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**PETAWAWA MINOR SOCCER CLUB**  
**(PMSC) BY-LAWS**

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**ARTICLE I - TERMS OF REFERENCE**

**President**

1.1 The President shall:

- a. at all times supervise and direct the activities of the PMSC;
- b. promote the aims and objectives of the PMSC and enforce it's Constitution and By-Laws;
- c. preside at all PMSC meetings and establish any committees required to conduct specific activities;
- d. act as a signing officer for the PMSC;
- e. be authorised to expand budget funds when approved at a Board of Directors and IAW, PMSC Constitution;
- f. implement disciplinary action upon recommendations of the Discipline Committee IAW OSA policies;
- g. speak and act on behalf of all members of the PMSC;
- h. have the authority to take whatever action he/she considers necessary concerning incidents or activities not covered in the Constitution and By-Laws should they arrive; and
- i. hold this position for a two-year term.

**Vice President**

1.2 The Vice President is responsible to the President and shall:

- a. assume the duties and responsibilities assigned to the President in his/her absence;
- b. act as the Discipline and Protest Chairperson;
- c. chair the Coaches and Teams Selection Committee;
- d. act as a signing officer for the PMSC;
- e. hold this position for a two year term; and

- f. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Secretary**

1.3 The Secretary is responsible to the President and shall:

- a. attend and present minutes of all PMSC meetings to the President for review prior to the next scheduled meeting and ensure that all Directors receive a copy of the previous minutes;
- b. handle all PMSC correspondence;
- c. notify Directors of the time and place of meetings as directed by the President;
- e. have all/any minutes available upon request by members of the PMSC; and
- f. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Treasurer**

1.4 The Treasurer is responsible to the President and shall:

- a. manage all PMSC finances and arrange for all financial requirements for functions hosted by the PMSC i.e. floats, tickets, etc;
- b. speak and act as a signing officer for the PMSC regarding any financial matters relating to the PMSC;
- c. be in attendance during registration prior to the start of the season;
- d. prepare financial statements as requested by the President;
- e. submit a budget yearly forecasting PMSC expenses prior to October of each year;
- f. hold this position for a two year term; and
- g. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Registrar**

1.5 The Registrar is responsible to the President and shall:

- a. be responsible for player, team and coaches registrations through SNE and OSA;
- b. provide registration forms;
- c. provide a registration plan;

- d. plan to attend registration prior to the start of the season;
- e. form part of the Coaches and Teams Selection Committee;
- f. act as the signing authority for PMSC team travel requests;
- g. hold this position for a two year term; and
- h. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Mini Convenor**

1.6 The Mini Convenor is responsible to the President and shall:

- a. form part of the Coaches and Teams Selection Committee;
- b. deal with ages 8 and under;
- c. maintain list of teams and their players in order to monitor eligibility rules;
- d. serve as a liaison between all mini teams and the Board of Directors in any matters relating to the mini program;
- e. form part of a the Discipline/Protest Committee if required; and
- f. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Youth Convenor**

1.7 The Youth Convenor is responsible to the President and shall:

- a. form part of the Coaches and Teams Selection Committee;
- b. deal with ages 10 and under to 18 and under;
- c. maintain lists of teams and their players in order to monitor eligibility rules;
- d. act as a liaison between all youth teams to the Board of Directors regarding any matters pertaining to the youth divisions;
- e. form part of a the Discipline/Protest Committee if required; and
- h. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Head Coach**

- 1.8 The Head Coach is responsible to the President and shall:
- a. form part of the Coaches and Teams Selection Committee;
  - b. co-ordinate coaches clinics and offer training to develop the technical expertise to train PMSC teams;
  - c. provide qualified coaches for all teams;
  - d. form part of a the Discipline/Protest Committee if required;
  - e. hold this position for a two year term; and
  - f. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Head Referee**

- 1.9 The Head Referee is responsible to the President and shall:
- a. arrange for qualified referees for all home games and tournaments hosted by the PMSC;
  - b. plan and organise for referee and educational clinics for PMSC referees during the winter season;
  - c. maintain a file on all referees within the PMSC for the purpose of evaluation and assistance;
  - d. carry out random spot checks for the purpose of constructive evaluation of the referees;
  - e. sit as an advisor to the Discipline/Protest Chairperson; and
  - f. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Fund-raising Director**

- 1.10 The Fund-raising Director is responsible to the Vice President and shall:
- a. collate budget requirements with regards to fund-raising;
  - b. prepare fund-raising objectives and submit plan at first meeting in January;
  - c. liaison with local service clubs;
  - d. recruit and organize volunteers for special functions as directed by the Board of Directors, i.e. PMSC Banquet; and
  - f. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Equipment Manager**

- 1.11 The Equipment Manager is responsible to the Vice President and shall:
- a. maintain a invoice of all equipment belonging to the PMSC;
  - b. be responsible for loaning of equipment and ensuring all equipment is signed for by the convenors or coaches of PMSC teams;
  - c. liaison with local businesses and purchase equipment, uniforms and trophies as directed by the PMSC Board of Directors;
  - d. provide budget requirements to PMSC Treasurer and be prepared to justify expenditures; and
  - e. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Publicity Director**

- 1.12 The Promo and Advertising Director is responsible to the Vice President and shall:
- a. liaison with local media and provide regularly scheduled media articles on PMSC activities;
  - b. submit upon approval articles pertaining to registration, General Meetings and other activities designed to keep the membership informed;
  - c. will assist Fund-raising Director with recruitment and organizing of volunteers for special functions as directed by the PMSC Board of Directors; and
  - d. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Scheduler**

- 1.13 The Scheduler is responsible to the Vice President and shall:
- a. provide practice, game and playoff schedules;
  - b. liaison with PSP Petawawa and Civic Centre Staff ensuring bookings and inspection of facilities as required;
  - c. organize all tournaments hosted by the PMSC including:
    - (1) assisting the Fund-raising Director with the organization of volunteers;
    - (2) preparing the tournament draws and budget;
    - (3) on site supervision; and
    - (4) arranging for any awards necessary in conjunction with the tournament;

- d. hold this position for a two year term; and
- e. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **Divisional Convenors**

- 1.14 The Divisional Convenors are responsible to their respective Divisions and shall:
- a. form part of the Coaches and Teams Selection Committee;
  - b. ensure that only eligible players participate in PMSC games;
  - c. assure the playing conduct of their divisions;
  - d. form part of the Discipline/Protest Committee if required; and
  - g. perform any other duties as directed by the President, as deemed necessary for the good of the PMSC.

### **ARTICLE II - Resignation of Board Members**

2.1 Due to postings or other unforeseen reasons, it is sometimes necessary for Board Members to submit their resignations. It is important that these positions be filled expediently in order that the effectiveness of the PMSC is not compromised. The following procedure shall apply:

- a. Resignation of the President. The Vice President shall automatically assume the Presidents position until a General meeting is held and a new President elected. The position of Vice President shall be filled as stated in para b.
- b. Resignation of Board Members. The Board of Directors shall select an eligible and willing replacement to fill that position on a intern basis until it is possible to hold a General meeting for the purpose of selecting a new Board Member.

2.2 It is imperative that all such incidents be recorded in minutes of the Board of Directors meeting or in the minutes of a General meeting.

### **ARTICLE III - FINANCES**

3.1 The financial control of the PMSC shall be as follows:

- a. Operating Budget: The operating budget shall be submitted by the Treasurer to the Board of Directors for approval at the October Board of Directors Meeting. Included with the operating budget on a separate sheet, should be a financial breakdown of total revenues and expenditures for the year ending and a forecast of the upcoming season. Once approved by the Board of Directors the budget will be presented at the next General Meeting to the membership;
- b. Revenue and Expenditures: All revenue shall be deposited in the PMSC 's account to

be held in the town of Petawawa. Only those expenditures budgeted for in the operating budget will be authorised. Unforeseen expenses not noted in the budget must first be approved during a Board of Directors meeting. No member may purchase any item bearing the PMSC logo without the expressed written permission of the PMSC Board of Directors;

- c. Signing Authority: Only the President, Vice President and the Treasurer shall be authorised to spend PMSC funds, as stated in para's a and b above; and
- d. Control of Finances: The President will be responsible for all PMSC finances and upon the request of any administrative member must produce a financial statement to accurately reflect the PMSC 's financial situation. Any unaccountable, the individual responsible will be held liable.

### **COST OF MEMBERSHIP**

3.2 Membership for players shall be governed by registration fees. Registration fees are established in the fall when the budget for the next season is being planned. Additional fees may be levied for special projects, training, or events as decided by the Board of Directors during a Board of Directors meeting and recorded in the minutes, (i.e. indoor program and Banquet).

3.3 Registration fees for the mini, youth and select program shall vary, due to the additional cost incurred at each level of competition. All registration fees must be finalised by the start of the season. Registration with the PMSC includes:

- a. insurance/registration;
- a. players uniform (partial or complete)
- b. soccer ball for mini division players;
- c. participation award;
- d. team and individual photos;
- e. year end banquet; and
- f. facility and referee fees.

3.4 A player shall be registered according to his/her age as of Dec 31st of their birth year. A player MUST play in his/her age classification, unless it is deemed to be in the best interest of the PMSC, or due to the child's exceptional ability. All player moves must be approved by the PMSC Board of Directors and for the next higher age group ONLY.

3.5 With the consent of the player's parents, coach and Divisional Convenor, a player may be borrowed to participate at a higher division due to a shortage of players at that level or for developmental purposes.

### **ARTICLE IV - HOUSE LEAGUE/TEAM COMPOSITION**

4.1 All teams within the PMSC House League Program will be a combination of boys and girls with the objective that each team will be equally balance prior to the commencement of the season according to age, sex, and present skill level.

4.2 Rules and Regulations governing the PMSC House League program (attached as Annex A), may be change by a majority decision at any Executive Meeting with a quorum present.

4.3 The PMSC will where applicable form Competitive and/or Select Teams to participate at a higher level of play. As this program is not covered under the member's registration fee, the participant may incur additional costs.

**ARTICLE V - COACHES/TEAM SELECTION COMMITTEE**

5.1 The Coaches/Team Selection Committee is responsible to the President and shall be comprised of the following Board of Directors:

Chairperson	Vice President
Member	Registrar
Member	Mini Convenor
Member	Youth Convenor
Member	Head Coach
Member	Divisional Convenors

5.2 Committee decisions will be reached on the majority rule principle, with each committee member having one vote. The Chairperson will only provide the tie-breaking vote if required. The duties of the Committee shall be to:

- a. meet prior to the outdoor playing season to organize teams within the PMSC House League Program;
- b. ensure that only coaches who are members in good standing within the community are selected based on their qualifications and experience; and
- c. ensure that teams are fairly selected and equally balanced based on all available information.

**ARTICLE VI - DISCIPLINE AND PROTEST COMMITTEE**

6.1 The Discipline/Protest Committee is responsible to the President and shall be comprised of the following Board of Directors:

- a. Chairperson Vice President
- b. Member Mini Convenor (if applicable)
- c. Member Youth Convenor (if applicable)
- d. Member Head Coach
- e. Member Applicable Divisional Convenor
- f. Advisor Head Referee

6.2 Committee decisions will be reached on the majority rule principle, with each committee member having one vote. The Chairperson will only provide the tie-breaking vote if required.

6.3 The duty of the Committee shall be to decide disputed points concerning games under the jurisdiction of the PMSC and forward it's recommendations to the President for implementation;

6.4 Any incidents requiring a disciplinary sanction will be levied IAW the OSA policies regarding discipline;

6.5 Any member who receives a disciplinary sanction as determined by the Discipline Committee may appeal such a decision in writing to the President of the PMSC with 72 hrs of being notified by the PMSC.

#### **ARTICLE VII - CONSOLIDATED INSURANCE PROGRAM**

7.1 The Petawawa Minor Soccer Club is included for coverage under the Ontario Soccer Association's insurance underwriter.

7.2 All incidents that require medical attention or of a serious nature shall be reported to the appropriate Divisional Convenor and President so that proper procedures according to the insurance handbook can be followed.

7.3 All registered members are insured while participating in the PMSC program, including travelling to and from games, tournaments and practices that are registered with the OSA and SNE.

7.4 Every member of the Board of Directors, every Officer and Servant of the Petawawa Minor Soccer Club shall be indemnified by the Directors and Officers Liability Insurance against all costs, losses and expenses incurred by them respectively in or about the discharge of their duties, except those which happen as a result of their own neglect or defaults.

#### **ARTICLE VIII - ORDER OF BUSINESS AT MEETINGS**

8.1 The list of items to be brought before a meeting, the whole programme, is called the "agenda". The sequence in which the items of business are arranged is called the "Order of Business".

8.2 The order of business for PMSC Board of Directors or General Meetings should normally be as follows:

- a. Roll call;
- b. President's address;
- c. Minutes of previous meeting;
- d. Correspondence received;
- e. Old business;
- f. Board of Directors reports;
- g. New business;

- h. Open form; and
- i. Adjournment and date of next meeting.

**ARTICLE IX - REPORT CHANNEL/SUPPORT**

9.1 All matters pertaining to the PMSC will be channelled through the Convenors, who will then in turn report to the President or in his/her absence the Vice President. All unsettled items will be dealt with at the next Board of Directors Meeting or a Special Meeting called by the President. The President will report directly to the Petawawa Civic Centre, Director of Recreation and the PSP Fitness and Sports Directors, CFB Petawawa.

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Chris Van Bommel  
Vice President  
Petawawa Minor Soccer Club

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Darren Radford  
President  
Petawawa Minor Soccer Club



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**PETAWAWA MINOR SOCCER CLUB**  
**HOUSE LEAGUE PROGRAM**  
**RULES & REGULATIONS**

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**ARTICLE I - General**

1.1 Games will be played in accordance with current FIFA and PMSC Soccer rules (Annex B). Decisions of officials in all games are final.

1.2 The game official will report the circumstances of any ejection to the PMSC Vice President, who will convene the Discipline Committee to determine further action. Discipline sanctions will be in accordance with OSA policies.

**ARTICLE II - Ties**

2.1 Tie games will be allowed during regular league play. There will however, be no tie games during finals. Two ten (10) minute SUDDEN death over time periods will be played and if the tie still stands, the teams will proceed to Kicks from the Penalty Mark in accordance with FIFA.

**ARTICLE III - Cancellations**

3.1 Due to the short condensed season little allowances will be made for cancellations, every effort should be made to play the game in question. A game is considered valid after one (1) minute has been played in the second period, the exception being finals, where all games must be played to their completion.

**ARTICLE IV - Postponements**

4.1 There will be no postponed games. In the event of games not begun due to inclement weather, the Divisional Convenor shall reschedule the game for the earliest possible day.

**ARTICLE V - Eligibility**

5.1 Only those players, coaches and officials properly registered with the PMSC and OSA will be authorized to participate in the PMSC House League Program. A player must be registered 24 hours prior to participating in any game.

5.2 Prior to game time, each team will provide a roster to the referee indicating team officials, team name, player's names and numbers.

**ARTICLE VI - Officials**

6.1 Head Referee: the PMSC Board of Directors from amongst the nominees or volunteers available will select The Head Referee.

6.2 Game Referees: Will be selected by the Head Referee from amongst qualified referees.

## **ARTICLE VII - Equipment**

7.1 Each team will be supplied equipment by the PMSC. Each player will wear authorized PMSC uniforms for all games and tournaments. Shin pads are mandatory and are the player's responsibility.

## **ARTICLE VIII - Schedule**

8.1 Regular season and play-off schedules will be produced by the PMSC Planner and distributed to the membership once approved by the PMSC Board of Directors.

## **ARTICLE XI - Protests**

9.1 All protests shall be actioned as follows:

- a. the team protesting the game must present their protests in writing to their Divisional Convenor within 24 hours of the game in question. A copy of the protest must also be given to the team's opponents.
- b. if required the Divisional Convenor will inform the Vice President will call the Protest Committee to settle the incident if possible before the next scheduled game.
- c. The Protest Committee will entertain no protests with reference to a judgment decision made by the Referee.

## **ARTICLE X - Discipline**

10.1 All members of the PMSC will at all times conduct themselves in a manner that brings credit to the PMSC, the game of soccer and the physical, emotional and social development of it's members. A Zero Tolerance Policy shall be maintained by the PMSC with regards to individuals that do not conduct themselves accordingly.

10.2 Incidents that bring discredit to the PMSC or the game of soccer will be fully investigated by the PMSC Discipline Committee. They in turn shall render any appropriate penalties.

## **ARTICLE XI - Trophies and Awards**

11.1 Trophies will be presented to the regular season Divisional Champions, the overall Divisional Championship team and to the runners -up based on the outcome of the play-offs.

11.2 All PMSC Trophies will be retained by the Civic Centre and for other communities involved displayed in the trophy case available.

11.3 An award will be presented to all players as a token for their participation within the PMSC House League Program.

## **ARTICLE XII - Amendments**

12.1 These Rules and Regulations can be amended by a simple majority vote with a quorum present at any Board of Directors meeting.



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**PETAWAWA MINOR SOCCER ASSOCIATION**  
**YOUTH AND MINI RULES**

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**ARTICLE I - General**

1.1 When reading and applying these laws, remember always, above everything else, that laws are laws, but Minor soccer players are, in every sense, children playing. At this level, the laws exist to structure their physical activity in a fair way, and that should be the message to the children. Almost all violations of the rules are inadvertent, so " Penalties" are assessed to "make it fair" to a team which has been hurt by some action, not to "punish" the offender.

1.2 The laws don't require you to be a kind and gentle teacher. In fact they give you the authority to be a stern disciplinarian, for the occasional time when you might feel that is necessary. However, don't let their formality become your only point of view, or you'll miss much of the joy of being part of a young child's soccer development.

**ARTICLE II - Rules**

2.1 Games will be played in accordance with the current Federation International Football Association (FIFA), Laws of the Game with the following exceptions:

- a. Law 1
  - Youth, no change
  - Mini fields are just that, regular fields shrunken in size. All rules applicable to a regular field apply except that the goal area is enlarged and serves both as the goal and penalty area.
- b. Law 2
  - FIFA approved size 3 balls for 6 & under, size 4 balls for 12 & under and size 5 balls for 13 and above.
- c. Law 3
  - Youth, no change
  - Mini, usually seven aside, however, teams shall always play of equal strength. Six & under may play fewer than seven players i.e. 3 vs 3.
- d. Laws 4,5,6
  - Youth, no changes
  - Mini, referees are not normally used except in the 8 & under division if practicable.
- e. Law 7
  - Youth, 10 & under 2 x 20 min periods and 12 & under 2 x 25 min and 13 & above 2 x 30 min periods.
  - Mini, 8 & under 2 x 15 min periods.
- f. Law 8,9,10
  - Youth, no change.
  - Mini, no goals may be scored from within the goal area including the line in the 6 & under divisions only.

- g. Law 11 - Youth, no change.  
- Mini, offsides will only be enforced in the 10 & under age divisions and up, however, coaches should encourage proper mental development of players at the lower levels.
- h. Law 12 - Youth, no change.  
- Mini, all fouls result in indirect free kicks. Goalkeepers may handle the ball only within their own goal area, since there is no separate penalty area on PMSC Mini fields. The goal keeper "parry, back pass and steps" rules are not enforced, (although goal keepers are usually reminded by the coaches). Formal cautions and dismissals of players from the match although technically Laws of the Game, are only used in very extreme cases. Cards are not shown and teams never play short handed.
- i. Law 13 - Youth, no change.  
- Mini, all free kicks are indirect. Opponents are required to be 6 yards away from the ball (in all directions). Remember the player taking the kick cannot play it again until it touches any other player on the field.
- j. Law 14 - Youth and Mini 11 & under division only, no change.  
- Mini, penalty kicks are not awarded except during playoff to decide the outcome of the game.
- k. Law 15 - Youth, no change.  
- Mini, as per OSA Mini Rule 13 – Kick in from where the offence occurred on, or behind the touch line.
- l. Law 16 - Youth, no change.  
- Mini, the ball should be placed approx. 6 yards from the goal line and all opponents must remain outside the goal area until the ball leaves the area. The ball cannot be played and is not in play until it has completely left the area.
- m. Law 17 - Youth, no change.  
- Mini, all corners are indirect. Opponents must be 6 yards away from the ball until it has been kicked.

### **ARTICLE III - Law 18**

3.1 Law 18 in soccer is usually referred to as the common sense rule! When common sense is applied to most situations the results are usually positive. The PMSC hopes that throughout your child's participation and development in our program Law 18 will always prevail. It is our intention to provide a well balanced and structured program that will provide your child the physical, emotional, social and mental requirements to lead a healthy and product life. Hopefully with your support and encouragement the game of soccer will be a positive experience in your child's life.

### **ARTICLE IV - Amendments**

4.1 These Rules and Regulations can be amended by a simple majority vote with a quorum present at any Board of Directors meeting.