



Constitution

ARTICLE 1 - NAME

The name of the league shall be the Kelowna Women's Soccer League, hereinafter called the "League".

ARTICLE 2 - PURPOSES

The purpose of the League is to promote, foster and develop in all its facets, the game of soccer and to take all such steps deemed necessary or advisable for preventing infringements of the rules of the game or other improper methods or practices in the game and for protecting it from abuses. All steps necessary will be taken to ensure that any eligible person will be able to play within the League if they so desire. All teams will be encouraged to adopt this philosophy.

ARTICLE 3 - TERRITORY

The territory over which the League has jurisdiction shall be the greater Kelowna area, including West Kelowna and Lake Country. This provision is alterable.

ARTICLE 4 - AFFILIATION

The League may affiliate with other organized bodies if the Executive and Team Representatives agree. This provision is alterable.



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BYLAW 1 – LEAGUE

- 1) Teams must be members in Good Standing with the League.
- 2) Each member / team shall follow the Constitution, Bylaws, rules, policies and procedures of the League without fail to ensure continued eligibility for the team and its players. Each member team shall provide representation at all League meetings. Proper representation includes one team representative present at all League meetings. An Executive member does not qualify as a team representative at a League meeting.
 - a. Each team representative authorizes KWSL and associated persons (Referee Scheduler, BC Soccer, etc.) to use their email address for League Business.
- 3) The League shall adhere to all F.I.F.A. rules and regulations.
- 4) The League shall have the power to deal with violations of the laws of the game, the rules and regulations of the League and misconduct by any of its players, team officials or members.
- 5) The League will affiliate with the BC Soccer Association (BCSA) as a “C” level league and follow BCSA principles and rules & regulations, when not in contravention with KWSL constitution, bylaws, rules, policies and procedures.
- 6) The League will register all players with the BCSA and participate in the players’ insurance coverage as provided by the BCSA.

BYLAW 2 – LEAGUE MEMBERSHIP

- 1) The members of the League are the teams in Good Standing.
- 2) ‘Good Standing’ means paid-up Performance Bond, paid-up annual League Fee, no unpaid fines or other fees, complete roster of women players, not having been disbanded, and not having been expelled from the League.
- 3) To be eligible for membership a **new team** must:
 - a) Forward to the Executive a written application in form provided by the League on or before February 15th of the upcoming season accompanied with a non-refundable deposit of \$100 towards the annual League Fee plus an additional \$100 for the Performance Bond.
 - b) New teams cannot be the result of renaming a previous team, which ceased to be a member while liable for outstanding debts owing to the League or third parties. The Executive may request proof from the new team that any such debts have been paid in full (see also Bylaw 3.3).
 - c) Own at least one (1) full, numbered, set of complete uniforms (sleeveless jerseys allowed), one (1) alternate coloured uniform or pinnie set, one (1) game net, one (1) game ball, two (2) corner flags, an adequately stocked first aid kit and any other equipment essential to the proper functioning of the game.
 - d) Pay their team League Fees in the amounts set by the League, by the due date set by the Registrar.
 - e) Be approved by the League Executive as a team and as a team in a division.
 - f) New teams must consist of LESS than 8 players from a previous registered Team Roster to be considered a “new team”.



- g) New teams must choose a jersey color not represented by any team in same division.
- 4) Voting
 - a) Each team member is entitled to one vote at any members meeting. Proxy voting is not allowed.
- 5) Tenure of membership
 - b) A League member ceases to be a member:
 - i. By submitting a written resignation and withdrawal of the team from further play. This resignation to be delivered to the Secretary and Administrator of the League.
 - ii. By the team becoming disbanded or failing to show up at three (3) consecutive league games or show up with less than seven (7) players, or and defaulting three (3) consecutive games.
 - iii. By expulsion as per Bylaw 2.5 (d).
 - c) A League member ceases to be a member in Good Standing when that member has failed to pay the current annual League registration fee by the due date or failed to pay any other debt incurred and owing to the League. The member is not in Good Standing while the amount owing remains unpaid.
 - d) Members may be expelled from the League by a special resolution of the members passed at a General Meeting.
 - i. The notice of special resolution for expulsion must be accompanied by a statement giving the reason(s) for the proposed expulsion.
 - ii. The member subject to the proposed resolution for expulsion must be given an opportunity to be heard at the General Meeting before the special resolution is put to a vote.

BYLAW 3 – LEAGUE FEES

- 1) The League Fee is determined each year in the budget as the net between the projected total operating costs less projected revenues divided by the number of teams in the league for that year. Due to the variation of prior year surplus / deficit and current year projected financials, these calculated fees may be adjusted by the Executive to prevent significant fluctuations in costs for teams.
- 2) Each member team must forward a non-refundable deposit in the amount of \$100 to the Administrator, on or before the Annual General Meeting of the past season. The remainder of the fee will be due by the date set by the Registrar each year. Failure to meet these deadlines will result in a \$100 fine. If payment is not received by the date set by the Registrar, as noted above, the team will be dropped from the schedule. (See also Bylaw 2.5 (b)).
- 3) In addition to the annual League Fee each team will pay a Performance Bond of \$100 upon joining the League. This Bond deposit may be used to offset any unpaid fines applied to such team or its member players and coaches. The Bond must be replenished to the \$100 amount, prior to the team's next scheduled game. Until replenish payment is made, all the ensuing games of such team will be considered in default.



- 4) New players to the KWSL not associated with a member team will be known as “Free Agents”. Free Agent fees will be determined in line with the calculation of the League fees and will be due upon registration with the KWSL. Free Agent registration is limited to the number of games as set by the League.
- 5) All League Fees and fine payments shall be forwarded to the Treasurer. Cash will NOT be an accepted form of payment. There will be a fee charged for any NSF cheques. Teams have a deadline of two (2) weeks from notification of fine to pay fine in full amount. Red card fines will have a deadline of one (1) week from notification of fine.

BYLAW 4 – EXECUTIVE

- 1) The Executive officers consist of the following positions: President, Vice President, Scheduler, Secretary, Treasurer, Registrar and Media/Public Relations Director.
- 2) Officers shall be elected at the Annual General Meeting to two-year terms, with the election of President, Secretary and Registrar held in alternate years to the election of Vice-President, Scheduler, Treasurer, and Media/Public Relations Director. All Executive positions must be filled at the Annual General Meeting to ensure a properly organized and facilitated League operation for the year. In the event that there are no nominations or volunteers for the volunteer positions to be filled, one (1) team will be drawn for each vacant position. Teams in divisions that are not represented and/or under-represented will be drawn from first. Excluded from the draw will be teams currently represented in the Executive, as well as Divisions sufficiently represented. If no volunteer comes forward during the next 30 days, the team(s) drawn will have 14 days to find someone or the team will be ineligible to play that season. In the case of two (2) or more people seeking the same Executive position, preceding the vote, each candidate will be given the opportunity to introduce themselves and explain why they would be best suited for that position.
- 3) Three (3) shall constitute a quorum for the purpose of transacting any Executive business. A majority Executive representation, but never less than three (3) members, will constitute a quorum for the purposes of transacting any League business.
- 4) If the office of any volunteer Executive member shall become vacant for any reason during the term of office, the Executive will request a new volunteer from the drawn team, noted in paragraph 2) of BYLAW 4 - Executive. If the office of any Executive member who was elected at the Annual General Meeting becomes vacant for any reason during the term of office, the Executive may appoint a replacement for the balance of the term.
- 5) All Executive members may be reimbursed from League funds for any expense incurred for League business. Receipts must be supplied to the Administrator.
- 6) The members may, by special resolution, remove a Director before the expiration of her or his term of office and may elect a successor to complete the term of office.
- 7) The Executive may appoint additional non-voting Directors to fulfil special projects for a term ending at the end of the current playing season. The Executive will annually appoint an Administrator to aid the Executive in the administration of the League as per Bylaw 21.
- 8) The Executive may implement new additional policies and procedures or modify existing ones for the administration of the League.



9) All Executive members, as well as Disciplinary Committee members, must have a current valid Criminal Record Check on file. Executive Officers/Members and Volunteers are required, per BC Soccer, to complete and have on file a 'Conflict of Interest Disclosure Form' at the beginning of their Term.

10) **PRESIDENT:**

- a) The President shall be the Chief Executive Officer of the League and shall exercise supervision over the affairs of the League. The President schedules and chairs all meetings and ensures the proper attendance of all Executive and League members. The President advises and guides the Executive throughout the season and ensures the democratic process.
- b) The President shall be allowed the right to vote on all Executive business. The President shall have the deciding vote on any League matter. The President shall not vote unless a deciding vote is necessary. The President shall attend all disciplinary meetings and again have the deciding vote if necessary. The President shall represent the League to any other organizations, etc. The President shall represent the interests of the League over any affiliated team interest.
- c) The President shall be the League's representative for the Disciplinary Committee.

11) **VICE PRESIDENT:**

- a) The Vice President shall assist the President to carry out his/her duties, and in the event of the President's absence shall perform all the functions of the President.
- b) The Vice President shall be allowed the right to vote on all Executive business. The Vice President shall not vote on League matters unless a deciding vote is necessary in the absence of the President. The Vice President shall represent the interests of the League over any affiliated team interest.

12) **SCHEDULER:**

- a) The Scheduler will schedule all league fields and games. The consent of the Scheduler is required for any change in the game schedule. The Scheduler will have the discretion to reschedule regular scheduled games as required.
- b) The Scheduler shall be allowed the right to vote on all Executive and League business. The Scheduler shall represent the interests of the League over any affiliated team interest.
- c) The Scheduler will act as liaison with facilities / field contacts as well as the Referee Scheduler and / or Referee in Chief in the coordination of sanctioned games.
- d) The Scheduler may be responsible for issuing fines per KWSL Bylaw 15.

13) **SECRETARY:**



- a) The Secretary shall give notice of all meetings to persons entitled thereto. The Secretary shall keep minutes of such meetings. The Secretary shall review past minutes if requested by any persons present at the following meeting. The Secretary shall ensure minutes get approved and signed at the following meeting and be kept in a Minute Book. The minutes of the Executive meetings are to be e-mailed to all Executive members immediately following the meeting.
 - b) The Secretary shall be allowed the right to vote on all Executive and League business. The Secretary shall represent the interests of the League over any affiliated team interest.
- 14) **TREASURER:**
- a) The Treasurer shall work with the Administrator to keep a full and accurate account of receipts and disbursements in books belonging to the League; shall deposit all monies and other valuables in the League account registered with a Chartered Bank. All monies withdrawn from the account must include the signature of any two (2) of the Executive members authorized by the other members of the Executive and on file with the bank to do so.
 - b) The Treasurer must be familiar with and follow General Accepted Accounting Principles to oversee financial statements suitable for audit purposes. Such statements will consist of a minimum of a Balance Sheet, Income Statement and Bank Reconciliation prepared monthly by the Administrator for the approval of the Executive.
 - c) The Treasurer shall be allowed the right to vote on all Executive and League business. The Treasurer shall represent the interests of the League over any affiliated team interest.
 - d) The Treasurer, along with the Administrator, prepares the League Annual Operating Budget for approval by the Executive. This budget serves as the basis for determining the League Fees payable by teams each year.
- 15) **REGISTRAR:**
- a) The Registrar shall collect registration forms, maintain a database of players and ensure that players on game rosters were eligible to play. Registration, red cards, yellow cards and any discipline matters are recorded on a regular basis and passed on accordingly.
 - b) The Registrar will collect referee game reports, assess any applicable fines according to the Bylaws to teams, report such fines to the President and Administrator and forward the reports to the Referee Scheduler for payroll.
 - c) The Registrar shall be allowed the right to vote on all Executive and League business. The Registrar shall represent the interests of the League over any affiliate team interest.
 - d) The Registrar will keep a register of the League's members in accordance with the Society Act Section 70.
- 16) **MEDIA / PUBLIC RELATIONS DIRECTOR:**



- a) The Media/Public Relations Director shall coordinate the submission of all game reports and dissemination to print media.
- b) The Media/Public Relations Director shall submit all League press releases, standings and news bulletins to the media and assist in ongoing updates to the League website, Facebook page and other social media where applicable.
- c) The Media/Public Relations Director shall solicit and coordinate sponsorship for the League.
- d) The Media/Public Relations Director shall coordinate League merchandising, which may vary from year to year at the discretion of the Executive.
- e) The Media/Public Relations Director shall be allowed the right to vote on all Executive and League business. The Media/Public Relations Director shall represent the interests of the League over any affiliated team interest.
- f) The Media/Public Relations Director may be responsible for issuing fines per KWSL Bylaw 15.

BYLAW 5 – MEETINGS OF MEMBERS

- 1) General meetings of the League must be held at the time and place that the Executive decide and in accordance with the Society Act. Every general meeting, other than an Annual General Meeting, is an extraordinary general meeting.
- 2) The Executive may convene an extraordinary general meeting when they deemed it necessary.
 - a) Notice of a general meeting must specify the place, day and hour of the meeting and, in case of special business, the general nature of that business.
 - b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3) The first Annual General Meeting of the League must be held not more than 15 months after the date of incorporation and after that an Annual General Meeting must be held at least once in every calendar year within 30 days from the end of the fiscal year just ended.
- 4) All League members are encouraged to attend general meetings. Constitutional changes will be decided on at the Annual General Meeting. All League members are encouraged to seek Executive positions to ensure continuing growth and success of the League. A majority of teams in membership, but never less than three (3) members, must be represented to constitute a quorum. All members in Good Standing and present at the Annual General Meeting will be allowed the right to vote.
- 5) Executive meetings will be scheduled as required by the President and attended by all Executive members. These meetings will usually take place prior to any League meeting.
- 6) All attendees shall be given a voice and a chance to be heard. All motions must be seconded to advance to a vote.
- 7) Procedure at the meeting will be governed by Robert's Rules of Order.



- 8) The Team Representative will represent the interests of the affiliated team. All members are encouraged to attend the Annual General Meeting and shall be allowed the right to vote.
- 9) Team Representatives shall be appointed on an individual basis by the affiliated teams. The attendance of two (2) Team Representatives is encouraged at all League meetings, as they are the representation of the affiliated team. Only one Team Representative shall be allowed the right to vote on all League business.
- 10) As a result of reviewing the League Meeting Attendance Sign-in Sheet and/or when roll call is taken before meeting adjournment, any team failing to provide a team representative at a League Meeting and/or Annual General Meeting will be fined \$100, payable within thirty (30) days.

BYLAW 6 – AMENDMENTS

- 1) A 75% majority vote is required for any change of the Bylaws or Constitution. No change or amendments shall be made in any part of the Bylaws or Constitution except at the Annual General Meeting and after proper notice of motion circulated per the Society Act with 14 days' notice.
- 2) Persons in direct membership with the League and members of the Executive may propose changes or amendments to the Constitution. All such motions must be seconded before advancing to be voted upon.

BYLAW 7 – REGISTRATION AND ELIGIBILITY OF PLAYERS

- 1) To be eligible for registration as a player in a team or as a Free Agent a player must:
 - a) Be a female or identify as female.
 - i. Confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held, and part of a person's core identity. Documentation satisfying the herein stated standard includes, but is not limited to, government-issued documentation or documentation prepared by a health care provider, counsellor, or other qualified professional not related to the player.
 - b) Not owe any monies to their current or previous teams within the League.
 - c) Be of good character and agree to follow the League Constitution, its Bylaws, rules and regulations.
 - d) Be sixteen (16) years old in the current calendar year. The signature of the player's legal guardian will be required on the Registration and Insurance forms for any player between the age of sixteen (16) and nineteen (19) years old.
 - e) For the purposes of Bylaw 2.3 (b) players previously on a different team are considered jointly liable.
 - f) Masters – must be thirty (30) years old or more in the current calendar year. No underaged players allowed.
- 2) All players must be registered a minimum of forty-eight (48) hours prior to the scheduled League game in order to be eligible to play in that game. A registration date will be set by the Registrar for individual registration not including the original team registration. The Registration date will be extended for BC Soccer Association affiliated youth league players and Free Agents only.



- 3) Registration forms will be available to each Team Representative and are to be submitted online or forwarded to the Registrar along with a photograph of the player - *photocopies will not be accepted*. High quality computer generated digital photographs are acceptable. Identification Game cards will be issued to all players at the time of registration and must be provided to the Referee prior to each game.
- 4) Completed registration forms along with photographs are to be submitted online or forwarded to the Registrar as a *team package* by the due date set by the Registrar. Team packages received after the due date are subject to a \$100 fine. Incomplete registration packages will not be accepted and will be returned to the Team Representative for completion. Teams must have a minimum of eleven (11) players eligible for registration.
- 5) A registration fee (stipulated by BC Soccer) must be paid for any individual registration over the allowed 18 players to a maximum of 25 players per team.
- 6) At the time of registration a duplicate player card may be requested for a player who will be playing up one division per Bylaw 9.6. A \$5.00 processing fee must accompany the secondary player registration form. Use of the duplicate card in contravention to KWSL Bylaws & Constitutions will result in fines per current Bylaws.

BYLAW 8 - TRANSFER OF PLAYERS

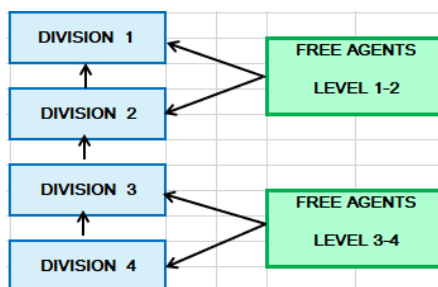
- 1) No players shall be transferred to another team within the League with less than six (6) weeks remaining before the end of regular season play.
- 2) No player shall be allowed to transfer from a team that they are indebted to for team fees, uniforms, etc.
- 3) A transfer fee (equivalent to that stipulated by BC Soccer) will be levied for any transfer of players. This transfer fee does not apply to Free Agents.

BYLAW 9 – TEAMS AND PLAYERS

- 1) Team Affiliations:
 - a. A KWSL team may choose a maximum of three (3) Permit Players registered with any other team affiliated with BC Soccer for their roster at the time of registration provided the player(s) meets eligibility requirements. These three (3) players will be the *only* eligible permit players to play on the team for the season and these three (3) permit players can play an unlimited number of games during the season. PCSL players are limited to play in the current highest Division in the Kelowna Women's Soccer League. Teams wishing to avail themselves of this clause will notify the Registrar in writing of the names of the three (3) players before they are permitted to play. Permit players form part of the maximum 25 players per team. *Permits are non-transferable, and only valid for the team that has requested the use of the youth permit player.*
 - b. KWSL Executive shall have the ability to prohibit the teams and players under its jurisdiction from playing with or against any team which is not a member of BC Soccer and the Canadian Soccer Association. Should this scenario arise, any past or present KWSL Teams and players involved will be reviewed at the discretion of the Executive in an effort to maintain parity within all KWSL Divisions.
- 2) A team shall be allowed to dress and use a maximum of eighteen (18) players for any League game.



- 3) Unlimited act of substitution shall be allowed during League play, such substitutions to be done according to F.I.F.A. rules of the game.
- 4) All teams and their players shall conduct themselves, at all times, in a respectable manner and in accordance with F.I.F.A. Laws of the Game.
- 5) The use of an illegal player(s) will result on the team forfeiting that game and a monetary fine and number of suspended games to be determined by the League's Executive. An illegal player needs not to have played in a game to be considered illegal. The mere listing of such player on the team list constitutes use of an illegal player.
- 6) Players and Goalies
 - a. Players are permitted to play up one division or into the Masters Division on an as needed basis provided the player is in good standing; it is at the responsibility of the team manager of the higher Division team picking up the player to determine the player status prior to roster play up use. Players registered in any division may play in the Masters Division, provided they have reached the required age as per Bylaw 7.1(f).
 - b. Goalies are permitted to play down one division ONLY as a goalkeeper and can only play that position. If that player plays out, even for part of the game, when playing down, then that team will receive a forfeit and the team may incur a fine and the player may incur a fine and/or suspension.
 - c. Players or Goalies are NOT permitted to play across to other teams within the same Division that they are currently registered in.
- 7) Free Agents must register according to their skill level. Level 1-2 is for Division 1 and Division 2 Free Agent substitutes and Level 3-4 is for Division 3 and Division 4 Free Agent substitutes. Teams are permitted to utilize Free Agents only within the Level of their Division. Once a Free Agent has played six (6) games, the player must transfer to a team or renew their Free Agent registration.



- 8) When there is a change to a game location it is mandatory that teams relocate. The length of the game will be adjusted accordingly.
- 9) All coaches and/or team officials are required to have an ID card. Replacement ID cards will be furnished at a cost of \$5.00 each after the approval by the Disciplinary Committee that there are no sanctions outstanding. Teams that lose their ID cards must provide the Registrar with new photos 72 hours before requiring them.



- 10) Any coach or team official that has any dealings with any player on their team or permit player under the age of nineteen (19) must provide the League President with a copy of a current valid Criminal Record Check.
- 11) Each team is to submit a game report to the Media/Public Relations Director, Scheduler and Registrar by noon (12:00 pm) the day following the game. Failure to do so will result in a \$25 fine.

BYLAW 10 - DISCIPLINE

- 1) The issuance of a red card or two (2) yellow cards during a League game will result in the suspension of the offending player for the remainder of that game as well as the entire following scheduled League game. The player identification card will be forwarded to the Disciplinary Committee and may be collected from the Disciplinary Committee prior to the next eligible game. If a disciplinary hearing is called, a KWSL Disciplinary fee of \$100 will be charged to the player / team to recover costs incurred by the League for the disciplinary meeting. The player identification card will be made available according to the decision of the Disciplinary Committee. A red card will result in a \$25 fine payable to the League. The player must pay the fine before the player's identification card is returned.
- 2) The accumulation of three (3) yellow cards by an individual player in one (1) season will result in the suspension of the offending player for the following scheduled League game. The player identification card will be forwarded to the Disciplinary Committee and may be collected prior to the next eligible game. Three (3) yellow cards during one season will result in a \$25 fine payable to the League. The player must pay the fine before the player identification card is returned.
- 3) Exhibition or tournament play shall not be considered towards the number of suspended games served.
- 4) A player sent off the field in her team's last League game shall have her discipline carried over to the following season.
- 5) Suspension must be served on the team the player is registered with. Any suspended player is considered ineligible to play with any other team until the suspension has been served.

BYLAW 11 - MATCH REQUIREMENTS

- 1) Each team must have installed one (1) goal net (properly tied down), two (2) corner flags (legal size) and have a F.I.F.A. approved game ball available prior to the scheduled kick off time.
- 2) A team must have at least seven (7) players ready to play at the scheduled game start time. Failure to provide the minimum amount of players will result in default and a \$250 fine. A forfeit results in a 3-0 loss.
- 3) The home team shall be responsible for providing a F.I.F.A. approved game ball and an alternative uniform colour or pinnie, as determined by the Referee.
- 4) The home team is responsible to provide marker cones in case the field markings are inadequate and the Referee requests them.
- 5) Either or both teams may be asked by the Referee of the game to provide an adult person to act as linesman (Assistant Referee) in the absence of officially appointed Linesmen to act under his instructions.



- 6) Each team must fill in the game sheet, provided by the Home Team, and provide to the Referee, prior to the start of the game along with the respective Player ID cards for the current season. This list must include the team name, coach or manager signature, game date, field, full name and jersey number of all the players dressed to play to a maximum of 18. Players listed on the Game Sheet over and above the permissible 18 will be deemed to be illegal. Players without an ID card cannot play even though they may be registered. Such players or any other ineligible players cannot be listed in the game sheet.
- 7) Permit players, as per Bylaw 9.1, must be included in the team list (11.6) above and have a written permit signed by their team of origin, COYSA and KWSL Registrar or designate. Also must have an I.D. picture card.
- 8) Players must be on the field in position and ready to play by the scheduled kick-off time to avoid their respective team being fined for delay of game start time.
- 9) Weather or Other Force Majeure:
 - a. Games declared abandoned by the Referee due to weather or other force majeure, will be considered completed and not rescheduled if the game was played for 65 or more minutes.
 - b. An Air Quality rating on the Government of BC website of 7 or higher at the 4:00 pm update on game day will result in cancellation of games for that evening. Team Representatives are responsible for ensuring contact information is up-to-date with the Scheduler for this type of last minute cancellation.
 - c. Extreme Heat Guidelines. Participant health and safety is a high priority for KWSL; thus, it is recommended to err on the side of caution if ever in doubt in any situation regarding the health and safety of participants.

EXTREME HEAT EVENTS (EHE) ACTIVITY CHART

Humidex Value	Discomfort at rest	Risk of overheating during exercise	Activity Modification
Below 24 C	None	Low	N/A
25C to 29C	None	Low to Moderate	N/A
30C to 34C	Some	Moderate - Athletes should be monitored	Games - Drink Breaks every 30 Minutes
35C to 39C	High	High - Athletes should be monitored closely	Games - consider reduced game length
40C +	EXTREME	EXTREME	ALL ACTIVITY CANCELLED

- d. Games cancelled due to Air Quality or another natural event after the first week of August will not be rescheduled (see Bylaw 14). Teams will not be compensated monetarily for these cancellations as it is beyond the control of the Executive.
- 10) Zero tolerance on jewellery, no taping, all visible body piercing must be removed. Only exceptions are medical alert bracelets, which must be taped. Glasses need to be taped at the back or have a strap around the back of the head. All knee braces need to have a neoprene sleeve over it, otherwise all metal, hard plastic and Velcro need to be taped and completely covered.



- 11) Casts: A sports cast (usually pink or blue) can be worn in a game if covered by bubble wrap and a tensor bandage that covers the entire cast. A one inch (1”) thick foam covered in its entirety by a tensor bandage is also permissible. Players with casts are eligible to play if the conditions are met and at the discretion of the Referee.

BYLAW 12 – REFEREES AND ASSISTANTS.

- 1) The League reserves the right to decide which Referees and Assistant Referees to contract for its games.
- 2) The League will approve an annual budget for Referees and Assistant Referees.
- 3) The Referees are responsible for providing the Registrar, Scheduler and Referee in Chief, with the game report the following day. Game sheets may be submitted in paper or Portable Document format (PDF) only.
- 4) Referees and Assistant Referees will officiate League games in accordance with provision of these Bylaws and the F.I.F.A. Laws of the Game.
- 5) The Executive will approve from time to time a fee schedule for referee services.
- 6) Referees and Assistant Referees will not be reimbursed when failed to show-up at a scheduled assignment and to perform their service. It is the Referee and Assistant Referees’ responsibility to check the KWSL schedule in advance of each game for changes and / or cancellations. Where conflicting information exists between the Referee Schedule and the KWSL Schedule, the KWSL Schedule information will prevail.
- 7) Referee payments will be made via Electronic Funds Transfer (EFT). For each season of officiating, all referees are required to register with the KWSL and submit the direct deposit form, along with a VOID cheque or Bank Confirmation letter, to the Treasurer. All officials MUST ensure that their Full Name and Mailing Addresses are kept current with the Treasurer and/or Administrator.
- 8) If, due to unforeseen circumstances, a Referee is unable to officiate, then one of the Referee Assistants may, if qualified and willing, step in to officiate, otherwise the teams affected shall agree on some other person to officiate in the emergency. If the teams cannot agree on a person to act as an official, then the game will be considered a draw (tie) of 0-0.
- 9) Adult Referees (18+) are required to provide the League President with a valid Criminal Record Check.

BYLAW 13 - LEAGUE PLAYOFFS AND TOURNAMENTS

- 1) The League may finance and assist volunteers in organizing playoffs at the completion of the season. Teams interested in KWSL Tournaments will organize and finance such events separate from league play.
- 2) Players must be registered with the team that they wish to play for in the playoffs prior to the transfer deadline. Players may play up OR down on ONE other team in the playoffs, as a goalkeeper ONLY, on permit approval.
- 3) Teams have until the registration of new players’ deadline to withdraw from playoffs without fines being issued.



- 4) Teams that have won regular league play and withdraw from playoffs after the deadline will also forfeit any award they may have received.

BYLAW 14 – PLAYING SEASON

The League’s playing season is from mid-April to the end of August in each year. Games are played weekly on various nights depending on field availability and availability of officials.

BYLAW 15 – TEAMS’ FINES

- a) As a result of reviewing any Referee’s report, team roster or other appeal or protest, the following penalties will apply for each offence:
- i. Failure to provide an approved game ball \$25
 - ii. Failure to provide goal net prior to the start of a game \$25
 - iii. Failure to provide legal size corner flags \$25
 - iv. Failure to wear proper uniform (see Item 2a) \$25
 - v. Use of an ineligible player(s) – game default and \$100 - \$250
(at the discretion of the Discipline Committee / Executive)
 - vi. Delay of game start time – game default and \$25
 - vii. Accumulation of three (3) or more red cards by a team \$50
 - viii. Accumulation of six (6) or more yellow cards by an individual player \$25
 - ix. Yellow card for dissent \$25
 - x. Failure to send in media / game report by deadline \$25
 - xi. Default of game after rescheduling period as defined by Scheduler is completed \$100, and:
 - a) Notification given to the Scheduler forty-eight (48) hours prior to the League game results in the loss of game.
 - b) Notification is given to the Scheduler less than forty-eight (48) hours but before 12:00 pm of game date of play, the fine is \$200 and loss of game.
 - c) Where Player Cards are not provided or no notification is given to the Scheduler after 12:01 pm on the game date of play, the fine is \$250 and loss of game. The additional \$50 will be credited to the opposing team of the forfeit.
- b) As a result of reviewing the League Meeting Attendance Sign-in Sheet, any team failing to provide a team representative at a League meeting and or Annual General Meeting will be fined \$100.
- c) Individual fines may be applied in addition to the above team fines for disciplinary concerns. (See also Bylaw 3.3).
- d) Failure of a team to have a full League Fee in the possession of the Registrar or Administrator by the date set by the Registrar, as noted in Bylaw 3.2, will result in a \$100 fine.

NOTE:



- 2) a) Uniform is defined as: numbered shirts (may be sleeveless), corresponding shorts, socks, shin pads and footwear. All players of a team must have the same shirt, matching shorts and socks. Lycra shorts may be worn under the shorts but must be of the same colour as the shorts. Shirts are to be tucked in and socks must be pulled over mandatory shin pads. Any actions to correct the players' basic equipment will be at the discretion of the attending Referee, notwithstanding any applicable fines.
- b) A player must not use equipment or wear anything, which is dangerous to herself or another player (including any kind of jewellery).

BYLAW 16 – PLAYERS' FINES

Players will abide by the sanctions, suspensions and fines as imposed by the Discipline Committee. Players under suspension are not allowed to dress or play in any League scheduled games. A yellow card for dissent will result in a \$25 fine payable to the League.

BYLAW 17 - PROCEEDINGS AT ANNUAL GENERAL MEETING

The order of business at the Annual General Meeting shall be:

- * Roll call.
- * Adoption of the agenda.
- * Reports from President, Vice President, Secretary, Treasurer, Media, Scheduler and Registrar.
- * Discuss/vote on constitutional change and/or amendments.
- * Elections (President, Vice President, Secretary, Treasurer, Media, Scheduler and Registrar)
- * New business.
- * Adjournment.

BYLAW 18 - LEAGUE STRUCTURE

- 1) The League shall consist of two or more divisions as dictated by the skill and competitive level of teams and its players and may add an additional division based solely on age.
- 2) Based on the final standings of the previous season, the Executive will determine which teams will play in each division for the upcoming season. Teams that finish first and second in a division may be promoted to the next highest division. Teams that finish last and second last in a division may be relegated to the next lower division. Promotion and relegation shall be decided as per the final league standings in the previous applicable season, in an attempt to balance the number of teams as well as parity in all divisions, with the exception of extraordinary circumstances that shall be dealt with at the discretion of the Executive. Composition of divisions for the upcoming season will be presented at the first League Meeting following the Annual General Meeting.
- 3) A team must have 50% of previous roster returning to maintain their standing and must have less than 50% of previous roster to be considered a new team.



- 4) New teams which have a majority of Select level (Kelowna United) players from the Central Okanagan Youth Soccer Association and that are approved to play in the League on an exhibition basis will be placed in the top Division.
- 5) Team standings are prepared based on three (3) points for a win, one (1) point for a tie and zero (0) points for a loss. Teams failing to complete their season scheduled games will not receive any credits or points for the games not played.

BYLAW 19 – FINANCIALS

- 1) The fiscal year of the League will be from the 1st day of November to the 31st day of October of the following year.
- 2) A copy of the Annual Financial Statement for the previous season shall be made available to each member of the Executive and any League member at the Annual General Meeting.
- 3) A budget for the upcoming season must be made available to the Executive and accepted by a majority vote on or before April 1st of the upcoming season.
- 4) Subject to the Society Act the League Executive may exercise borrowing powers up to \$1,000 to cover bank overdrafts.
- 5) The League authorizes for accounting records to be under the custody of the Administrator but must be made available to the League when requested.
- 6) The League will comply with the annual filing requirements of the Society Act and of the Canada Revenue Agency as required.

BYLAW 20 – REFEREE SCHEDULER

- 1) The Executive will appoint annually a paid person as a Referee Scheduler for the League.
- 2) The Referee Scheduler shall be responsible for scheduling officials for League games, playoffs and referee development. The Referee Scheduler shall provide the schedule information regarding the games to the League President, Scheduler and Registrar.
- 3) The Referee Scheduler shall represent the interests of the League over any affiliated team or Referee's interest.
- 4) One Referee and Two Assistant Referee's shall be hired for all games. In situations where only one Assistant Referee or the Referee is not present Bylaw 11.5 or Bylaw 12.8 will apply.
- 5) The Referee Scheduler prepares a monthly payroll to pay for all referee fees in that month. Such payroll will include a detail of games officiated and an alphabetical summary by surname of the officials. It shall also identify any fees not paid due to referee or assistant referee absences. It shall be approved and signed by the Scheduler, and sent to the Administrator/Treasurer for issuance of payroll.



BYLAW 21 - LEAGUE ADMINISTRATOR

- 1) The Executive will appoint annually a nominally paid person as a League Administrator for the League.
- 2) The League Administrator shall be responsible for various administrative duties to be determined by the Executive. The Administrator will also prepare a year-end Financial Statement and Financial report for approval at the Annual General Meeting.
- 3) The hours of the League Administrator will depend on the growth of the league.

BYLAW 22 – REFEREE IN CHIEF

- 1) The Executive will appoint annually a nominally paid person as a Referee in Chief for the League.
- 2) The Referee in Chief shall represent the interests of the League over any affiliated team or Referee's interest.
- 3) The Referee in Chief shall act as an intermediary between the League and the Referees, as well as the Referees and the Referee Scheduler.
- 4) The Referee in Chief may review referee feedback forms from the Registrar, making suggestions for further training, assessment, mentoring. The Referee in Chief may also counsel the Referee Scheduler regarding the allocation of all officials for the KWSL League scheduled matches, if and when needed.
- 5) Strive to have regular meetings with officials and the Executive during the active season.
- 6) Attend Disciplinary Hearings if and when needed by the Disciplinary Committee, or be available to advise the members of the Committee.
- 7) Maintain a list of the League's game officials showing their:
 - * Given names
 - * Mailing address and phone numbers
 - * Membership status with the BC Soccer association
 - * Referee Level/qualifications to date

BYLAW 23 – DIVISIONAL REPRESENTATIVES

- 1) Divisional Representatives shall be elected at the Annual General Meeting to a one year term. In the event that there are no nominations or volunteers for the positions to be filled, one (1) team will be drawn for each vacant position. Excluded from the draw will be teams currently represented by a Divisional Representative or in the Executive, or have served a term in the past two (2) years. If no volunteer comes forward during the next 30 days, the team(s) drawn will have 14 days to find someone or the team may be ineligible to play that season.
- 2) A Division Representative shall:



- a) Attend the Annual General Meeting in November and the League meeting in February.
- b) Attend the occasional Executive meeting, when requested to do so by the Executive.
- c) Act as a liaison between the Executive and the Teams in the division they represent.
- d) Communicate/distribute general information and any decisions pertaining to the league from the Executive to the Team Representatives in the division they represent.
- e) Be encouraged to hold meetings with their respective Team Representatives within the current playing season to provide a forum to share information within their Division.

BYLAW 24 – PROTESTS & APPEALS

Protests

- 1) Protests will only be considered if the KWSL has jurisdiction over the game being protested.
- 2) Protests will only be considered on the grounds of misinterpretation of the F.I.F.A Laws of the Game on the eligibility of players, or on breaches of Competition Rules and Regulations.
- 3) The protest must state specifically the grounds and rule upon which the protest is lodged, description of circumstances, date and time of game, field, name of opponent team, final score and any other material facts
- 4) Protests must be accompanied with the protest fee of \$100 by cheque, money order or bank draft payable to the KWSL. This fee will be refunded if the protest is upheld.

Appeals

Appeals from the decision of the League shall be made directly to the BC Soccer Association. All applicable appeals costs / fees will be paid by that Team / Member.