dates for **registrant's new card requests** to be in the HDSA office for team validation for the outdoor season is **May 15 at a cost of \$15.00 per Team After May 15 the cost is \$20.00 per Team**. In order for a team's cards to be validated, they **must be accompanied by a valid ONTARIO SOCCER team roster**.
- c. **No cards will be released until Coaches have completed the necessary courses.**
- d. **A Youth Competitive Team Official may not register with another member Club as a Team Official for the same age division, or the next older age division, as they were last registered with in their previous club.**

At the discretion of the District, the following exceptions may apply:

- i) The Team Official has not been registered as a team official on a competitive team in the defined birth year for a period of two (2) consecutive years;
 - ii) The Team Official's permanent place of residence is within the boundary of the Club being registered with, or the Team Official has moved his/her primary residence to that location from outside the boundaries of that Club, within the preceding twelve month period.
 - iii) The Team official choosing to move, must obtain an official release duly signed by an authorized Club representative.
 - iv) A Club choosing to release a Team Official must advise the HDSA of this fact in writing.
 - v) If the District does not receive a written complaint within 30 days after the normal commencement of the season in which they are registered.
 - vi) The Team Official and receiving Club will be subject to discipline should a written complaint be received.
- e. **All players** must be registered with Ontario Soccer **Registration** system **24 hours prior to playing their first game**.
 - f. **A fee of \$3.00 per registrant** is charged for the **District to do data entry** for outdoor and indoor players. Any Outdoor Players registered by the District after May 15 shall be subject to an additional "late fee" of \$2.00 per registrant. The fee will then total \$5.00 per player.

- g. **A Player Transfer /De-register Form** will cost **\$30.00** to transfer a player to another team/club within the District. To transfer/ de-register a player to a team outside the District, the fee is **\$30.00 and is to be paid for by player or Club if within District.**
- a. **Trial Permit Form (TPF)** fee, per player, is **\$10.00.**
- b. **Temporary Eligibility permit (TEP) (previously TRP)** fee, per player, is **\$10.00.**
If a player is playing out of District, player must pay for permit.
- c. For all players registered on an outdoor recreational team, the Club or District must complete the data entry into Ontario Soccer's computerized registration system by, no later than, June 30 (**ONTARIO SOCCER Policy Section 6.0 Registration Policy 27.10**).
- d. For all players registered on an outdoor recreational team, **after June 30**, the District must complete the data entry into Ontario Soccer's computerized registration system 24 hours before the player plays for that team (**ONTARIO SOCCER Policy Section 6.0 Registration Policy 27.11**).
- e. **For a Club or League All-star team roster** of registered recreational players to be validated by the District, a roster form listing players' names and dates of birth, must be submitted (**cost of \$15.00 per team**)

Each additional player change to the roster (with a new roster generated) will cost **\$1.00 per new player**. Player books must be validated at the same time. This roster will be submitted each time a **Travel Form** is submitted for validation.

(i) Youth Clubs shall seek written permission annually before January 15th to the District when they want to operate House League *with two or more Youth Clubs within the District.*

6. PLAYING OUT - Procedures

Requests for permission to play out of District shall be submitted in writing to the HDSA office by the *required* registration deadline with the required fee of \$100.00 for all teams other than League Champions.

Late applications will be accepted, with a fee of \$55.00 added, up to February 28, after which no application for playing out will be entertained.

A team must meet the following Criteria for Playing Out:

- a. Only the District League champion team may request permission to play out as per Ontario Soccer's Pyramid of Play. The age group shall commence at the Under 13 level.
- b. Permission to play out in another District League will only be given if:
 - Application is made, in writing, and submitted by an executive member of the Club to the HDSA Board by the date published by the HDSA;
 - Granting playing out permission will not jeopardize the operation of any existing league within the jurisdiction of the HDSA;

- Play is not available at the same level within the jurisdiction of the HDSA as that in the league in which the club wishes to enter its team;
- An agreement exists between the two (2) districts involved in the exchange and/or transfer of teams;
- *Development Teams will only be allowed to play out providing there are 2 teams in a specific age group i.e. age groups cannot be combined to create 2 teams.(Dec 13, 2016)*

c. **Permission to play** out in an Inter-District, Regional or Provincial league will only be given if:

- Application is properly submitted to the HDSA Board by an executive member of the club;
- The club's team has demonstrated, based on performance, that it is competitive at a level of play above that available within the jurisdiction of the HDSA, and commensurate with that in the league in which the team wishes to play;
- A coach/manager is named on the application;
- A District Playing Out Bond, if required is submitted;
- Granting playing out permission will not jeopardize the operation of existing District leagues.

d. Notwithstanding the foregoing, the HDSA may grant out permission to a Club's team on the basis that special conditions apply which make the team an exception, compared to others in the District.

e. In general, a Club's team will not be given playing out permission unless it has demonstrated that it is a suitable ambassador for the District based upon, but not limited to, the following criteria:

- The team has a satisfactory discipline record;
- The team and club have consistently met their financial obligations in a timely manner;
- While away, the team has not attempted to embarrass or otherwise demean their hosts or acted in a way which would serve to bring their home district in disrepute;
- While at home, the team has carried out its duties in a sporting manner;
- The team has a record of honoring its commitments as evidenced by a lack of forfeited games and by the completion of league games, Competitions and Tournaments;
- The Club/team staff has consistently supported game and league officials, addressed complaints received by the Club/team to the proper team officials and ensured that appropriate action was taken;
- The team may not be given playing out permission if it finishes in the bottom twenty per cent (20%) of the leagues final standings.

Each annual application shall be treated on its own merits and neither the granting nor the denial of playing out rights in any previous year shall be regarded as setting a precedent in the matter.

7. ADMINISTRATION

The HDSA Registrar/Administrator/Administrative Secretary herein known as the Administrator shall be in charge of registrations of leagues, clubs, their administrators, teams, players, team officials, processing of transfers with the HDSA and inform other Districts if necessary. The Administrator may be paid with fees set by the Board of Directors of the HDSA.

Procedures for Hosting Tournaments/Festivals

Clubs must apply to host Tournaments / Festivals. A refundable bond (amount to be determined by HDSA Board) must be submitted with every Tournament / Festival application that invites out of district teams. A copy of Tournament / Festival Rules must be submitted with fee before approval. The Bond minus a **\$10.00** administration fee will be returned when a Tournament/Festival report is submitted within thirty (30) days after the event.

Applications must be submitted 6 weeks prior or at the discretion of District Administrator.

In order for a Club to Host a Tournament/ Festivals they must have a Certified Discipline Chair.

Discipline report must be submitted within 7 days.

In all cases of alleged **Match official assault** the misconduct report shall be forwarded by the referee to

- a. Ontario Soccer
- b. District & DRC
- c. Tournament Host

Within 24 Hours of the Tournament/ Festivals.”

For a North American Tournament or Inter-Provincial – report must be submitted to ONTARIO SOCCER within 30 days”

As per ONTARIO SOCCER Rules –

“Failure to complete and return the reports by this date results in forfeiture of the bond. Further discipline action may be taken, including fines .

1st Offence \$100.00 fine.

2nd Offence \$250.00 fine plus disqualification from hosting Tournament/Festival in the following year.

The Tournament/ Festival Report information will include but not limited to field locations, dates, host Club, name of participating teams and District affiliation, team contact information, winning team name, Tournament / Festival schedule, game officials, report of serious injuries and discipline summary report.

District delegates Discipline to Tournaments / Festivals as per ONTARIO SOCCER Rules

Applications to Travel

Teams must apply for permission to travel to Tournaments/ Festivals or exhibition games out of District.

Application to Travel Forms (ATF), a fee of **\$20.00** for validation of travel forms within Ontario, and **\$25.00** for travel outside of the Province. For International Travel \$250.00 (\$125 ONTARIO SOCCER + \$125 HDSA)

No travel forms are needed for travel within District.

For any application to travel submitted less than seven (7) days prior to the event, the submitting club shall be charged an additional \$25 administration fee.

Development Teams (U9 to U12) not participating in HDSL will not be eligible to play out of HDSA (Dec 13, 2016).

Application to Host Exhibition Game

Approvals for exhibition games between District teams require an email to District Administrator with Teams, Location, Date and Time.

1. Clubs hosting a team from out of District are required to submit **an Application to Host Exhibition Game (AHEG) a minimum of 5 business days prior to the game.**
2. Clubs hosting ORA (ONTARIO SOCCER Recognised Academies) teams require an **AHEG to be submitted 10 business days prior** to the game.
3. ORA games will not be approved until a Match Official is assigned.
4. Host team is responsible for Game sheets (signed by ONTARIO SOCCER registered Match Official and Coaches). Game sheets are to be submitted within 48 hours of the game failure to do so will result in future games being denied and possible Team discipline.
5. Hosting fee is **\$20.00**, and teams may only host one exhibition per day
6. Prior approval is required for travel to exhibition games outside of District.

If Club does not submit an email, AHEG or apply to travel then the game is Unsanctioned. Teams will not be covered by insurance and the Club can be disciplined for playing an unsanctioned game.

For any application to host an exhibition game submitted inside of five (5) business days (ten business days if hosting an ORA team), the host club shall be charged an additional \$25 administration fee.

Maintaining Discipline within the District

The HDSA delegates its responsibility for maintaining discipline to its affiliated leagues, except where ONTARIO SOCCER rules supersede (e.g. Match Official assault). The automatic discipline and suspension procedure shall apply as set out by a league or by Ontario Soccer. If any affiliated League is unable or unwilling, to handle discipline cases, the HDSA shall administer the hearings and a fee (minimum **\$100.00**) shall be charged to the league for each session administered.

Affiliated League Competition Rules and Procedures

- a. All league and cup competitions shall be determined and organized by each League and sanctioned by the HDSA.
- b. Eligibility of clubs, teams, and players to participate in any competition shall be, as per the Rules and Regulations, laid down by the HDSA, or Ontario Soccer.
- c. Each District League will ensure that game sheets are completed, including the signature of the referee for each game scheduled. Each league shall file a copy of all its game sheets in league records and a copy made available upon request by the HDSA. Failure to comply could result in disciplinary action by the District.
- d. Each year, the current HDSA Board will make decisions on how clinics for referees and coaches will be financed.

District League Appointments of Match Officials

A **District League** which wants to **appoint its own Match officials** (Centers and/or assistant) **must apply**, in writing to the District office by **March 31** of each outdoor season. The request must be made by a Director of the League. The game appointments must be made in accordance with Ontario Soccer's Pyramid of Play. Failure to make a formal request each year can cause the League and/or its Directors to be disciplined by the District.

The Game Appointments Policy adopted by the HDSA, and submitted to Ontario Soccer, on game appointments is as follows:

Guiding Principles

1. All Match Officials will receive a fair and equitable share of the game appointments under the jurisdiction of the Huronia District Soccer Association.
2. All Match Officials appointments will be made in accordance with the policies of The Ontario Soccer Association and the Huronia District Soccer Association, including Ontario Soccer Pyramid of Match Official Appointments.

Appointment Practices

1. All Match Officials game appointers for Clubs and Leagues under the jurisdiction of the Huronia District Soccer Association shall be registered, and in good standing, with Ontario Soccer in accordance with ONTARIO SOCCER published rules.
2. All District Leagues and Clubs must send to the Huronia District Soccer Association a list of their registered Match Official appointer(s) by May 1st of each outdoor season.
3. Only Match Officials who are registered with Ontario Soccer, and in good standing, may receive Match Officials game appointments to games under the jurisdiction of the Huronia District Soccer Association.
If a Club uses a Non –registered Match Officials for games, the following fines will be in place:

First offence: \$200

Second offence \$350 and for each offence after that \$500 for each game. (Nov 24 2015)

4. Match Officials Game Appointments are provided to Match Officials by the Huronia District Soccer Association and designated HDSA Leagues or HDSA Clubs through registered Match Official game appointer (s).
5. The following criteria will be used in the selection of Match Officials within the same classification:
 - Attendance at education sessions, held prior to the outdoor season.
 - Participation and completion of fitness testing (upgrading Youth, District, Regional and Provincial Match Officials.
 - Match Official availability
6. The Huronia District Soccer Association is committed to the development of Match Officials through the Match Official game appointments process including providing trial opportunities for newer Match Officials who are ready for the next higher level of competition.
7. The Huronia District Soccer Association will ensure that Match Official game appointments are provided to both male and female referees.

8. APPEALS PROCEDURES

- a. Appeals against decisions made by a District League shall be submitted, in writing, by registered mail, to HDSA and a copy of the appeal shall be sent, by registered mail, to the League.
- b. Appeals against decisions made by Clubs affecting their member teams, officials, and/or players must follow the same procedures as in (a) above, with copies to the club in question and the HDSA.
- c. The letter of appeal shall be accompanied by the correct fee, together with the Canada Post registration receipt or copy thereof, and a copy of the decision being appealed.
- d. The letter of appeal and the copy shall be postmarked no more than ten (10) days from the date of receipt, in writing, of the decision being appealed.
- e. Every appeal against a decision involving an individual registrant shall be made by that registrant. The registrant shall submit an appeal fee of **\$375.00**
- f. Every appeal against a decision involving a League, Club, or team shall be made by at least two (2) members of the Club executive and shall be accompanied by an appeal of **\$375.00**
- g. Any appeal, which is not submitted in compliance with all preceding regulations, shall be ruled out of order and not be heard.
- h. A correctly submitted appeal shall be heard within thirty (30) days of its receipt by the HDSA.
- i. The lodging of an appeal shall not affect prior decisions made by Leagues or Clubs and suspensions shall remain in effect until the decision of the appeal hearing has been released by the HDSA.

- j. If an appeal, once lodged, may only be withdrawn by permission of the HDSA Discipline and Appeals Committee, and on such terms as it may determine.
- k. If an appeal is upheld, the appeal fee shall be returned **less an administrative fee of twenty per cent (20%)**.
- l. Any league, club, or individual aggrieved by a decision of the HDSA may appeal such decisions to Ontario Soccer in accordance with its Rules and Regulations which can be made available.

9. OTHER REGULATIONS

- a. Rules and Regulations not covered here in shall be administered according to Ontario Soccer's Constitution and Administrative procedures.
- b. Where a conflict between Ontario Soccer and the HDSA arises, Ontario Soccer Policies, Rules and Regulations shall be followed.