



GENERAL POLICIES AND REGULATIONS

Table of Contents

ARTICLE 1	<u>Name</u>	<u>2</u>
ARTICLE 2	<u>Objective</u>	<u>2</u>
ARTICLE 3	<u>Affiliation</u>	<u>2</u>
ARTICLE 4	<u>Head Office</u>	<u>2</u>
ARTICLE 5	<u>Organization</u>	<u>2</u>
ARTICLE 6	<u>General</u>	<u>2</u>
ARTICLE 7	<u>Membership</u>	<u>2</u>
ARTICLE 8	<u>Discipline of Member</u>	<u>3</u>
ARTICLE 9	<u>Membership Renewal and Termination</u>	<u>3</u>
ARTICLE 10	<u>Annual General Meeting</u>	<u>3</u>
ARTICLE 11	<u>Special General Meeting</u>	<u>4</u>
ARTICLE 12	<u>Rules of Order</u>	<u>4</u>
ARTICLE 13	<u>Presiding Office</u>	<u>4</u>
ARTICLE 14	<u>Quorum</u>	<u>4</u>
ARTICLE 15	<u>Voting</u>	<u>4</u>
ARTICLE 16	<u>Board of Directors</u>	<u>5</u>
ARTICLE 17	<u>Tenure and Election, Vacancies, Meeting of the BOD, Powers of the BOD, Auditor and Finance</u>	<u>7</u>
ARTICLE 18	<u>Laws of the Game</u>	<u>7</u>
ARTICLE 19	<u>Other Regulations</u>	<u>7</u>
ARTICLE 20	<u>Amendments of these Policies and Regulations (P&R)</u>	<u>7</u>
ARTICLE 21	<u>Accountability and Enforcement</u>	<u>7</u>
ARTICLE 22	<u>Appeals</u>	<u>8</u>
ARTICLE 23	<u>Committees</u>	<u>8</u>
ARTICLE 24	<u>Indemnification</u>	<u>8</u>
ARTICLE 25	<u>Adoption of these Policies and Regulations (P&R)</u>	<u>8</u>
ARTICLE 26	<u>Harassment</u>	<u>9</u>
ARTICLE 27	<u>Zero Tolerance Policy</u>	<u>9</u>



ARTICLE 1 – Name

The organization “Yaguars Sports and Social Club Inc (YSSC)” hereinafter referred to as the "Club” operates a Soccer Division under the registered trade name “Yaguars Soccer Division” (hereinafter called "YSD") for its Grassroots, Community and Competitive divisions.

ARTICLE 2 – Objective

The Objective of YSD shall be:

- a) Fulfill the main goals and objectives of YSSC Inc. established in the by-laws of the Club as a Non-for-profit Corporation registered on August 3, 2019, with Corporations Canada following the rules and regulations under the *Canada Business Corporations Act* (CBCA).
- b) To provide an opportunity for any person to participate in the game of soccer at a level commensurate with his or her abilities.
- c) To promote the development and effective governance and administration of the game of soccer, both indoor and outdoor, in the Niagara Region, for everyone involved with YSD, including players, coaches, referees and administrators in accordance with the main objectives of Yaguars Sports and Social Club Inc.

ARTICLE 3 - Affiliation

YSSC Inc - Yaguars Soccer Division - shall be affiliated with the Niagara Soccer Association (hereinafter called "NSA") and the Ontario Soccer Association (hereinafter called the "OSA") and shall abide by their rules and regulations.

ARTICLE 4 - Head Office

YSD shall have its head office in the City of St. Catharines, Regional Municipality of Niagara, in the Province of Ontario, as the Club itself.

ARTICLE 5 - Organization

YSD shall be composed of Members as hereinafter defined, and it shall be managed by the Board of Directors of the Club hereinafter defined, which shall be governed by the By-Laws, and Rules and Regulations of the Club.

ARTICLE 6 - General

- 6.1 YSD will be carried on without the purpose of gain for its members and any profits or other accretions to YSD will be used in promoting its objects.
- 6.2 Except as otherwise provided in the Corporations Act, R.S.O. 1990 (the "Act"), the Board will have the authority to interpret any provision of these Policies and Regulations (P&R) that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Club.
- 6.3 Word importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate.
- 6.4 The headings used in these Policies and Regulations (P&R) are inserted for convenience of reference only.

ARTICLE 7 - Membership

- 7.1 ***Regulations of Yaguars Soccer Division.*** A Member of the YSD shall be anyone who is a registered as a member of Yaguars Sports and Social Club Inc. (By-Laws of YSSC Inc.) player, coach, assistant coach, manager, trainer as per the official OSA team roster a referee, and an Executive Member (as hereinafter defined) effective as of January 1st of the current year. A member in good standing shall be known as an Active Member.
- 7.2 All Members in good standing and of at least eighteen (18) years of age shall have the right to vote at any Members meeting and any Members under the age of eighteen (18) years of age shall be deemed to delegate and assign their single vote to their parent (s) or lawful guardian.



- 7.3 Notwithstanding an individual may hold more than one position or office with YSD, such individual shall be deemed to hold only one Membership in YSD and shall be entitled to only one vote at a membership meeting.
- 7.4 Annual fees for membership to YSD shall be established by a majority vote of the Board of Directors of the Club.
- 7.5 Application for membership to YSD shall be made annually on a form to be provided by the Club. The application must be accompanied by the required membership fee.
- 7.6 All Members will comply with the Policies of the Club and its By-Laws, Rules and Regulations.
- 7.7 The Board of Directors of the Club may designate an individual as an Honorary Member for a specific period of time. An Honorary Member shall be awarded all the rights of membership including the right to attend and speak at Member meetings but is not entitled to vote. No incumbent Executive Member shall be eligible for nomination to a Life Membership.
- 7.8 The Board of Directors of the Club shall be Executive Members and shall be awarded all the rights of membership.
- 7.9 Membership in YSD is non-transferable.

ARTICLE 8 - Discipline of a Member

- 8.1 A Member may be fined, censured, suspended or expelled from membership for cause and only after charges have been laid and a hearing has been held in accordance with the Club's Rules and Regulations at which the Member is entitled to attend and speak on his or her behalf. An individual whose membership has been suspended loses all rights of membership until the suspension has been revoked.
- 8.2 Any member, who infringes the Articles, By-Laws, Rules or Regulations of the Club or brings the Club into disrepute, may be reprimanded, suspended or expelled from the Club after a hearing by the Board of Directors of the Club at which the Member is entitled to attend and speak on his or her own behalf.
- 8.3 Discipline for a player, team, team official and/or their spectators for game infractions, shall be governed in accordance with the Rules, and Regulations of the Club and/or leagues in which they occurred.
- 8.4 A Member disciplinary investigation or action of the Club may resign however note withstanding such resignation the Club may proceed with the disciplinary investigation or action or make finding against the Member, which will have to be addressed and complied with before the resigned Member may be reinstated in the Club.

ARTICLE 9 - Membership Renewal and Termination

- 9.1 Active members wishing to renew their status for the upcoming year shall have fees paid before 31st December since the new membership starts 1st January of the new year.
- 9.2 Membership in the Club is deemed to have been terminated:
 - a) If the member submits a signed letter of resignation to the Club.
 - b) If the Member is expelled by the Club's Board of Directors,
 - c) If the Member is no longer registered with the Club,
 - d) If the Member fails to pay any fees or fines levied against them.
 - e) If the member is not in good standing with the OSA.
 - f) Upon the Member's death.
 - g) Dissolution of the Club.

ARTICLE 10 - Annual General Meeting

The Annual General Meeting of the Club shall be held once a year as per By-laws of YSSC regulated by Corporations Canada.

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:



- a) by mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or
- b) by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.
- c) Meetings of Members will be closed to the public except by invitation of the Board.
- d) The Chair may, at their discretion, introduce any special business for discussion after the approval of the minutes.
- e) Any Member who wishes to have new business placed on the agenda of a meeting will give written notice to the Club at least seven (7) days prior to the meeting date or upon the sole discretion of the President or designate.

Pursuant to subsection 197(1) (Fundamental Change, not-for-profit corporation by-laws) of the Act, a special resolution of the members is required to make any amendment to the by-laws of the Corporation to change the manner of giving notice to members entitled to vote at a meeting of members.

ARTICLE 11 - Special General Meeting

- 11.1 A Special General Meeting may be called by the Board of Directors by its own motion.
- 11.2 A Special General Meeting shall be called within thirty (30) days following the receipt of a written request, stating the nature of the business that the Special General Meeting is being called for and signed by not less than ten percent (10%) of the active Members.
- 11.3 Notice of the date, time, and location of any Special General Meeting and the business to be dealt with shall be published at least fourteen (14) days prior to the Special General Meeting.
- 11.4 Notification of the Special General Meeting shall be published in the same manner as provided for notification of the Annual General meeting in Article 10.1.
- 11.5 Only the business for which a Special General Meeting has been called will be dealt with, except with the unanimous consent of those voting Members present.

ARTICLE 12 - Rules of Order

All meetings of the Club shall be conducted in accordance with the latest version of [Robert's Rules of Order](#) insofar as they apply.

ARTICLE 13 - Presiding Office

The President or Board approved Moderator shall preside at all General Meetings of the Club, and in their absence, the Vice President shall take the chair. The absence of both of these officers shall require the selection, by the Executive Committee, of a pro team Presiding Officer.

ARTICLE 14 - Quorum

- 14.1 A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be a majority of the members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.
- 14.2 Quorum at all membership meetings including Annual General Meetings or Special General Meetings shall consist of 50% plus 1 of the totals of members of the Club. A proper membership list shall be maintained and updated.

ARTICLE 15 - Voting

- 15.1 Each Active Member over the age of 18 years shall be entitled to attend, speak and have their vote cast.
- 15.2 Each Active Member over the age of eighteen (18) years shall not be entitled to appoint anyone to act as proxy holder to attend, speak and cast a vote on their behalf.



- 15.3 Each active Member under the age of 18 shall be entitled to be represented by one parent or guardian who may attend, speak and cast a proxy vote on behalf of the Active Member.
- 15.4 An individual may only cast one vote as a Member.
- 15.5 Employees of the Club and paid Contractors may not cast, hold a vote if their sole association to the Club is as an employee or paid contractor or vote by proxy.
- 15.6 Proxy forms referred to in Section 15.3 and procedure must comply with Club Policy.
- 15.7 Directors of the Club may not sit as voting Members at a General Meeting.
- 15.8 Voting privileges shall be confirmed by the Registrar or by the Executive Committee as governed by the Clubs Policies and Procedures and whose determination shall be final.
- 15.9 Votes, excluding elections, will be determined by a show of hands unless a secret or recorded ballot is requested by the majority of those Members voting. Elections will be by way of ballot voting.
- 15.10 Except as otherwise provided in these Policies and Regulations (P&R) or the By-Laws a simple the majority of votes (50% plus 1) will decide any issue. In the case of a tie, the issue is defeated.

ARTICLE 16 - Board of Directors

- 16.1 The business of the Club shall be conducted by a Board of Directors which shall be comprised of the President, Vice President/Director, Secretary, Treasurer, Administrator.
- 16.2 At the first election of Directors following the approval of this by-law, one-third (1/3) directors shall be elected for a three-year term, one-third (1/3) directors shall be elected for a two-year term and one-third (1/3) directors shall be elected for a one-year term. Thereafter, except where an election is held to fill the unexpired portion of a term, newly elected directors shall be elected for three-year (3) terms.
- 16.3 A candidate for the Office of President must have served a minimum of three (3) years as an elected Member of the Board of Directors of which two (2) years represents his/her current term immediately prior to the election. If no qualified candidates are available, then any Member may be nominated.
- 16.4 Any active Member of the Club may be nominated for election to the Board of Directors.
- 16.5 A Director may not be elected to more than one (1) position on the Board of Directors. A Director, in the case of vacancy may be appointed to more than one position on the Board of Directors but may only cast one vote on any motion.
- 16.6 A Director may not be paid for the performance of their duties as Directors.
- 16.7 A Director shall not sit on the Board of any other soccer club.
- 16.8 A Director must reside in the Niagara Region.
- 16.9 A Director shall be eighteen (18) years of age or older, have the power under law to contract and shall not be an undischarged bankrupt.
- 16.10 All Members of the Board shall be subject to the [Conflict-of-Interest Policy](#) in the OSA's published rules.
- 16.11 The duties of the Directors are as follows:

President

The President shall:

- a) Be the Chief Executive Officer of the Club.
- b) Preside as Chairperson at all meetings of the Club.
- c) Act as spokesperson for the Club.
- d) Have a deciding vote on any matters that are voted on by the Board which end in a tie.
- e) Chair all meetings of the Executive Committee.

Vice President



The Vice President shall:

- a) Be the senior officer of the Club directly below the President.
- b) Preside as Chairperson at all club meetings in the absence of the President.
- c) Shall oversee the Club's Competitive Boys & Girls Programs in conjunction with the Club Coaching Director and report the findings to the Board of Directors for approval.
- d) Attend all league meetings or appoint someone to do so on his behalf.
- e) Be a member of the Executive Committee;
- f) Have other such duties as prescribed by the Board of Directors.

Secretary

The Secretary shall:

- a) Give notice of all Club meetings to persons entitled thereto.
- b) Attend all Board of Directors and Executive Committee meetings and all General and Special Meetings of the Club and keep minutes of all such meetings in the Club's minute book.
- c) Be the custodian of all Club minutes and correspondence files.
- d) Prepare an annual report which shall be presented at the Club's annual meetings.
- e) Be the custodian of all correspondence to the Club which shall be presented to the Board at all Board meetings.
- f) Have other such duties as prescribed by the Board.
- g) Be a member of the Executive Committee.

Treasurer

The Treasurer shall:

- a) Prepare a budget, which shall be presented to the Board of Directors for approval, and hereafter be responsible for overseeing its prudent administration.
- b) Keep full and accurate account of receipts and disbursements in books belonging to the Club.
- c) Direct the deposit of all monies and other valuables in the name and to the credit of the Yaguars Sports and Social Club, in such depositories as may be directed by the Board of Directors.
- d) Disburse the funds of the Club as directed by the Board of Directors and render to the Board a financial statement on a quarterly basis, or as required by the Board.
- e) Ensure that all accounts are paid by cheque, electronic funds transfer, or pre- authorized debit.
- f) With one other appointed signatory, ensure each cheque, pre-authorized debit transaction or electronic funds transfer is duly authorized by two signatures or two approvals through a secure electronic authorization process. In the event that the Treasurer is unavailable or has a declared conflict, the two other appointed signatories may duly authorize by signature or secure electronic authorization process with the knowledge of the Treasurer.
- g) Be the custodian of the deposit and receipt books of the Club, and shall produce such books, properly balanced, at all meetings of the Board of Directors.
- h) Prepare a financial statement which shall be presented at the Club's Annual General Meeting.
- i) Have copies of current financial statement and auditor's report for members at the Annual General Meeting.
- j) Be a member of the Executive Committee.

Technical Director of Soccer (Nominated by the Board of Directors)

The Technical Director of Soccer shall be appointed by the Board of Directors and shall:

- a) Be responsible for the administration and operation of the soccer (Grassroots, Community and Competitive) leagues which will include



- team selection and scheduling of games.
- b) Assist in recruitment and allocation of coaches and field conveners.
- c) Solve any issues with respect to operations of the soccer programs.
- d) Liaise with the Club's Director with respect to any new programs that may be instituted by the Club for the soccer program.
- e) Be present for all operational meetings.

ARTICLE 17 - Tenure and Election of Board of Directors, Vacancies, Meetings of the Board of Directors, Powers of the Board and Auditor and Finance follows the By-laws of Yaguars Sports and Social Club approved by *Canada Not-for-profit Corporations Act (August 3, 2019)*.

ARTICLE 18 - Laws of the Game

- 18.1 YSD shall support and maintain the principles of the laws of the games as established by the International Football Association Board (F.I.F.A) and recognized by F.I.F.A., except, as established by the various Associations, Leagues and YSD to accommodate differences in age and climatic conditions.
- 18.2 Changes shall come into effect in the playing season immediately following their adoption.

ARTICLE 19 - Other Regulations

- 19.1 YSD may make such miscellaneous rules and regulations as may be deemed necessary to promote and govern the game and soccer.
- 19.2 The Club may impose such other regulatory measures as it deems necessary for the efficient administration of the playing structure of the game within its jurisdiction.
- 19.3 Members of the Board of Directors or other servants to the Club, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the Club against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except as happens from their own respective neglect or default.

ARTICLE 20 - Amendments of these Policies and Regulations (P&R)

Subject to the articles, the board of directors may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation. Any such by-law, amendment or repeal shall be effective from the date of the resolution of directors until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution. If the by-law, amendment or repeal is confirmed or confirmed as amended by the members it remains effective in the form in which it was confirmed. The by-law, amendment or repeal ceases to have effect if it is not submitted to the members at the next meeting of members or if it is rejected by the members at the meeting.

This section does not apply to a by-law that requires a special resolution of the members according to subsection 197(1) (fundamental change, not-for-profit corporation by-laws) of the Act because such by-law amendments or repeals are only effective when confirmed by members.

ARTICLE 21 - Accountability and Enforcement

- 21.1 The Club shall be a Member in good standing of its Provincial and District Associations and shall ensure and that all Rules, Policies, and Procedures established by the various Associations, Leagues and the Club are complied with. A copy of the Club's, Rules, Policy and Procedures Manuals, and Affiliations shall be available to all Members at the Clubs Head Office and on the Club website.
- 21.2 No such regulation may violate the individual's right or freedom of any other individual and must ensure the stability of the basic structure of the game.
- 21.3 The Club shall adhere to the Dispute Resolution process as published and approved by its Provincial Association. Any Member of the club may initiate the Dispute Resolution process by communicating in writing with the Club's Provincial Association with a copy to the Club and its District



Association, the nature and facts of the dispute. This Dispute Resolution process shall not be used for game discipline which shall follow the normal discipline and appeals process, as set out by their respective league by-laws.

- 21.4 The Club shall adhere to the Harassment Policy as published and approved by its Provincial Association. The Harassment Policy shall apply to all employees, Directors, officers, volunteers, coaches, game officials, administrators, players, Members and registrants of the Club.
- 21.5 The Club shall abide by the [Conflict-of-Interest policy](#) established by the OSA.

ARTICLE 22 - Appeals

- 22.1 Any Member or registrant of the Club directly affected by a decision of the Club may appeal such decision.
- 22.2 A decision of the Club may be appealed to the District Association with which the Club is affiliated.
- 22.3 An individual shall not appeal a decision made by the Board of Directors regarding matters of employment; appointment; non-appointment; re-appointment or revocation of an appointment of an individual to any coach or administrator position within the Club’s operations, except where the election, appointment and revocation process outlined in the Club’s published rules has not been followed.
- 22.4 An individual shall not appeal a decision made by the Club regarding a player's team assignment.

ARTICLE 23 - Committees

- 23.1 The Board may appoint such committees as it deems necessary for managing the affairs of the Club and may appoint Members of committees or provide for the election of Members of committees, may prescribe the duties of committees, and may delegate to any committee any of its powers, duties, and functions.
- 23.2 A quorum for any committee will be the majority of its voting Members.
- 23.3 The Board may establish the terms of reference and operating procedures for all Committees, and may delegate any of its powers, duties or functions to any Committee.
- 23.4 When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee’s term.
- 23.5 The President will be *ex-officio* (non-voting) Members of all Committees of the Club.
- 23.6 The Board may remove any Member of any Committee or any Committee.

ARTICLE 24 - Indemnification

- 24.1 The Club will indemnify and hold harmless out of the funds of the Club each Director and Officer, their heirs, executors and administrators from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.
- 24.2 The Club will not indemnify a Director or Officer or any other person for acts of fraud, dishonesty, or bad faith.
- 24.3 The Club will, at all times, maintain in force such directors and officers liability insurance as may be approved by the Board of Directors.

ARTICLE 25 – Adoption of these Policies and Regulations (P&R)

These P&R were ratified the 06 March 2024 by the 83% affirmative vote of the Members of the Board of Directors of the Club present and entitled to vote at a Meeting of Members duly called.



ARTICLE 26 – Harassment

- 26.1 The Club shall adhere to the Harassment Policy as published and approved by the OSA. The Harassment Policy shall apply to all employees, directors, officers, volunteers, coaches, game officials, administrators, players, Members and registrants of the Club.
- Harassment is defined as any comment, conduct or gesture directed towards an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual harassment.
- The Club shall make available to any Member the Harassment Policy, when requested.
- 26.2 Team officials, coaches, players, players’ parents, referees and spectators must abide by the Niagara Soccer League (NSL) policies of Harassment.
- 26.3 Game official harassment or abuse by a team official or spectator will be subject to the harassment policy in accordance with NSL.
- In accordance with the Ontario Government Bill 168 the Club will adopt an employee and volunteer Harassment Policy.

ARTICLE 27 – Zero Tolerance Policy

- 27.1 The Club is a strong supporter of making sport safe for our youth. Over the last couple of years, verbal abuse directed towards referees, players and team officials has been a particular problem. Accordingly, the Club has set up the following program to help ensure the safety and enjoyment of all.
- 27.2 Anyone, including but not limited to a coach, parent, grandparent or guardian, judged by the Club Discipline Board to be guilty of abusive conduct towards anyone in attendance at a Club event will be reprimanded in writing. A second conviction, during the same season will result in all playing Members of the immediate family in question being dc-registered from the Club. In extreme cases, as determined by the Discipline Board, the de-registration process may be evoked after the first offence.

This policy, as per the OSA policy, only covers non-playing spectators which are associated with a game participant. For incidents not related to the event or involving non-associated spectators the Club cannot enforce the Zero Tolerance and/or Discipline Policies, however civil action may be sought by the parties involved.

- 27.3 When a person(s) in attendance, including but not limited to, the game official feels that they are being abused, as per the scope of this policy, by either a coach or spectator, the game official will be allowed to suspend the game. In all cases, the game official must inform the coaches that the game has been abandoned and file a Special Incident Report with the Club, who will process this document in accordance with the rules defined by the OSA.