

W.I.L.O.W.S.

Constitution & By-Laws

Rev. April 2013

A Title

The name of the league shall be West Island League of Women's Soccer (WILOWS) herein after referred to as "The League".

B Headquarters

The headquarters of the league shall be the address of the current President or Treasurer.

Web site address: www.wilows.com

C Jurisdiction

The league shall be independent and shall remain a separate entity from any other soccer league or association. It shall have sole jurisdiction in dealing with cities and other organizations for the purposes of obtaining playing and practice facilities for its members as registered with the league.

D League Objectives

- 1.0 To organize and manage teams for the purpose of semi-competitive soccer.
- 2.0 To foster the development of soccer for women 21years of age and over.
- 3.0 Although this league is slightly more competitive than that of strictly recreational soccer, the caliber of players in this league covers a wide range. With this in mind, it is the league's expressed belief that all players deserve equal playing time.

E League Responsibilities

- 1.0 The league is responsible for the scheduling of all regular season games and distributing the first date of play at least two weeks prior to the commencement of the schedule.
- 2.0 The league is responsible for the scheduling of play-off games. Play-off format may change from year to year. The league shall make every effort to distribute the playoff schedule at least two weeks prior to the commencement of the schedule.
- 3.0 The league is responsible for keeping track of the statistics. The stats will be updated on the website and available according to the requirements of the statistician. See Section I.
- 4.0 All referees will be appointed by referee assignor hired by the league.
- 5.0 The league is responsible for holding a meeting at least 2 weeks prior to the start of each season and at least two weeks prior to the start of play-offs.
- 6.0 The league will prepare a budget and financial statement, inform team representatives of league registration fees and set a date for payment of these fees at the pre-season meeting. Posted dated cheques will be required.

F Team Responsibilities

- 1.0 Each team is responsible for having one member (player, coach or other) to represent that team for all meetings and must provide the league with a current email address.
- 2.0 A maximum of two members per team is permitted to attend each meeting - one representative and a coach or team captain.
- 3.0 Each team has only one vote for each issue. In case of a tie, the league executives shall vote to break the tie.
- 4.0 Referee fees shall be incorporated into each team's league affiliation fees.
- 5.0 Once the schedule has been distributed to all Team Representatives, each team has two weeks to review the schedule. A game may be rescheduled, during that time only, by contacting the league scheduler. After that time period, no games will be rescheduled.
- 6.0 Game sheets must be complete with all the following information: Game #, Team name, Field, Scheduled start time, Date, Players' Names, Jersey #'s, Passports #'s, Coach(es) Name(s) & Player(s)/Coach(es) name(s) & passport #'s that are serving suspensions
- 6.1 For outdoor games, each team shall be responsible for faxing the game sheet within 72 hours after the scheduled game. Any team whose game sheet is not faxed within the time limit will be deemed to have lost their game and the opposing team will be awarded the points for winning. Additionally, such teams will be fined \$10.00 for each late submission and payment must be made to the Treasurer at least two weeks prior to the playoffs. Failure to make this payment will result in the team not participating in the playoff tournament.
- 6.2 For indoor games, each team shall be responsible for placing the game sheet into the box posted just outside the gym. Any team whose game sheet is not placed in the box within 72 hours of their game will be deemed to have lost the game (with a score of 3-0) and the opposing team will be awarded the points for winning.
- 7.0 Each team shall provide a copy of their team roster in either Excel or Word format to the Executive and pay the league fees to the Treasurer on the scheduled registration date. Teams will be fined \$20.00 for late registration and may lose their right to play.
- 8.0 Each team shall complete individual player and team affiliation forms with A.R.S. Lac St. Louis and be responsible for the associated affiliation fees. The league will supply one hard copy of each form to each team representative. **If the team has a coach, his/her name must be written on the game sheet.**

G Membership

- 1.0 New teams requesting membership to the league shall submit, by a specified date, an application form which includes the following information for each member of the team: Full name, address, phone number, date of birth and previous soccer experience.
- 2.0 An individual requesting membership in the league shall submit to the President and Secretary, prior to their first game, an application form consisting of the following information: Full name; address, phone number, date of birth and previous soccer experience including the number of years played in each of the Elite, Metro and House League levels and the last team & league played for.

- 3.0 Any member of the league may submit a complaint in writing to the Convenor concerning the conduct of a team or player or coach. A member/team must submit the complaint no later than 1 week after the event. An individual member or a team may be suspended or expelled from the league at any time if the person's/team's conduct is deemed by the Executive Committee to be incompatible or detrimental to the welfare of the league. The Convenor will inform the member/team mentioned in the complaint of its content. This member/team will have one week to submit, in writing, their explanation of the events. The Executive Committee will render a decision. The Convenor will inform all team representatives of the decision and rationale. In the event that the complaint involves the team of a member of the Executive Committee, that committee member will not take part in the decision making process. In the event that a team is expelled from the league, there will be no refunds.

H Executive Committee

- 1.0 The Executive Committee of the league shall be:
President, Secretary, Treasurer, Statistician, Scheduler, and Convenor.
- 2.0 Each officer shall be elected by the team representatives to hold office for a period of two 2 years, but if re-elected may serve for a further term or terms. The Secretary shall accept nominations between April 1st and 15th and elections shall take place at the meeting in May two weeks prior to the indoor winter season play-offs. Each team in the league shall have one vote.
- 3.0 Alternating annual elections will be held for positions in which the two year mandate is due to expire: odd years will be for election of President, Statistician and Scheduler; even years will be for election of Secretary, Treasurer & Convenor. Nominations are to be submitted in writing. Two nominators must sign each nomination. One nominator must write a brief statement why the nominee is a good candidate for the position. The nominee must write a brief statement why they would like to fill the position.
- 4.0 If, for any reason, a committee member resigns during her term, the remaining committee members may absorb the responsibilities of the departing committee member or may appoint a replacement for the remainder of the term.
- 5.0 The committee shall administer the business of the league & exercise those powers that are conferred by the constitution and by-laws of the league or as directed by the team representatives.

I Duties & Responsibilities of Executive Committee Members

Shall include but not be limited to:

President

Chairs all meetings; prepares agenda for all meetings; acts as coordinator of the league; provides liaison between the league & associations; co-signs all cheques; reviews the schedule, responsible for league equipment. Administers discipline in accordance with the league's disciplinary charter. Any derogation from the sanctions imposed by the charter will be presented to a committee of no less than 3 members of the executive; informs the Executive Committee and the appropriate team representatives of game suspensions.

Secretary

Replaces president when not available; organizes the election of new executive members; takes minutes of all meetings and distributes them to all participants; arranges for translation of any forms; distributes registration/affiliation & waiver forms to all team representatives; assists with registration; maintains league records and team rosters.

Treasurer

Responsible for registration; prepares proposed budget for upcoming year and a financial statement of previous season; co-sign all cheques; maintains financial records; makes required payments on behalf of the league.

Statistician

Responsible for obtaining game sheets and game scores; updates and distributes the league statistics on a bi-monthly basis in the summer season and monthly in the fall and winter seasons. Keeps a record of all yellow & red cards. Informs the President of game infractions and status of yellow cards.

Scheduler

Makes and distributes the schedule to the team representatives and the referee scheduler. Two weeks before the start of the season, informs the team representatives of the date the new season will begin.

Convenor

Keeps an account of all complaints and problems in the league and brings them to the attention of the executive committee; represents the league at any external disciplinary hearings.

House League Administrator (non-voting member)

Responsible for publicizing and organizing registration for House League players. Collects registration fees on behalf of the league and delivers them to the Treasurer, arranges for the team captains and allocates players to the individual teams. Contacts the team captains with rosters and player contact info. Provides feedback to the Executive from the House League.

J PLAYERS

- 1.0 Women 21 years of age and over at the time of registration are eligible to play in the W.I.L.O.W.S. league.
- 2.0 For outdoor summer teams, a maximum of 25 players (**including spares**) is permitted on each team roster. It is permitted for all 25 players to dress for each game.

Each outdoor summer team may register a maximum of 4 players who have competitive passports. Only 2 players from Division 1 or 2 is permitted and the balance of competitive players from Division 3 or 4. These players must be clearly indicated on the team roster.
- 3.0 For indoor fall and winter games, a maximum of 20 players is permitted on each team **including spares**. Only 15 players are permitted to dress per game. A **spare** may appear on only one team roster and must be affiliated with Lac St. Louis Soccer.
- 4.0 **Indoor teams** may allow a maximum of 2 players to play up in a higher calibre soccer league while registered with the league. These players must be clearly indicated on the team roster.
- 5.0 Any player is permitted to play in another soccer league while registered with the league.

- 6.0 All players must be affiliated and have a valid affiliation number with A.R.S. Lac St. Louis.
- 7.0 No additions to the team rosters shall be permitted as of the end of the first half of the season except as noted in 8.0 below. Each year, a final indoor roster date will be set for the entire indoor season.
- 8.0 Players who are medically unfit or move may be replaced at any time throughout the season. This will be permitted only if the team has less than 17 registered players **(including spares)** available to play.

The team representative is required to submit the name of the player and the name of her replacement to the **Executive** at least 72 hours prior to playing. She must also provide the information in Section G 2.0 if she is new to the league, and an A.R.S. Lac St. Louis affiliation number. The replacement player cannot play until the aforementioned has been done.

No changes to a roster, **for any reason**, will be permitted as of 4 weeks prior to the last league game of the regular season.

K EQUIPMENT

- 1.0 For outdoor games, the ball size that is required is an official F.I.F.A. approved no. 5 outdoor soccer ball.

For indoor games, the official ball shall be determined by the league and provided to each team.
- 2.0 Each player is obliged to wear shin pads and will not be permitted to participate without them. In the opinion of the referee, all prosthetic devices must be adequately covered. All prosthetic devices should be covered with a minimum of three (3) layers of tensor bandage in order to prevent injury to opposing players.
- 3.0 Socks must be worn covering the shin pads.
- 4.0 A uniform consists of jersey with numbers, socks and shorts.
- 5.0 Jerseys are to be worn tucked into the shorts.
- 6.0 Goalies are permitted to wear sweat pants or goalie pants. No other player is permitted to wear long pants.
- 7.0 Any player wearing a cast **and/or splint** will not be permitted to play.
- 8.0 **(Outdoor only)** The goalie is permitted to wear a baseball cap.
- 9.0 **(Outdoor only)** Soccer cleats are not mandatory but are highly recommended.
- 10.0 A player shall not wear anything that, in the opinion of the referee, could cause injury, such as a watch or jewelry. A bandana shall be permitted but it must not have a knot.
- 11.0 Players wearing a brace must have it padded and covered with an ace bandage or they will not be allowed to play.

L LEAGUE PLAY-OFF CUP

- 1.0 The **indoor** play-off format will be determined at the pre-season meeting.
- 2.0 The **final league standings** shall be decided on the basis of points awarded for the result of each regular season game. Three points will be awarded for a win, one for a tie and none for a loss. In the event of two or more teams being equal in points at the end of regular season, the following criteria will decide the winner.

- a. greatest number of games won,
- b. the team with the most wins in games between the teams with equal points
- c. the team with the better goal difference (i.e. goals for less goals against)
- d. the team with the most goals for
- e. the team with the least goals against

- 3.0 Where **indoor** play-off games end in a tie at the end of regulation time, the game shall be decided by **five** penalty kicks.

Penalty shots are to be taken **3 yards** from the top of the goal crease.

Where outdoor play off games end in a tie at the end of regulation time, there will be a 10 min. overtime(sudden death). If the game remains tied, the game shall be decided by **five** penalty kicks.

- 4.0 Only players on the field at the end of the game may participate. If a goalkeeper is injured during penalty kicks, a player on the field may replace her. Any player on the field may be the goalkeeper for penalty-kicks.
- 5.0 Each team will take five kicks, alternately. Five different players on each team will be used. The referees will toss a coin with the visiting team making the call. The team winning the toss shall take the first kick
- 6.0 The goalkeeper may take penalty-kicks.
- 7.0 If, after 5 kicks per team, the score is tied, each team shall have one kick, using a player on the field that has not already had a kick. If the score is still tied, this procedure shall continue until one team scores and the other does not.
- 8.0 No player shall take a second penalty shot until all players on her team have taken one kick. Note: the second kicks need not be taken in the same sequence of players as the first kicks.

M LAWS OF THE GAME

OUTDOOR

- 1.0 F.I.F.A. rules will apply to the games of soccer played in this league with a few variations listed in this rulebook.
- 2.0 A maximum of 25 players is permitted per team. All players are permitted to play. **Shirts MUST be numbered or player(s) can not play**
- 3.0 Each team must complete a game sheet prior to the start of the game. All player affiliation numbers must be on each game sheet. If the team has a coach, his/her name and affiliation number must be written on the game sheet.

- 4.0 The game cannot commence without a minimum of 8 players per team. If a team is unable to field the minimum 8 players required to play the game, the team will be fined \$75, which must be paid to the Treasurer prior to the next game or they will not be permitted to play. The exception to this rule is as follows: if a team representative knows in advance that her team will be unable to field at least 8 players, she can contact the other team representative and concede the game to the other team at a score of 3-0. She may also ask if the other team still wants to play. If the game is to be played, the team reps can ask other teams for players for what will be an exhibition game. No Metro player may be recruited for such a game. The statistician must be informed of the teams' decision since it will affect the score. If the game will NOT be played, the scheduler must be informed so that the scheduled referee can be informed of the cancellation.
- 5.0 Substitution of players by either team shall be permitted at the following times only:
- In the event of an injury;
 - immediately after a goal is scored,
 - when a goal kick is awarded,
 - .4 at half time,
 - at throw-ins, when the substitution is initiated by the team taking the throw-in.
- 6.0 In the event that the referee abandons the game due to bad weather, the score of the game at that time shall be valid providing at least 50% of the scheduled playing time has passed. If less than 50% of the scheduled playing time has elapsed, the home field team representative shall inform the scheduler and the statistician. The Executive committee will arrange for the game to be re-scheduled.
- 7.0 If, 15 minutes after the scheduled game time, one team is unable to field at least the minimum number of players, the game shall be cancelled and a win awarded to their opponents with an assumed score of 3-0.
- 8.0 When a game starts late due to lack of players, the game must be played with both halves being of the same duration.
- 9.0 In the event that the referee does not report to the scheduled game, each team is responsible to assign an adult who is acceptable to both teams to referee one half of the game. Both teams are to indicate on the game sheet the referee's failure to show.
- 10.0 The duration of each game is **90 minutes (2 x 45 minute halves with a five-minute half time)**.
- 11.0 In the event of illegal players representing a team, the team will forfeit any and all games in which the illegal player has participated and there will be a \$100.00 fine to the team for each illegal player who has participated in this league. This shall be paid to the Treasurer at least two weeks prior to the play-offs or the team shall not participate in the play-offs.
- 12.0 **Time-outs, Yellow and Red cards are given at the discretion of the referee.** A player who has been red carded will be ejected immediately from the game and must leave the field immediately. She must serve a one game automatic suspension at the next scheduled game while awaiting final determination of her status. **A player's infraction MUST be indicated on the game sheet for the suspension being served.** The referee will e-mail his red card report to the president within 24 hours at: president@wilows.com.
- 13.0 All yellow and red cards will accumulate for two consecutive seasons, the current one and the previous one (**i.e. June 1st – May 31st**) including both indoor and outdoor seasons. A player who has not played in the previous season will not carry cards from a prior year.

- 14.0 Sliding/slide tackling will not be permitted by any player at any time and will be penalized by a yellow card. A five (5) minute time-out may be given at the referee's discretion.**
- 15.0 MERCY RULE:** With 10 minutes remaining in the second half, the mercy rule will be in effect. At any point during this time, if one team has at least a seven-goal lead on their opponent, the game will be called.

INDOOR

- 1.0 F.I.F.A. rules will apply to the games of soccer played in this league with a few variations listed in this rulebook.
- 2.0 A maximum of 15 players is permitted **to dress** per team. **Shirts must be numbered or player(s) can not play. Each player must have his own shirt; players are not permitted to switch jerseys between each other.**
- 3.0 A team will field 7 players a side. **Players who show up to play AFTER the commencement of the 2nd half will not be permitted to play.**
- 4.0 Each team must complete a game sheet prior to the start of the game. All player affiliation numbers must be on each game sheet. If the team has a coach, his/her name must be written on the game sheet.
- 5.0 The game cannot commence without a minimum of 5 players per team. Substitution of a player is made on the fly. The player must be 6 feet from their player's bench before the substitute enters the playing field.
- 6.0 If, 15 minutes after the scheduled game time, one team is unable to field at least the minimum number of players, the game shall be cancelled and a win awarded to their opponents with an assumed score of 3-0.
- 7.0 There is a \$75.00 fine per team that neglects to show up for a game or cannot field the minimum of five players. The team must pay this fine to the Treasurer before their next game or they will not be permitted to play.
- 8.0 When a game starts late due to lack of players, the game must finish with both halves being of the same duration.
- 9.0 If necessary, both team reps will approach the occupants of the gym if they have not exited the gym by scheduled game time and politely ask them to leave. If there is any resistance, both team reps are to go down to the equipment desk and kindly ask the manager on duty to take care of the situation.
- 10.0 The visiting team will wear pinnies obtained from the equipment room if the home team feels there is not enough contrast between the two shirt colours. This is to be done at least 10 minutes before game time. Having to get pinnies will not be accepted as a legitimate excuse to start the game late.
- 11.0 Games will start promptly at the designated time and end 55 minutes later. Delay of game due to the gym not being ready will not result in time deduction. Delay of game due to team disorganization and/or late arrival will result in time deduction.
- 12.0 There will be an official referee to arbitrate every game. Should a referee fail to show up for a game, each team must supply a person to referee one half of the game. The game is to start within 10 minutes of the scheduled time. A full game will be played **in the appropriate**

time left and will count. Both teams are to indicate on the game sheet the referee's failure to show.

The referee will verify game sheets during half time and cross out any players not already on the field at that time, in accordance with item 3.0 above.

- 13.0 **Sliding / slide tackling** will not be permitted by any player **at any time** and will be penalized by a yellow card. **A five (5) minute time-out may be given at the discretion of the referee.**
- 14.0 The duration of each game is 55 minutes (2 - 25 minute halves with a five-minute half time).
- 15.0 No spectators are allowed in the gym.
- 16.0 Coaches in the gym must stay on their bench and avoid contact with the ball and the players. Players on the bench must lift their feet off the floor when the ball is in play at the bench area. **A free kick is awarded to the team if their play is interrupted by the opposing team's players on their bench.**
- 17.0 Penalty shots are to be taken **3 yards** from the top of the goal crease.
- 18.0 There is no out of bounds. If the ball hits the ceiling or an apparatus, an indirect free kick will be awarded to the opposing team from where the ball hit the ceiling or apparatus. If the ball gets trapped between the benches, a drop ball will be applied. **If a foul occurs behind the net, the free kick will be awarded where the foul took place, i.e, behind the net.**
- 19.0 Hands are not permitted on the wall **for advantageous reasons**. To avoid injury, players are to adjust their running speed when two players are going to play a ball close to the wall. There will be "zero tolerance" on body contact when a player is within 3 feet of the wall - **space MUST be given**. In the case of an infraction the game will restart with a direct kick to the opposing team.
- 20.0 The player with possession must pass the ball within 6 seconds; failure to do so will result in the ball being awarded to the opposite team for an indirect kick.
- 21.0 All indirect & direct free kicks will be taken at the point of the infraction **(including behind the net)** or 6 yards from the crease line if the infraction takes place within 6 yards of the crease line. Players from the opposing team must be a minimum of 6 yards from the player taking the kick. No players are allowed to stand in the goaltender's crease.
- 22.0 Players may cross their arms to protect the chest area for indirect or direct free kicks only, **as long as they don't redirect the ball by moving – they must stand still.**
- 23.0 Upon completion of a game, players and coaches must leave the gym promptly. Team captains are to deposit the game sheet in the WILOWS mailbox immediately after the game.
- 24.0 Any player who has been ejected must leave the gym within two minutes. Failure to do so will result in the game being called and their team losing by default.
- 25.0 In the event of illegal players representing a team, the team will forfeit any and all games in which the illegal player has participated and there will be a \$100.00 fine to the team for each illegal player who has participated in this league. This shall be paid to the Treasurer at least two weeks prior to the play-offs or the team shall not participate in the play-offs.

- 26.0 **Time-outs, Yellow and Red cards are given at the discretion of the referee.** A player who has been red carded will be ejected immediately from the game and must leave the field immediately. She must serve a one game automatic suspension at the next scheduled game while awaiting final determination of her status. **A player's infraction MUST be indicated on the game sheet for the suspension being served.** The referee will e-mail his red card report to the president within 24 hours at: president@wilows.com.
- 27.0 The president of the league shall determine suspensions for yellow and red cards in accordance with the discipline charter (See discipline charter at the end of this document).
- 28.0 All yellow and red cards will accumulate for two consecutive seasons, the current one and the previous one (**i.e. June 1st to May 31st**) including both indoor and outdoor. A player who has not played in the previous season will not carry cards from a prior year.
- 29.0 A player may be awarded a 15 -minute "cooling-off" period at the discretion of the referee. This player can be replaced in the game.
- 30.0 **MERCY RULE:** With 10 minutes remaining in the second half , the mercy rule will be in effect. At any point during this time, if one team has at least a seven-goal lead on their opponent, the game will be called. **At that time, both teams will decide whether to continue and play for fun during the last 10 minutes.**

GOALKEEPER CREASE, INDOOR

- 1.0 For any situation, the goalkeeper has 6 seconds to put the ball back into play when she has possession of the ball within her crease. **If a foul is called against the goalkeeper in violation of this rule, a corner kick will be awarded to the opposing team.**
- 2.0 If the ball accidentally gets trapped in any part of the net, the referee will give the ball to the goalkeeper. If a defending team player intentionally kicks the ball so that it gets trapped in any part of the net, the referee will award a corner kick to the opposing team.
- 3.0 The goalkeeper is the only player permitted to play the ball and stand in the crease. No defensive or offensive player can play the ball in the crease **although any player is allowed to run through the crease provided she does not interfere with the goalie's play.**

If an infraction is committed by:

- the opposing team, the goalkeeper will put the ball back into play by throwing the ball **OR dropping the ball and then kicking it. (The goal keeper is not permitted to kick the ball from their hands, i.e. drop kick)**
 - the defending team, an indirect corner kick from the corner of the red lines will be awarded to the opposing team.
- 4.0 The goalkeeper is permitted to bring the ball into her crease with her feet. She is then not permitted to pick up the ball. The goalkeeper puts the ball back into play by kicking it.
- 5.0 Team-mates can pass the ball back to the goalkeeper in the crease. The goalkeeper is not permitted to pick up the ball. The goalkeeper will put the ball back in play by kicking the ball.
- 6.0 All shots **on goal** must take place outside the crease line. If the ball is kicked outside the crease line and the player making the kick falls into the crease, the kick is considered good as long as the player does not interfere or touch the goalkeeper.

- 7.0 A goal is counted if an offensive player kicks the ball and scores off a defensive player who is standing or running through the crease.
- 8.0 If a defensive player stops a goal scoring opportunity while in the crease, a red card is given and the opposing team is awarded a penalty shot.