

# Constitution

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## Article I. Club Name

The organization shall be known as Sarnia FC (Incorporated), hereinafter known as the Club. The headquarters of the club shall be in the City of Sarnia.

## Article II. The Objects

The establishment and operation of the athletics club for the purpose of:

- Developing, maintaining administering, fostering and promoting recreational and competitive soccer programs, games and leagues;
- Arranging tournaments and competitions, and establishing and granting prizes, awards, and distinctions;
- Developing and providing equipment and amenities which include establishing fully equipped and serviced soccer facilities;
- Receiving and maintaining a fund or funds and other property and applying from time to time all or part thereof and the income there from for the benefit of or to enhance or improve the attainment of the objects set out in paragraphs a), b), and c) above; and Promoting interest and participation in the sport of soccer and fostering goodwill and sportsmanship And such other complementary purpose not inconsistent with these objects.

## Article III. Affiliation

The club shall be a member of the Lambton Kent Soccer Association and shall follow the published rules of the district and the Ontario Soccer Association (referred to as O.S.A.). The club is subject to the published rules in declining order of authority of the following governing organizations to which it is affiliated:

- The O.S.A.
- The District Association
- The Club

## Article IV. Membership

The membership shall be made up of:

- Registered Players in good standing over the age of 18
- Parents/Guardians of registered players under the age of 18
- Registered Team Officials, including coaches, assistant coaches, and managers

- Board of Directors
- Registered Club Game Officials
- Only Board Executives can call a Membership/Special Meeting and will make all attempts to so in a timely manner.

Membership shall be for the current calendar year.

Although an individual may qualify for and be registered under more than one of the above categories, each individual holds only one Membership in The Club, provided said member is in good standing with The Club.

A player shall become a regular Member when his/her registration is accepted by the Club.

Upon application, a Team Official shall become a regular Member upon acceptance by the directors of the Club.

Upon application, a game official shall become a regular Member upon acceptance by the directors of the Club.

General Meetings or Meetings of the General Membership. An official notice of each meeting shall be given to all Members at least fifteen (15) days before the meeting is to be held, at such place, and at such date, as the Board of Directors may determine. Such notification shall be by email, website notice and any other method determined necessary by the Board of Directors.

The President shall preside at all Meetings of the General Membership. In the event of the President's absence, the next senior member of the Board of Directors shall assume this responsibility.

Ten (10) voting Members shall form a quorum at all general meetings of the Club. Any question shall be decided by a majority of the votes unless otherwise required by this By-Law or other law.

### *Voting at the General Meetings*

Each voting Member shall be entitled to one (1) vote at any General Meeting. A Member must be present to vote. Proxy votes are not permitted.

Voting at all Meetings of the General Membership shall be by a show of hands unless a poll is requested, except during the Election of the Board of Directors. Decisions shall be reached by simple majority unless otherwise specified in the By-Laws of The Club.

### **Article V. Club Colours**

The Club Colours shall be red and white. The team home jersey shall be red. The alternate jersey will be white. The Club logo shall be on the left breast and numbers shall be on the back.

## **Article VI. Governance**

The management and administration of the Club shall be vested in the Executive Committee (hereinafter known as the Executive) and the Members Board (hereinafter known as the Board), with full authority to act as they see fit within the scope of the Constitution and By-Laws. All matters will be directed through the Executive and the Board.

a) The Executive shall consist of the following positions elected every two years:

- Executive Board
- President
- Vice-President
- Secretary
- Treasurer
- Registrar
- Competitive Director
- Development Director
- Futsal Director
- Academy Director

b) The Board shall consist of the following Board Member positions, appointed annually:

- Member Board
- Facilities Director
- Sponsorship Director
- Tournament Director
- Webmaster
- Equipment Director
- Scheduling Coordinator
- Three (3) Members at Large

c) Only officers of the club have voting rights and are entitled to one vote each at all meetings, with the exception of the President, who votes only in the case of a tie;

d) An Executive member may hold more than one position, provided that the other positions are appointed. No Executive member may hold more than one elected position. Regardless of how many positions are held, votes may not be accumulated under any circumstance.

e) Executive and Board Members will be known as Officers of the Club.

f) The Volunteer Board Members may consist of the following Volunteer positions:

- Volunteer Coordinator
- Photo Liaison
- Final Days Coordinator
- Marketing/Grants Liaison
- Merchandise
- Tobacco Free Youth Advocate
- Volunteer Board Members are not entitled to a vote and do not make up as part of the quorum.

g) The Board shall consist of the following paid Club positions:

- Club Head Coach
- Bookkeeper/Administrator
- Club Head Referee

The above Club paid positions are not entitled to a vote and do not make up as part of the quorum.

## **Article VII. Tenure and Election**

The term of office for elected positions is two years. The results of the election will be listed in the Annual AGM minutes for reference as to term.

Term of office for appointed positions is two years. If it is due to resignation or termination of executive or board member it shall be effective until the next AGM.

## **Article VIII. Vacancies**

The office of a member of the Executive or Board shall be vacated:

- Upon resignation in writing.
- If one becomes of unsound mind or otherwise incapable of performing the duties of the position held.
- If convicted of a criminal offence.
- If found guilty of conduct detrimental to the Club.

- If absent from two consecutive meetings of the Executive without satisfactory reason.

The Board may, as deemed necessary, combine or split duties and responsibilities of the Board, and appoint persons to fill these positions as circumstances dictate. Should a vacancy occur on the Executive, said Executive may appoint a person to fill the vacancy until the next special or general meeting.

## **Article IX. Duties of Officers of the Club**

All Board Members are expected to attend regular and special meetings as scheduled by the President. All officers with responsibility for other persons or sub-committees are expected to chair their own committee meetings, and report their decisions or recommendations to the Board for approval.

### *President*

- Responsible for general management & supervision of the Club's business affairs and operations.
- Presides at all meetings of the Board of Directors ("BOD")
- Chairperson of Executive Committee
- Chairperson of Annual General Meeting and Special General Meetings
- Represents the Club with the City of Sarnia, local community and soccer related organizations
- Signs all cheques and legal/ financial documents with another Officer
- Call and chair all meetings, ensuring an agenda is setup and followed and meeting order is maintained.
- Assign duties as required to other executive members.
- Ensure all assigned duties are completed to the accepted standard and in a timely fashion
- Ensure all Club affairs are conducted lawfully, ethically, and in compliance with all governing bodies.
- Vote on all motions passed before the executive in the event of a tie.
- Set up sub committees as required and appointment chairpersons
- Set annual objectives and further policy development

### *Vice-President*

- Member of Executive Committee
- Assists the President in all of his or her duties and replaces the President in his/her absence.
- Represents the Club with local community and soccer organizations as requested

- Chairs committees as requested
- Signs all cheques and legal/ financial documents with another Officer
- Reviews the positions of Club Head Coach and Club Head Referee annually.

#### *Secretary/Administrator*

- Responsible for all legal documents and records of the Club
- Records minutes of all meetings
- Maintains list of Club Members
- Organizes Annual General Meeting or Special General Meetings
- Determines voting rights of Members at any General Meeting of the Club

#### *Treasurer*

- Responsible for full and accurate accounts of all receipts and disbursements of the Club.
- Reports and accounts for all transactions and financial position of the Club.
- Provides financial analysis and Investments Strategies for long term financial planning
- Member of Executive Committee Chairperson of Finance Committee
- In the absence of the President & the Vice President, the Treasurer shall exercise such duties and powers to conduct the management and business of the Club.
- Responsible for the development of Operating Budget and Business Plan for the Club
- Reports to the Board regarding financial results on a monthly basis
- Signs all cheques and legal/ financial documents with another Officer
- Develop and present an operational outdoor budget 60 days before the upcoming outdoor season.
- Develop and present an operational outdoor travel budget 60 days before for the upcoming outdoor travel season
- Develop and present an operational futsal budget 60 days before the upcoming futsal season
- Present monthly financial statements, including actual and year end forecasts
- The club administrator/bookkeeper will report to the Treasurer all financial statements
- The Treasurer will review the Bookkeeper/Administrator annually.

### *Registrar*

- Attend all Executive meetings and other meetings upon request
- Schedule, organize and run all registration sessions, appointing duties as required.
- Manage registration documents and maintain on file as per club policy.
- Enter all registrants (players, coaches, managers and executives) into OSA database, and maintain throughout season as required.

### *Competitive Director*

- Call and chair all Competitive league specific meetings, ensuring an agenda is set up followed and meeting order is maintained.
- Act as a liaison person for all leagues, Competitive coaches and managers as required.
- Ensure all teams have qualified coaches (interview process, police checks)
- Replace the President and Vice President in their absence
- Ensure all Competitive teams are registered within their appropriate leagues (submit registration and all associated fees)
- Ensure all coaches/managers adhere to the Sarnia FC Rep Policy Manual

### *Development Director*

- Set up agenda and schedule for the season
- Act as liaison for all coaches and convenors and Board
- Ensure all teams have qualified coaches and that they are properly trained and work with the Club Head Coach for coaching development
- Promote player development
- Development Director checks to make sure the Convenors have developed balanced teams and ensure that all coaches and sponsor requests have been met.
- Assist where needed with coordinating photos for program
- Monitor weather conditions where necessary. Lightening and heat alerts and act accordingly to league rules
- Put convenors in place per age group

- Development Director of Mini Fields schedule all referees for U7 U8 U9 U10 U11 U12 U13 U14 U15+
- Ensure all fields are scheduled for the season
- Ensure photos are scheduled, give photo schedule to convenors
- Keep webmaster up to date with information parents may need
- Handle all e mails, phone calls and questions from parents, coaches and convenors
- Be responsible for scheduling "Finals Days" event
- Coordinate the food, game schedule, medals and fun events for "Final Days"
- Ensure Convenors have uniforms and equipment for coaches
- Manage Convenors and assist when necessary
- Train Convenors on the management software
- Train Convenors on scheduling referees and make sure all games are covered.

#### *Adult Development Director*

- Set up agenda and schedule for the adult season
- Act as liaison for all coaches and convenors and Board
- Ensure all teams have qualified coaches and that they are properly trained and work with the Club Head Coach for coaching development
- Promote player development
- Development Director checks to make sure the Convenors have developed balanced teams and ensure that all coaches and sponsor requests have been met.
- Monitor weather conditions where necessary. Lightening and heat alerts and act accordingly to league rules
- Schedule all referees for adult leagues
- Ensure all fields are scheduled for the season
- Keep webmaster up to date with information players may need
- Handle all e mails, phone calls and questions from players and coaches
- Ensure teams have uniforms and equipment for coaches



### *Futsal Director*

- Attend all pre-season meetings upon request
- Participate in registration sessions
- Upon receipt of list of players assigned to division, develop balanced teams.
- Ensure a coach is assigned for each team in the division
- In conjunction with the Equipment Director, ensure all coaches have their required equipment and apparel.
- Act as a liaison person for all division coaches and parents for any issues that may arise throughout the season.
- Work with the Ref Scheduler to schedule ref's for all games.
- Be responsible for scheduling "Finals Days" event
- Coordinate the food, game schedule, medals and fun events for "Final Days"
- Facilities Director
- Be responsible for all matters concerning indoor and outdoor facilities and venues.
- Report to the Board on the results of said negotiations (with recommendations).

### *Sponsorship Director*

- Attend all Executive meetings and occasional other meetings upon request.
- In conjunction with the Treasurer, develop and determine operational financial requirements
- Source and secure sponsors
- Develop and/or revise sponsorship contracts annually
- Oversee any fundraiser activities
- Seek and pursue marketing opportunities to attract new sponsor
- Ensure sponsor needs are met throughout the year (as applicable) and oversee the distribution of year- end pictures (or other expressions of gratitude) to all sponsors.

### *Webmaster*

- Attend all Executive meetings and other meetings upon request.
- Manage the Club's domain name

- Ensure the contract with the web hosting service provider does not lapse
- Periodically review the club's needs and whether the current service provider should continue to be chosen
- Provide technical support to the community of users
- Annually review the list of teams and ensure contact information is current, including sponsor logo
- Post club documents and news items as required and/or requested
- Ensure executive contact listing is maintained

### *Equipment Director*

- Attend all Executive meetings and other meetings upon request
- Develop and present an operational requirements statement before Feb 15 for the upcoming outdoor house league season
- Develop and present an operational requirement statement before Aug 15 for the following outdoor travel season
- Develop and present an operational requirement statement before Jun 15 for the upcoming Futsal season
- Solicit and negotiate pricing for equipment and apparel needs and present recommendations to the executive for approval
- Take inventory at the beginning and end of each season and account for any discrepancies. Keep record of any and all equipment handed out to teams or individuals
- Prepare equipment packages for each team prior to the beginning of playing season and handout/sign out to coaches. Receive and inspect equipment at the end of the playing season
- Keep the clubhouse equipment lock out in good order.

### *Club Head Coach*

- Attend all Executive meetings and occasional other meetings upon request.
- Assist convenors/Competitive director in soliciting coaches for various teams
- Annually prepare and/or review coaching programs and tools
- Set up in house coaching clinics as required annually
- Set up official OSA coaching clinics as required annually

- Participate in the selection of Competitive coaches
- Ensure all Competitive coaches are properly registered
- Audit coaching quality (performance, attitude, equipment, apparel) by attending games. Take corrective action as required including discipline
- Be accessible to all club coaches for support.
- Reports to Competitive Director and/or Vice President as required

#### *Tournament Director*

#### ***Convenor (Development & Futsal)***

- Attend all pre-season meetings upon request
- Participate in registration sessions as directed by the Development Director and Registrar
- Upon receipt of list of players assigned to division, develop balanced teams and present for approval
- Ensure a coach is assigned for each team in the division
- In conjunction with the Equipment Director, ensure all coaches have their required equipment and apparel.
- Act as a liaison person for all division coaches and parents for any issues that may arise throughout the season. Report to the Development Director and Futsal Director as required

#### **Article X. Annual General Meeting (AGM)**

The AGM of the Club will be held no later than December 31st, the date of which is to be set by the Executive Board no later than September 30th, and shall be held at a suitable location. Each member of the Club shall receive at least 15 days' notice of the date, time and location of the Annual General Meeting.

- Introduction of the Executive and any guests
- Reading of the minutes of the previous AGM
- President's report
- Treasurer's report
- Registrar's report
- Other reports as required
- Unfinished business

- Amendments to the constitution
- Election of Executive members (as outlined in Article VI section a)
- New business
- Adjournment

The AGM shall be conducted in accordance with Robert's Rules of Order insofar as they may apply.

At least one half (1/2) of the executive members shall constitute a quorum at all meetings of the Club.

### **Article XI. Audit**

The Club may appoint 1 or more Auditors, excluding the Executive and Board, who shall conduct an audit of the books of the Club.

### **Article XII. Expenses**

All reasonable out-of-pocket expenses incurred by the Club Members in conducting the business of the Club shall be reimbursed.

Expense sheets must be submitted and supported, where possible, by receipt of expenditure. The Treasurer must approve expense sheets.

### **Article XIII. Harassment**

The Club shall adhere to the harassment policy as published by O. S. A. and as administered by the L.K.D.S.A. at all times.

The harassment policy shall apply to all members of the Club - including all officers, directors, convenors, coaches, assistant coaches and players. Failure to do so will result in the removal of that person from the Club.

Harassment is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes, but is not limited to, sexual and inappropriate behaviour.

Sarnia FC accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provisions of a safe, sound and healthy soccer experience within our community.

The Club also recognizes and accepts the "Duty of Care" concept: a legal and moral responsibility that identifies the obligation of all individuals in the Club to take reasonable measures to care for and protect their players.

Sarnia FC Positions and Risk Assessment

#### **High Risk Positions:**

- Competitive Team Officials
- All-star Team Officials
- Select Team officials
- Screening: Application Form (with references)
- Interview by Selection Committee
- References Checked
- Police Records Check
- Evaluation by The club

**Medium Risk Positions:**

- Recreational Team Officials (Development League Team Officials U16-U18)  
Screening:
- Application Form (Reference check Optional)
- Police record Check  
Screening measures:

**Low risk positions**

- Recreational Team Officials (All Other House league Officials)
- Mini Soccer Team Officials  
Screening measures: Application Form (Reference Checks Optional)

**Boundaries & Limitations (Applicable to All Positions)**

- Shall never be alone with a player
- Shall not be responsible for transportation to/from practices/games/tournaments
- Shall not be responsible for water or snacks.
- Shall be a role model - no drugs/alcohol/smoking/ or abusive language at practices/games/tournaments.
- Shall comply with Dress Code and Club policies.
- Shall adhere to OSA and Club Policies.

- Shall embrace Club values, principles, and policy as per Constitution.
- Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play, etc).

#### **Article XIV. Amendments to the Constitution**

Amendments to the Constitution may only be made at the Annual General meeting. All proposed amendments must be forwarded in writing to the Secretary no later than 21 days prior to the Annual General Meeting.