

**Mid Island Women's Soccer League
Constitution and By-laws**



Article 1: Name

- 1.1 The name of the league shall be Mid-Island Women's Soccer League, hereafter referred to as MIWSL or "the league".

Article 2: Affiliation

- 2.1 MIWSL shall be affiliated with the BC Soccer Association (BCSA) and be subject to the rules and regulations of that body.

Article 3: Objectives

- 3.1 The objective of MIWSL shall be to lead the growth of women's soccer in the mid island, inspiring participation and excellence in the region.

Article 4: Membership

- 4.1 Membership shall be open to women's soccer teams in the mid island region.
- 4.2 New teams shall be admitted at the discretion of the executive.
- 4.3 Teams shall submit annual confirmation of membership by August 1.

Article 5: Membership Fees

- 5.1 Annual league fees shall be set by voting team representatives at the annual general meeting of the league. Annual league fees shall be paid to the Treasurer by September 30 each season.
- 5.2 In consideration of deadlines established by BCSA and Comox Valley United Soccer Club (CVUSC), the deadline for payment of registration fees shall be September 30 for fall registration. Late registration fees shall be received by the Treasurer within fourteen (14) days of player registration.
- 5.3 Teams failing to pay fees by set deadlines shall be declared to be not in good standing. Teams shall not be permitted to play until they have paid their fees in full.

Article 6: Executive

- 6.1 The business of the league shall be conducted by the executive comprised of President, Vice President/Secretary, Treasurer, Scheduler/Public Relations, and Registrar.

- 6.2 Executive positions shall be filled by election or acclamation at the annual general meeting of the league or upon position vacancy.
- 6.3 The term of each executive position shall be one (1) year.
- 6.4 Teams not represented on the executive after more than two straight years (i.e. in their third year) shall pay the league an administration fee of \$250.

Article 7: Duties of the Executive

- 7.1 The President shall be the spokesperson of the league and preside over all league meetings. The President shall handle all grievances and delegate responsibilities to executive members as required.
- 7.2 The Vice President/Secretary shall support the President in her role and act in her position as required.
- 7.3 The Vice President/Secretary shall maintain the league contact list and notify the executive and team representatives of league meetings. The Vice President/Secretary shall take minutes during league meetings and circulate the minutes following each meeting.
- 7.4 The Treasurer shall be responsible for the fiscal affairs of the league. The Treasurer shall be one of the signing officers for the league.
- 7.5 The Registrar shall liaise with BCSA regarding player registration. The Registrar shall collect player registration information and waivers.
- 7.6 The Scheduler/Public Relations Officer shall draft the league schedule and send it to the Executive for review and approval no later than August 15. The Scheduler/Public Relations Officer shall send the approved schedule to the head referee(s) to book referees. The Scheduler/Public Relations Officer shall notify teams of game cancellations and handle any game rescheduling.
- 7.7 The Scheduler/Public Relations Officer shall communicate with media to promote the league in our communities. The Scheduler/Public Relations Officer shall maintain league standings.
- 7.8 The Member-at-large shall assist the scheduler/public relations officer with promotion and recruitment activities or other executive tasks as requested

Article 8: Meetings

- 8.1 The President shall preside over all league meetings. In the absence of the President, the Vice President/Secretary shall take on this role.
- 8.2 The annual general meeting of the league shall be held following the regular season of play, but no later than June 30.
- 8.3 Teams shall receive at least thirty (30) days written notice of the date, time, and location of the annual general meeting.
- 8.4 The order of business at the annual general meeting shall be:
 1. Roll Call
 2. Minutes from previous annual general meeting
 3. Executive reports
 4. Elections
 5. Constitutional and by-law amendments
 6. New business (e.g. league fees, start & end dates, tournament date & location)
 7. Adjournment
- 8.5 Teams shall submit proposed constitutional and by-law amendments and new business agenda items to the President at least fourteen (14) days in advance of the annual general meeting.
- 8.6 Teams shall receive the meeting agenda at least seven (7) days in advance of the annual general meeting.
- 8.7 Teams not represented at the annual general meeting shall be fined \$100.
- 8.8 Special meetings may be called by the executive.
- 8.9 Teams shall receive at least seven (7) days written notice of the date, time, and location of special meetings.

Article 9: Voting

- 9.1 Each team will have one (1) vote. Voting by proxy is not permitted.
- 9.2 Voting shall be by a show of hands, unless a private poll is requested. Decisions shall be reached by a simple majority of the votes cast.
- 9.3 Members of the executive shall have a voice, but shall not vote at any meeting of the league. A member of the executive shall not act as a delegate for any team.

Article 10: Finance

- 10.1 The executive shall authorize the payment of expenses incurred in the operation of the league.
- 10.2 The league shall maintain a chequing account with a major bank or credit union. The Treasurer and at least two (2) alternates shall be set up as signatories on the account.
- 10.3 All league receipts and disbursements shall be processed through the league chequing account.
- 10.4 An account of all receipts and disbursements shall be provided to the executive and team representatives at the annual general meeting.
- 10.5 All league disbursements shall be made by cheque or electronic transfer.
- 10.6 Disbursements made to the Treasurer shall be approved by the alternate signatory where possible.

Article 11: Dissolution

- 11.1 The authority to dissolve the league shall reside with the executive.
- 11.2 Upon dissolution, all outstanding expenses shall be paid and the remainder of funds shall be distributed evenly amongst the member teams in good standing.

Article 12: Amendments

- 12.1 The constitution and by-laws shall be posted on the league website:
www.miwsoccer.weebly.com
- 12.2 Amendments to the constitution and by-laws shall be made upon deliberation at the annual general meeting of the league.
- 12.2 Proposed amendments shall be made in writing and submitted to the league no later than fourteen (14) days in advance of the annual general meeting.

Mid Island Women's Soccer League By-laws

By-law 1: League Structure

- 1.1 The league shall consist of only one (1) recreational division.
- 1.2 Each team in the league shall play every other team in the league at least two (2) times. One of the games shall be a home game. The amount of games played will be dependent

on the number of teams in the league, and will be determined before the season commences.

- 1.3 In all league games, three (3) points shall be awarded for a win, one (1) point shall be awarded for a tie, and no points shall be awarded for a loss.
- 1.4 The maximum score differential in any league game is five (5) points regardless of the actual score.

By-law 2: Registration

- 2.1 The deadline for annual registration of teams shall be set as per Constitution Article 5.2.
- 2.2 Teams shall complete and submit the following documents to the Registrar:
 1. Team registration template
 2. Participant waivers
 3. Parental liability acknowledgement forms (for players under 19)
- 2.3 In the event of late registrations, teams shall update the team registration template and submit it to the Registrar, along with corresponding participant waivers and parental liability acknowledgement forms, if applicable. All players must be registered on BCSA website and a signed waiver must be sent to the Registrar at least 24 hours prior to the league game in which the player is participating.
- 2.4 Teams shall submit all applicable registration fees to the Treasurer. Payment shall be made in the form of a cheque to the payee of "Mid-Island Women's Soccer League" (not to "MIWSL").
- 2.5 The registration process and fee schedule shall be posted on the league website.
- 2.6 Failure to register a player actively playing in the league shall result in game forfeiture.
- 2.7 The league shall not be held responsible for any injuries to pregnant women or their unborn children.

By-law 3: Transfers and Permits

- 3.1 Any player wishing to transfer from one team to another team shall complete the appropriate player transfer form; youth team to adult team, or adult team to adult team. The transfer form shall be approved by both teams and both leagues, if applicable. The completed player transfer form and transfer fee shall be submitted by the league to BCSA at least one (1) day prior to the league game in which the player is participating. The last day for player transfer shall be January 15.

- 3.2 A registered youth player wishing to play on a permit in the league shall complete a player permit application form. The permit shall be approved by the youth team, adult team, youth district, adult league, and BCSEA. It shall be valid for one (1) game on the date specified and shall be presented to the referee with the team list prior to the game. There is no limit on the number of times a youth player can play on permit in a senior league.

By-law 4: Player Equipment

- 4.1 Players shall wear shin guards and soccer cleats.
- 4.2 Players shall not use equipment or wear anything, including any kind of jewelry, which is dangerous to themselves or other players as determined by the official referee.
- 4.3 Uniforms shall consist of matching jerseys, shorts, and socks. Socks shall completely cover shin guards and jerseys shall be tucked in.
- 4.4 Goalkeepers must wear a jersey distinguishable from the other players and officials.
- 4.5 If an undershirt is worn, the colour of the sleeve shall be the same main colour as the jersey. If undershorts or tights are worn, the colour shall be the same main colour as the shorts.
- 4.6 When two teams share the same jersey colour, the team which had the jersey colour first shall retain the jersey colour and the other team shall switch to an alternate jersey colour. Jersey colours shall be posted on the league website.

By-law 5: League Games

- 5.1 All league games shall be scheduled by the Scheduler.
- 5.2 The home team in a league game shall be responsible for:
1. Lining the field
 2. Providing a first-class, size 5 game ball and a back-up ball
 3. Providing four corner flags and setting up two goal nets
 4. Paying for the field use and the referee
 5. Providing the referee and the away team with a team roster prior to the game
 6. Providing the game results, including the score and scorers' first and last names, to the Scheduler/Public Relations Officer before 7pm on the day of the game.
- 5.3 The away team in the league game shall be responsible for:
1. Providing the referee and the home team with a team roster prior to the game

2. Providing the game results, including the score and scorers' first and last names Scheduler/Public Relations Officer before 7pm on the day of the game

5.4 The schedule and league standings shall be posted on the MIWSL website.

By-law 6: Cancelled or Forfeited Games

6.1 Games cancelled due to field closures shall be rescheduled.

6.2 In the event that fields are open, but game day conditions are questionable, the game can be cancelled and rescheduled for the following reasons:

1. Home team assesses field conditions and deems it unsafe for play
2. Away team assesses road conditions and deems it unsafe for travel

6.3 Teams cancelling a game for one of the reasons specified in By-law 6.2 shall make their assessment and notify the other team as early as possible in the day in order to avoid unnecessary travel.

6.4 In the event of forfeiture due to insufficient players, the forfeiting team shall:

1. Contact the opposing team representative and receive confirmation that the message has been received. Preferred method of contact is telephone.
2. Contact the head referee to cancel the scheduled referee

6.5 Teams forfeiting a game due to insufficient players shall pay the following fines:

1. Forfeit before 12pm on Wednesday prior to the game – No fine
2. Forfeit after 12pm on Wednesday and before 12pm on Friday prior to the game - \$60
3. Forfeit after 12pm on Friday prior to the game or a no show - \$120

6.6 Forfeiture fines shall be waived if the forfeiting team contacts the opposing team and is able to share players and proceed with an exhibition game. The game shall be recorded as an automatic win for the non-forfeiting team.

6.7 The non-forfeiting team shall submit receipts to the Treasurer for reimbursement of any non-refundable expenses resulting from the forfeiture, e.g. field rentals and field lining. If applicable, referee fees shall be refunded.

By-law 7: Tournaments

7.1 Upon completion of the season, the team at the top of league standings shall represent the league at the provincial B-Cup tournament.

- 7.2 In the event that the top team is unable to represent the league, the next team in the standings shall be given the option until the berth is filled. Failure of the league to participate in the tournament may lead to the loss of the berth.
- 7.3 The league shall pay the provincial B-Cup tournament entrance fee, as well as match any travel grant provided by BCSA to a maximum of \$400 per season. If travel is not required, the league shall reimburse the team for expenses related to hosting the tournament game to a maximum of \$200 per game and a maximum of \$400 per season.

By-law 8: Referees

- 8.1 All referees for league games and tournaments shall be scheduled by the head referee.
- 8.2 Referee fees shall be paid according to the rate set by the BC Referee Association (BCRA). Assigning fees shall be paid to the head referee or delegate. Reasonable travel expenses shall be paid when the head referee is unable to schedule a local referee.
- 8.3 All referees shall be BCSA qualified.
- 8.4 A registered player who is also on the list of official referees shall not officiate in the league.
- 8.5 Complaints regarding referee performance shall be put in writing and submitted to the league President who will determine the course of action, if any.
- 8.6 The FIFA laws of the game shall be followed unless otherwise specified.
- 8.7 The official referee shall have the power to decide the fitness of the field in all games, and that decision shall be final.
- 8.8 A player receiving five (5) yellow cards in a season shall receive an automatic one (1) game suspension. A player receiving one (1) red card shall receive an automatic one (1) game suspension.
- 8.9 Disciplinary action for reasons of misconduct shall be initiated by the head referee and followed up by a member of the league executive.

By-law 9: Website

- 9.1 The website www.miwsoccer.weebly.com shall be maintained in order to provide league information to existing and potential players.
- 9.2 Annual fees to secure the domain name and to receive technical support shall be paid by the league.