

North Shore Thirty Something Women's Soccer

Constitution, Bylaws and Operating Rules

Updated and Approved May 13, 2024



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CONSTITUTION

Name of Society:

**NORTH SHORE THIRTY-SOMETHING WOMEN'S
SOCCER LEAGUE**

Purposes of Society:

1. to provide fun, develop fitness and promote friendship for women over the age of thirty (30) through the game of soccer;
2. to promote player safety, courtesy and fairness in a non-competitive environment;
3. to safeguard the interests of teams comprising the League;
4. to facilitate active participation by women over thirty (30) in the game of soccer.

BYLAWS

PART 1 – INTERPRETATION

1.1 In these Bylaws, unless the context otherwise requires:

- (a) “clear majority” means sixty-six (66) percent of the votes of those members who, being entitled to do so, vote at a meeting of the League or the Executive when a clear majority is called for.
- (b) “Directors” means the elected Directors of the League for the time being.
- (c) “Executive” means the elected Directors and the Members at Large who represent the League and their individual teams.
- (d) “fiscal year” means from March 1 of one (1) calendar year to the last day of February of the following calendar year.
- (e) “in good standing” means League members who are fully registered and teams which have no fines outstanding.
- (f) “League” means the North Shore Thirty-Something Women’s Soccer League.
- (g) “League team” means a team which is fully registered with and recognized as a League team by the League in Schedule B to the Operating Rules and Policies.
- (h) “Members at Large” means League Executive members representing teams which do not have a member who is a Director.
- (i) “registered address” of a member means the address as recorded in the register of members.
- (j) “Societies Act” means the Societies Act of British Columbia from time to time in force and all amendments to it; and
- (k) “special resolution” means a resolution passed by a majority of not less than seventy-five (75) percent of the votes of those members who, being entitled to do so, vote at a general meeting of the League of which notice specifying the intention to propose the resolution as a special resolution has been given.

1.2 The definitions in the Societies Act on the date these Bylaws become effective apply to these Bylaws.

PART 2 – MEMBERSHIP

- 2.1
- (a) To be eligible to register on a League team roster a woman must be a minimum of thirty (30) years of age or become thirty (30) years of age during the playing season in which she is first registered on a League team roster.
 - (b) All women joining the League must be residents of the North Shore (Deep Cove to Pemberton), or work in North Vancouver, to register to be placed on a team and to qualify for the League waiting list.

- 2.2 A woman is not eligible for membership in the League if she is registered with another league team that is under the jurisdiction of the British Columbia Soccer Association (BC Soccer).
- 2.3 (a) Any woman who is registered as a member on a League team roster for the winter season preceding the annual general meeting is a voting member of the League.
- (b) To remain in good standing, each member must complete the registration forms for each season and pay, when due, fees for the current season in which she is playing.
- 2.4 A woman shall cease to be a member:
- (a) on having been a member not in good standing for twelve (12) consecutive months;
- (b) on having her membership terminated as set out in bylaw 2.6; or
- (c) after having taken the maximum allowable leave as set out in bylaw 2.5.
- 2.5 A member may take a leave under the following circumstances, and will maintain full membership privileges during such period of leave:
- (a) up to twelve (12) consecutive months for reasons of illness, injury, or special circumstances approved by the Executives; or
- (b) up to 18 months for pregnancy.
- 2.6 (a) The League may, by written notice, terminate the membership of a member for acting contrary to the Constitution, Bylaws or Operating Rules and Policies of the League.
- (b) Termination of the membership of a member must be approved by a clear majority (66%) vote of the Executive and the vote duly recorded in the League's records.
- (c) The Executive shall give to the individual affected reasons for its actions.
- (d) The individual shall have the right of appeal to the Executive.
- (e) All members who have had their membership terminated forfeit all fees paid and are not entitled to any refund.
- 2.7 The Registrar of the League shall keep a register of members which shall contain for each member her full name, birth date, and home and work addresses. The Registrar shall maintain a record of the date on which a woman became a member and the date on which she ceased to be a member.

PART 3 – MEETINGS OF MEMBERS

- 3.1 The annual general meeting of the League shall be held at least once in every calendar year, preferably in the Spring at the time and place, in accordance with the Societies Act, that the Directors determine.
- 3.2 (a) Special general meetings may be called by the Executive or at the written request (such

request specifying the purpose of the meeting) of a clear majority (66%) of the teams in good standing in the League.

- (b) The written request from the teams must be sent to the President of the League and the special meeting so requested must be convened no later than sixty (60) days after receipt of the request.

3.3 (a) A minimum of twenty-one (21) days' written notice of any special or annual general meeting shall be given to each team representative on the League Executive.

- (b) Such notice shall specify the place, date and time of the meeting, and in the case of special business, the general nature of that business.

3.4 The accidental omission to give notice to or the non-receipt of the notice of a meeting shall not invalidate proceedings at the meeting.

PART 4 – PROCEEDINGS AT MEETINGS OF MEMBERS

4.1 (a) A member in good standing present at a meeting of members is entitled to one (1) vote. Voting by proxy is not permitted.

- (b) Voting shall be by a show of hands unless a written ballot is specifically requested by a member.

4.2 (a) A quorum shall be twenty (20) percent of the League membership to be based on the number of registrations for the winter season only.

- (b) No business, other than the election of a Chair and the adjournment or termination of the meeting shall be conducted at any general or special meeting of the League members if a quorum is not present.

4.3 If within thirty (30) minutes of a time appointed for a membership meeting a quorum is not present, the meeting, if convened by a written request of a majority of League teams, shall be terminated; but, in any other case, it shall stand adjourned to a suitable date within the next (30) days at the same time and place, if possible, and if, at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present constitute a quorum.

4.4 The business of the annual general meeting shall include, but not be limited to:

- (a) the financial statements for the preceding fiscal year,
- (b) the proposed budget for the current fiscal year,
- (c) the report of the auditor, if any,
- (d) the reports of the Directors and Executive, if any,
- (e) the election of the Directors, and
- (f) the tabling of the Operating Rules and Policies of the League with any additions or amendments made by the Executive since the last annual general meeting.

- 4.5 (a) The President of the League, the Vice-President, or in the absence of both, one of the other Directors present, shall preside as Chair of a general meeting unless a facilitator has been appointed by the Executive.
- (b) If at a general meeting there is no President, Vice-President or other Director present within 15 minutes after the time appointed for the meeting or none of them is willing to act as Chair, the members present shall choose one of their number to be Chair.
- 4.6 Any additions or amendments to the League Bylaws, Operating Rules and Policies and other business not included in bylaw 4.4 for which a formal vote is to be taken must be included in the notice of the meeting.
- 4.7 The formal voting at a special general meeting shall be solely for the purpose for which the meeting was called and for which notice was given and no other topic shall be presented for a formal vote.
- 4.8 (a) Except where otherwise provided herein, matters to be voted on at any general or special meeting shall be decided by a simple majority of the votes.
- (b) Any amendments or additions to the Operating Rules and Policies to be voted on at any general or special meeting shall be decided by a clear majority (66%) of the votes.
- 4.9 Coaches of League teams and guests invited by the Executive may attend general meetings of the League but will not have any voting privileges.
- 4.10 Any matters, order or procedure respecting membership meetings for which express provision has not been made shall be determined, where possible, in accordance with the attached Schedule A.

PART 5 – DIRECTORS

- 5.1 The Directors shall be comprised of:
- (a) the President,
 - (b) the Vice-President,
 - (c) the Treasurer,
 - (d) the Secretary, and
 - (e) the Registrar.
- 5.2 (a) The Directors shall be elected at the general meeting for a minimum term of one year and a maximum of five (5) years.
- (b) All Directors are eligible for re-election, unless they have served the maximum term in one position.
- (c) Women nominated for election as Directors must be present at the meeting or have provided a written consent to the nomination.

(d) The Directors shall be members in good standing of the League.

- 5.3 No League team, other than that of the President, shall have more than one Director on its roster at any one time unless an exception is agreed upon by a simple majority at the AGM each year.
- 5.4 A Director may be removed from office by a special resolution of the membership or by a motion supported by seventy-five (75) percent of the League teams in good standing as represented by the Executive.
- 5.5 The Directors shall be responsible for the day-to-day management of the affairs of the League and for carrying out the instructions of the Executive.
- 5.6 (a) The Directors shall meet as often as necessary to carry out their duties at the call of the President or any two (2) Directors.
- (b) A quorum shall be three (3) Directors and no business shall be transacted at any Directors' meeting unless a quorum is present.
- (c) Matters arising at any Directors' meeting shall be decided by a majority of the votes.
- (d) Any matters decided by the Directors shall be reported to and ratified by the Executive at the next Executive meeting.
- 5.7 Any vacancies which may occur in the positions of Directors by resignation or other reason shall remain vacant until the next general meeting of the League. The duties of that Director will be temporarily taken over by the Past President. If the Past President is unable to take over the responsibilities, the Executive will appoint another member in an acting capacity. The team represented by the Director whose position has been vacated will be notified and expected to appoint a Member at Large to the Executive.

PART 6 – THE EXECUTIVE

- 6.1 The Executive shall be comprised of:
- (a) the Directors,
- (b) the Members at Large being members in good standing representing each of the League teams not represented by the Directors, and
- (c) the Past President.
- 6.2 Each Director (except the President) and Member at Large shall have one vote while the League team being represented is in good standing.
- 6.3 The Executive shall be responsible for all policy decisions for the League and shall enforce the Constitution, these Bylaws and the Operating Rules and Policies of the League and rule on all points not explicitly provided for in such documents.
- 6.4 The Executive shall receive and act upon all applications for team memberships in the League.

- 6.5 The Executive shall conduct the financial affairs of the League.
- 6.6 The Executive may, at its discretion, delegate the Directors or the President to make such decisions on behalf of the Executive as may be necessary from time to time.
- 6.7 The Executive may exercise all the powers and do all the acts and things that the League may exercise and perform, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised by the League in a general meeting, but subject nevertheless, to the provisions of:
- (a) all laws affecting the League;
 - (b) the Constitution of the League and these Bylaws; and
 - (c) any Operating Rules and Policies, not being inconsistent with these Bylaws, which are made or approved from time to time by the League in general meetings.
- 6.8 No rule made by the League in a general meeting invalidates a prior act of the Executive that would have been valid if that rule had not been made.
- 6.9 (a) The Executive may delegate any, but not all, their powers to committees consisting of any League members in good standing and officials as the Executive thinks fit.
- (b) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the Executive and shall report every act or thing done in the exercise of those powers to the next meeting of the Executive.
- 6.10 No Executive member shall be remunerated for being or acting as a member of the Executive, but such member shall be reimbursed for all expenses necessarily and reasonably incurred by her while engaged in the affairs of the League.
- 6.11 The Executive shall have the power to call on any team or players to produce any books, letters documents or other evidence relating to financial matters the Executive may desire when a complaint is made.
- 6.12 The Executive shall decide the size and membership of each team and League as a whole as they see fit.
- 6.13 A Member at Large may be required to vacate her position by a motion supported by seventy-five (75) percent of the League teams as represented by the Executive. The team represented by the Member at Large whose position has been vacated will be notified and asked to appoint a new Member at Large to the Executive.
- 6.14 The Executive shall have the discretionary power to determine whether game schedules are to be played or cancelled.

PART 7 – PROCEEDINGS AT THE MEETINGS OF THE EXECUTIVE

- 7.1 An Executive meeting shall be called:
- (a) a minimum of four (4) times per year at the request of the President, and as often as necessary to carry out the Executive's duties; and

- (b) upon request to the President of not less than thirty (30) percent of the Executive members, and such meetings shall be called not more than twenty-one (21) days after the date the request has been received.
- 7.2 Notice of an Executive meeting, together with an agenda of the business to be transacted, shall be given to all members of the Executive at least seven (7) days prior to the date of the meeting.
- 7.3 A quorum shall be sixty-six (66) percent of the voting Executive members. No meeting shall begin unless a quorum is present. If at any time during an Executive meeting there ceases to be a quorum present, business then in progress may continue.
- 7.4
 - (a) Matters arising at any Executive meeting shall be decided by a simple majority of the votes.
 - (b) Any amendments or additions to the Operating Rules and Policies proposed at an Executive meeting shall be decided by a clear majority (66%) of the votes.
- 7.5 If, at any meeting of the Executive, a decision is to be made which affects the Operating Rules and Policies, then all teams must be advised of the proposal and be given an opportunity to be heard at the Executive meeting before a vote is conducted.
- 7.6 Any League member or official wishing to attend a meeting of the Directors or of the Executive must first obtain the permission of that body.
- 7.7
 - (a) An Executive member may appoint a person from her team to attend a meeting of the Executive in her place and such person shall have the same right to attend and vote on all matters presented at that meeting as the Executive member.
 - (b) The rights and powers of the person so appointed shall not extend beyond the meeting so attended.
 - (c) An Executive member should make an effort to appoint an alternate to no more than two regularly scheduled Executive meetings in a fiscal year.

PART 8 – DUTIES OF THE OFFICERS

8.1 The President shall:

- (a) exercise a general supervision over the Executive and the affairs of the League;
- (b) be a signing officer of the League;
- (c) preside or appoint an alternate to preside over all meetings of the League, the Executive and the Directors;
- (d) be an ex-officio member of any committee the Executive deems necessary;
- (e) draft all correspondence on behalf of the League; and
- (f) handle all insurance matters.

8.2 The **Vice-President** shall:

- (a) assist the President in carrying out her duties;
- (b) perform all the President's functions and activities in the President's absence or in the event of the resignation of the President;
- (c) be a signing officer of the League;
- (d) be in charge of all field requests and ongoing representation on behalf of the League at all parks and rec and field allocation meetings, as required;
- (e) acquire and distribute to all teams field permits for practice and game fields;
- (f) assist the President to plan for and preside over the annual general meeting.

8.3 The **Secretary** shall:

- (a) maintain a current list of team representatives and their roles on the team or League duties, including Team Managers, Team Coaches, Team Captains, Executive and Director positions;
- (b) provide notice of all meetings to persons entitled to them;
- (c) provide an agenda for Executive meetings to persons entitled to them;
- (d) keep minutes of all Director, Executive and membership meetings and circulate copies to all Executive members as soon as possible;
- (e) be responsible for maintaining the records of the League;
- (f) receive, maintain and have available for circulation at the meetings of the League all correspondence of the League; and
- (g) provide BC Soccer a list showing the names, addresses and telephone numbers of its elected members prior to the commencement of the playing season in each and every year.

8.4 The **Treasurer** shall:

- (a) receive and have charge of all monies of the League;
- (b) deposit all monies in a bank or financial institution approved by the Executive;
- (c) ensure that correct accounts of all the League's finances are kept;
- (d) prepare a quarterly financial report for presentation to the Executive;
- (e) prepare an annual financial statement and budget for presentation to the membership;
- (f) forward a copy of the annual financial statement and budget to each member of the Executive fourteen (14) days prior to each annual general meeting; and

(g) be a signing officer of the League.

8.5 The **Registrar** shall:

- (a) be responsible for all player registration;
- (b) ensure that each player has completed the registration process and submitted applicable fees;
- (c) monitor each League team to ensure they have the required minimum number of players as defined in Operating Rules and Policies C.2;
- (d) maintain the register of members referred to in bylaw 2.7, and;
- (e) submit a complete list of League Registrants (roster) to BC Soccer by the dates provided by BC Soccer for both seasons of the League.

8.6 The **Past President** shall:

- (a) help make a smooth transition between presidents;
- (b) act as a consultant and advisor to the President; and
- (c) attend, as requested, meetings of the Executive in a non-voting capacity to offer guidance.

8.7 Each Member at Large shall hold such office as determined by the Executive and perform such duties of the office as are set out in Section K of the League Operating Rules and Policies or as may be required from time to time.

PART 9 – FINANCES

9.1 The fiscal year of the League shall commence on March 1 of each year and end on the last day of February of the next year.

9.2 All funds of the League shall be on deposit in a bank or financial establishment registered under the Bank Act.

9.3 Signing officers of the League shall be any two of the President, the Treasurer, the Vice-President and one other Director designated by the Executive.

9.4 Any changes or additions to the budget and plan of expenditures approved by the membership in a general meeting in an amount exceeding five hundred (500) dollars shall be first approved by the Executive.

9.5 No monies or cheques shall be drawn from the bank for expenditures that have not been previously authorized either by the membership or the Executive.

9.6 (a) Any monies budgeted for or allotted or granted to a committee or to a member of the Executive with respect to a particular function or special event must be accounted for in full with details of revenues, if any, and expenditures, and given to the Treasurer.

- (b) Any amount so budgeted, granted or allotted may not be exceeded without express approval of the Executive.
- 9.7 (a) The members may request an audit of the financial records of the League at any general meeting by a special resolution whereupon an independent auditor will be appointed by the Executive.
- (b) The auditor shall then be given access to the books and accounts of the League. The auditor's report shall be provided to each member of the Executive as soon as reasonably possible after its completion and tabled to the next annual general meeting.

PART 10 – DISCIPLINE

- 10.1 (a) Upon her appointment, the Chair of the Discipline Committee (the “Chair”) shall select two (2) other members in good standing to form a Discipline Committee.
- (b) The members of the Discipline Committee shall be from three (3) different team rosters.
- 10.2 All referee reports of red or yellow cards, and/or complaints of misconduct will be forwarded to the Chair. The Discipline Committee will review these referee reports and subject to bylaw 10.7, will determine if a hearing is warranted. Records will be kept of these referee reports and complaints and of any decisions made by the Discipline Committee.
- 10.3 Penalties will be applied as follows:
 - (a) (i) **Two (2) yellow cards in different games within a six (6) month period:** one (1) game suspension.
 - (ii) **Each succeeding yellow card within the same six (6) month period:** one (1) game suspension per successive yellow card.
 - (b) (i) **A yellow card succeeding a red card in different games within a six (6) month period:** one (1) game suspension.
 - (ii) **Each succeeding yellow card within the same six (6) month period:** one (1) game suspension per successive yellow card.
 - (c) **Subject to bylaw 10.3 (d), (e), (f), (g) and (h), one (1) red card:** two (2) game suspension.
 - (d) **Subject to bylaw 10.3 (e), a red card for any foul denying an obvious goal-scoring opportunity:** one (1) game suspension.
 - (e) **A red card for violent conduct or serious foul play:** the Discipline Committee will decide on the penalty Minimum three (3) game suspension to a maximum one (1) year suspension from the League.
 - (f) **One substantiated complaint of red card conduct, whether or not cards have been given by the referee:** the Discipline Committee will decide on the penalty which may be in addition to any penalty resulting from a card issued by the referee, if applicable. Minimum one (1) game suspension to a maximum one (1) year suspension from the

League.

- (g) **One substantiated complaint of yellow card conduct, whether or not cards have been given by the referee:** the Discipline Committee will decide on the penalty which may be in addition to any penalty resulting from a card issued by the referee, if applicable. Minimum yellow card (warning).
 - (h) **Each additional substantiated complaint of red card and/or yellow card conduct, whether or not cards have been given by the referee, received with or within a six (6) month period from receipt of the reports received in bylaw 10.3 (f) and (g):** the Discipline Committee will decide on the penalty which may be in addition to any penalty resulting from a card issued by the referee, if applicable. Minimum one (1) game suspension to a maximum one (1) year suspension from the League.
- 10.4 The Chair will advise a player if a referee report and/or complaint of red card and/or yellow card conduct has been filed about such player and provide her with details of the referee report and/or complaint.
- 10.5 A player may request a hearing of the Discipline Committee by advising the Chair as soon as practicable after the game in which the card was issued or after she has been notified of the referee report and/or complaint if the player is:
- (a) subject to any penalties referred to in bylaw 10.3 (a), (b), (c) or (d) and the Referee has made an obvious error (such as mistaken identity); or
 - (b) subject to any of the penalties referred to in bylaw 10.3 (e), (f), (g) or (h).
- 10.6 A written complaint alleging red card and/or yellow card conduct on the part of another player or team must be submitted to the Chair within a reasonable amount of time from the date of the alleged misconduct.
- 10.7 A discipline hearing will be convened by the Chair if:
- (a) a request is received pursuant to bylaw 10.5;
 - (b) a written complaint is received pursuant to bylaw 10.6, unless a hearing is unnecessary to determine the report is unsubstantiated; or
 - (c) a player receives a red card for violent conduct or serious foul play pursuant to bylaw 10.3 (e).
- 10.8 The party whose conduct is the subject of a hearing shall:
- (a) be notified by the Chair that a hearing is to be held as soon as possible after receipt of the referee report and/or complaint,
 - (b) be notified of the full nature of the complaint prior to the hearing; and
 - (c) have the right to appear at the hearing with her team captain or another player from her team.
- 10.9 Every effort must be made by the Chair to schedule a hearing at a time when the party

whose conduct has been reported is able to attend. In the event a person is unwilling to attend a hearing, the hearing may be held in her absence, and prior to the scheduled date, she may submit her case in writing to the Discipline Committee for their consideration.

- 10.10 A decision of the Discipline Committee shall be made within ten (10) days of the date of the hearing. The party who was the subject of the hearing will be notified of the decision in writing.
- 10.11 Players and/or officials reported for misconduct shall be allowed to continue to participate in all soccer activities until their case is heard unless they are subject to a red card suspension pursuant to bylaw 10.3 (e), (f) or (h) and/or the Discipline Committee determines there is a safety concern.
- 10.12 Any player who is a party to a disciplinary action may appeal a decision of the Discipline Committee, provided the appeal involves ONLY an interpretation of or a breach of the Constitution and Rules and Policies of the League. Appeals must state the nature of the appeal, be made in writing, and be sent to the President within 10 days of having received the decision from the Discipline Committee. Subject to 10.13 (c), the President, Vice President and a Director, appointed by the President (the "Panel") shall review the submissions to determine if the Panel will grant the player's request for an appeal (i.e., because the rules and procedures were not followed). The Panel may, by majority vote, reaffirm, revoke or amend the decision of the Discipline Committee. The Panel must rule on the appeal within thirty (30) days and their decision will be final.
- 10.13 (a) In the event that the Chair or any player or official from her team is the subject of a referee report and/or complaint or action to be considered by the Discipline Committee, the President or Vice President shall appoint a Chair for that matter.
- (b) In the event that any person appointed by the Chair to sit on the Discipline Committee, or any player or official from her team is the subject of a referee report and/or complaint to be considered by the Discipline Committee, the Chair will appoint a player from another team for that matter.
- (c) In the case of an appeal, if any of the Directors, including the President and/or Vice President, or any player or official from her team is the subject of the appeal, the other Directors will appoint a player from another team for that matter.
- 10.14 Any discipline matters, other than player discipline, shall also be referred to the Chair and shall, to the extent possible, follow the guidelines set out in this Bylaw 10.
- 10.15 In the event that there may be a perceived conflict of interest on the Discipline Committee, the Executive will have the authority to approve and/or select the members of the Discipline Committee.

PART 11 – ORGANIZATION OF THE LEAGUE

- 11.1 Each League team shall have a League representative who shall be either a Director or a Member at Large and will be the liaison between the team and the Executive.

- 11.2 (a) The League shall forward all notices to and communicate to the team through the team's representative on the Executive.
- (b) If for any reason the League is unable to communicate to the team through the team's Executive representative, the League shall communicate to the team through the team's captain until such time as a new representative to the Executive is appointed by the team.
- (c) Failure by the team representative or captain to communicate League matters to the team shall not be deemed as failure by the League to meet notice requirements.
- 11.3 (a) The Operating Rules and Policies of the League will be written and presented to a general meeting of the membership.
- (b) The Executive shall have the power to make further rules and policies for all matters not previously provided for and may make amendments to the Operating Rules and Policies at any time and from time to time throughout the year but all such new rules and policies and all amendments must be presented at the annual general meeting and approved by a clear majority (66%) of the membership.
- (c) New rules and policies and amendments must be set out in the notice of the annual general meeting.

PART 12 – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- 12.1 The League's Constitution and these Bylaws shall not be amended or added to except by special resolution at the annual general meeting or at a special general meeting called for such purpose.
- 12.2 Any proposed amendments or additions to the League's Constitution or these Bylaws shall be specified in the notice of meeting given pursuant to bylaw 3.3.
- 12.3 Proposed amendments or additions to the League's Constitution or these Bylaws may be initiated by the Executive or by a minimum of thirty (30) members in good standing who have submitted the proposed amendments or additions in writing and signed by such members to the President at least twenty-eight (28) days prior to any general meeting.

PART 13 – SPECIAL LEAGUE RULES

- 13.1 All games are played under FIFA rules with the following amendments:
- (a) Slide tackling is forbidden. Any slide tackling will result in a foul and a minimum of a yellow card.
- (b) When the goalkeeper is in the penalty area (18 yard box), an opposing player shall make all efforts to avoid contact with the goalkeeper. This applies regardless of whether the goalkeeper has control of the ball. However, the goalkeeper must exercise caution to not put themselves or others in danger of injury. A violation of this rule shall result in a foul and a minimum of a yellow card.
- (c) Sleeveless numbered jerseys will be allowed.

- (d) A regular game must be played if each team is able to field a minimum of eight (8) players.

13.2 League standings (wins or losses) will not be recorded by the League.

13.3 League games shall, to the extent possible, be played to ensure equality among teams with respect to playing each team, home and away games, games on grass and turf surfaces, games at night, and games in North Vancouver, West Vancouver and Squamish.

13.4 The League discourages unsporting behaviour and playing in a dangerous manner.

PART 14 – PREVIOUSLY UNALTERABLE PROVISIONS

14.1 The purposes and activities of the League shall be carried out without purpose of gain for its members and any income, profits or other accretions to the League shall be used in promoting the purposes of the League. This paragraph was previously unalterable.

14.2 In the event of winding up or dissolution of the League, any funds and assets of the League remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organizations promoting the same purposes of the Society, as may be determined by the members of the League at the time of winding up or dissolution. In the event that the foregoing provisions cannot be effected then such funds shall be given or transferred to some other organizations, provided that such organizations referred to in this article shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect. This paragraph was previously unalterable.

OPERATING RULES AND POLICIES

A Interpretation

A.1 The definitions in the Bylaws apply to these Operating Rules and Policies.

B Players

B.1 To be eligible for membership, a woman must be a minimum of thirty (30) years of age, or will reach thirty (30) years of age during the season in which she is playing.

B.2 “Grandfathered” players who do not reside on the North Shore (Deep Cove to Pemberton) or who do not work in North Vancouver are permitted to play in the League. These “grandfathered” players are players who previously satisfied bylaw 2.1(b).

B.3 To be fully registered and/or be eligible to play, all members must have forwarded fully completed registration forms as supplied by the League and the appropriate fees, when applicable, following the process provided by the League.

B.4 (a) League Waiting List

- i. Subject to paragraph (iv) below, when a player is placed on the League waiting list (the “waitlist”) who has requested to go to a specific team, that player will be placed immediately as a permanent player on the team so requested if that team agrees (such player referred to herein as a “streamlined player”). If the requested team cannot accommodate another player, the player will be offered the next available placement as per the guidelines set out below.
- ii. Except for streamlined players, all temporary and permanent positions will be filled by players in the order in which they were placed on the waitlist.
- iii. Any person on the waitlist will be informed of the status (temporary or permanent) of the team position that is being offered.
- iv. Any player who has been on the waitlist for one (1) full season will be placed on a team prior to any streamlined player.
- v. There is a two (2) pass process for all persons on the waitlist. A player may refuse, for any reason, to accept a placement that has been offered to them. Except as noted below, that refusal will constitute one (1) pass. Two messages with documented dates, having no response within 2 business days will constitute a pass. A person who has two passes will be moved to the bottom of the waitlist. A refusal to accept a goalie position will not constitute a pass. A refusal may also not constitute a pass if, in the opinion of the Player Coordinator and the President, the circumstances are unusual and should not constitute a pass.
- vi. Acceptance of a temporary position on a team does not render a player ineligible from accepting a permanent position on that team or any other team that might become available. A player who accepts a temporary position on a team maintains her position on the waitlist for a permanent position.

- vii. Teams must accept the first available applicant to their temporary or permanent position.
- viii. A player from the waitlist who is willing to play as a goalkeeper can be placed on a team out of waitlist order but that player must play goalkeeper for one (1) year (both Fall/Winter and Spring/Summer seasons). If this player wishes to play a position other than goalkeeper prior to the expiration of one (1) year, she must go back to her original position on the waitlist.
- ix. Priority for player placement will be given first to teams that have fewer players than the minimum number required by the League and then to teams in the order in which requests have been received by the Player Coordinator.
- x. Teams will be provided a maximum of two (2) players from the waitlist at one time. If a team requires more players, the team will go to the bottom of the list maintained by the Player Coordinator after having received the initial two (2) players. Once requests from other teams have been filled in priority (first come/first served) assigning the two (2) player maximum, the Player Coordinator can assign an additional two (2) players to the next team on the list which has already received waitlist players.

(b) Player Transfers

- i. All transfer requests must be made through the Registrar. Where a player is requesting a transfer to a specific team, the Registrar will confirm with that team their acceptance of that player. In cases where no specific team is identified, the Registrar will take into account team player numbers, and any other matter that may affect the operations of the League. Transfer requests will not be unreasonably withheld or delayed.
- ii. All players coming into the League from the waitlist must play with the team they are placed on for one (1) full season (fall/winter or spring/summer) before being eligible for a transfer. Players may apply to the Registrar for a transfer before the one (1) full season is up due to irreconcilable differences between player and team.
- iii. All permanent players requesting a transfer will be given priority over any waiting list individuals for any temporary or permanent placements.
- iv. There is a two (2) pass process for any permanent player requesting a transfer. A transferring player may refuse for any reason to accept a placement that is being offered to her. That refusal will constitute one (1) pass.
- v. Teams must accept the first available applicant to their temporary or permanent player from the waitlist for a position on their team.

B.5 Returning players who are not fully registered within thirty (30) days of the registration dates set out in the Bylaws and Policies will lose their place on their team roster unless otherwise agreed by a majority of their team.

- B.6 All new players must be fully registered before they can practise or play with a team.
- B.7 Team managers or captains must present a current membership roster from the League registration system to the referee prior to each game to be allowed to play the game.
- B.8 Players who are substituting on another team must present their current membership verification on the league registration system to the referee prior to each game to be allowed to play the game.

C League Teams

- C.1 Recognized League teams are listed in Schedule B.
- C.2 Each League team must have a minimum of sixteen (16) players registered for the winter season. These players must be registered by August 15 or by another date that may be set by the Executive. Teams must meet these requirements unless special permission is granted by the Directors.
- C.3 Each League team shall have not more than three (3) members who have been members of a Division 1 or higher division (or equivalent) within the past three (3) years.
- C.4 Each League team is responsible to the League for the actions of its players, coaches and spectators. The team is required to take all precautions necessary to prevent spectators from assaulting or threatening other players, coaches or referees, before, during or after any game.
- C.5 To be members in good standing all League teams must:
 - (a) comply with the Bylaws, Operating Rules and Policies of the League; and
 - (b) have no fines outstanding.
- C.6 Each League team shall ensure that all of its players wear shin guards, soccer boots and proper uniforms with numbered jerseys, the numbers being large enough to be readily identifiable by the referees.
- C.7 Each League team is required to provide a net in good condition and properly hung, and two corner flags for each League game.
- C.8 (a) The home team must make available a game ball and ensure that the field has been properly lined.
 - (b) If team jersey colours conflict, the home team must wear either different-coloured jerseys or pinnies over their numbered jerseys.
- C.9 Each visiting League team must provide a back-up game ball.
- C.10 Each League team shall be responsible for its own traveling arrangements including fares, hotel accommodations, meals and other expenses incurred while participating in any League game or tournament.
- C.11 Provided a player is prepared to play any position other than the goalkeeper, a team must do its best to give all players equal playing time at each game unless a player requests less.

- C.12 All League teams must keep records of the League Constitution, Bylaws and Operating Rules and Policies, notices and minutes of membership and Executive meetings and official team decisions and ensure that these records are available to all team members.
- C.13 A League team's representative to the Executive will be appointed by a simple majority vote of the registered team members of that team.
- C.14(a) Each team shall provide the Secretary of the League with the name of the team captain, manager, and team representative on or before the beginning of each season.
- (b) The Secretary is to be notified immediately of any changes in team captain, manager, and/or team representative.
- C.15(a) When any matter requiring a vote of the Executive is considered by the Executive to require a consensus of the membership or an official team vote is requested by any Executive member, the team representative is required to act in good faith to inform the team members in a fair and balanced manner of the facts and background relevant to the decision and to conduct a vote of its team members.
- (b) Approval of any Executive matter requires a simple majority vote of the registered team members.
- (c) In the event of an equality of votes the team representative shall abstain from voting on the matter at the Executive meeting.
- C.16 Any Executive member bringing an issue on behalf of her team to the Executive for consideration must have the support of not less than seventy-five (75) percent of her team.
- C.17 Any team wishing to stage a benefit, charity or tournament using the League name must first obtain permission from the League Executive.
- C.18 Teams are expected to resolve their own internal problems. However, unsportsmanlike conduct or unfair treatment that is not corrected by either an official of the team or an individual player should be brought to the League's attention.
- C.19 In the case of a dispute between teams or players, legal proceedings shall be taken only as a last resort.
- C.20 A recognized League team may choose not to play the summer season by notifying the Registrar and will remain a recognized League team.
- C.21 The Registrar must certify all team transfers to assure that they meet the requirements of the League, in particular C.1 and C.3.

D Team Captains

- D.1 Teams are to elect a team captain each season and inform the Secretary of the League of her name and any changes in accordance with C.14 of these Operating Rules and Policies.
- D.2 The team captain should take an active role in promoting the sportsmanship of her teammates throughout games and practices.

- D.3 If the team captain is not at a game, the team must designate an alternate captain for that game.
- D.4 The team captain should approach the referee if there is unsporting behaviour or play occurring in a dangerous manner or there are other concerns needing to be addressed. It is recommended that this discussion should occur at half time or at the end of the game.

E League Game Rules

- E.1 Games will be comprised of two (2) forty-five (45) minute halves unless both teams and the referee agree to a shorter time.
- E.2 In the event of inclement weather, and unless notified otherwise by the League:
- (a) Teams must attend at the scheduled field for their game and await the decision of the referee as to the fitness of the playing field.
 - (b) If the referee determines that the game should not proceed, teams must not undertake any play on the field.
 - (c) The referee will be paid by the League if at game time the field is deemed to be in an unplayable condition.
- E.3 Any team which cancels a game will be fined as per Schedule D. Any team which defaults a game without 48 hours' notice as per E.4 shall, in addition, be fined the full referee's fees. The Executive may waive these fines if the scheduled game is otherwise cancelled due to conditions such as inclement weather or extenuating circumstances.
- E.4 Any team needing to cancel a game must communicate with, and have confirmation from, the President, Referee Assignor, and the Captain of the opposing team forty-eight (48) hours prior to the scheduled date and time of the game.
- E.5 The League can be divided to accommodate players age forty-five (45) and over, but not divided according to performance.

F Referees

- F.1 Referees will be assigned and paid by the League.
- F.2 Any complaints about a referee should be reported to the Referee Assignor.
- F.3 (a) The failure of a referee to appear at a scheduled League game should be reported by the team captain to the Referee Assignor as soon as possible.
- (b) A referee acceptable to both teams can be substituted when the scheduled referee fails to appear. Each team should, to the extent possible, share the responsibility for refereeing. The person volunteering to referee the game will not be paid.

G Equipment

- G.1 Each team is responsible for providing its own equipment (net, corner flags, game ball and pinnies).

- G.2 Each team should maintain a first aid kit.
- G.3 Any balls provided to a team by the League become team equipment upon delivery.
- G.4 The League will purchase a good quality game ball each winter season for each registered team.

H Team Roster

- H.1 The Registrar will update each person registered for a season to their assigned/requested team roster as soon as possible after registration.
- H.2 Teams will use the League's registration system to manage their roster and share it with the referees as identified in B.7.

I Fees

- I.1 The fee schedule shall be set each season by the Executive and approved by the membership at the annual general meeting.
- I.2 The fee schedule for the current calendar year is set out in Schedule C after satisfying requirement 2.1(b).
- I.3 Players withdrawing will receive a refund on the following basis:
 - (a) Prior to the start of league play (including practices): full refund less a four (4) percent fee. Any full refund that does not apply the four (4) percent fee must be approved by a Director (typically the Treasurer or President).
 - (b) Winter season: by September 30: full refund of the registration fee paid less a four (4) percent fee and less the assessed sports levy fee and less the BC Soccer player fee.
 - (c) Summer season: by May 15 for returning players (registered in the preceding winter season): full refund of the registration fee paid less a four (4) percent fee and less the assessed sports levy fee and by May 15 for summer-only players (not registered in the preceding winter season) the registration fee paid less a 4% fee and less the assessed sports levy fee and less the BC Soccer player fee.

After these dates no refund will be issued unless the withdrawal is due to injury, illness, pregnancy or special circumstances approved by the Directors. In all cases, refunds will be issued on a per game basis, from the date of notification, less a four (4) percent fee and less the assessed sports levy fee and less the BC Soccer player fee if applicable. No refunds will be issued for less than ten (10) dollars. The per game charge will be calculated using the registration fee paid divided by the number of games the players' team is scheduled to play over the full season.

- I.4 Players requesting a refund due to a leave for the reasons listed in I.3 will have that refund calculated as in I.3.

- I.5 Teams who have NSF cheques returned from the bank will pay any bank charges incurred by the League. These teams will have two (2) weeks from the date of notification by the Treasurer to submit alternative payment plus bank charges or they may be charged additional fines.
- I.6 Financial assistance may be provided by the League to a player who claims financial hardship. The player so claiming must provide valid reasons in writing to the President of the League. The President and two other Directors will review and make a decision to accept or decline the request and determine if the fees for the current season will be waived in full, in part or if a payment plan can be implemented. All requests will be confidential between the player, President and the two Directors.

J Fines

- J.1 Fines may be assessed by the League Executive to teams who do not comply with the Bylaws or Operating Rules and Policies.
- J.2 Current fines are in Schedule D.

K Members at Large

- K.1 Members at Large on the Executive are required to hold such office and perform such duties as the Executive may determine. The offices and duties may include, but are not limited to the following:

(a) League Scheduler

The League Scheduler shall:

- draw up a schedule of League games for the winter and summer seasons;
- supply each team at the start of each season with an electronic copy of the season's schedule; and,
- load the schedule into the League's registration system
- update the Guidelines for the League Scheduler role (on the website)
- be available to the person replacing the role for follow-on advice and guidance.

(b) Referee Assignor

The Referee Assignor shall:

- schedule referees to attend all scheduled League games;
- reassign fields when necessary and communicate such changes to teams;
- review any reports received from referees and forward any reports advising of disciplinary matters to the Chair of the Discipline Committee;
- review any reports on referees provided by team captains;

- receive and handle notification of “no shows” by referees for League games;
- prepare and present to the Treasurer of the League a report on the number of games attended by the referees and the amounts to be paid to the referees; and
- evaluate and recruit referees
- update the Guidelines for the League Scheduler role (on the website)
- be available to the person replacing the role for follow-on advice and guidance.

(c) Chair of the Discipline Committee

The Chair of the Discipline Committee shall:

- receive and review any reports from referees, players or coaches regarding overly aggressive play, unsportsmanlike conduct or carded behaviour at any game;
- arrange for any disciplinary hearings as set forth in bylaw 10.7 as required from time to time; and
- arrange for the Executive to appoint an alternate Chair for the hearing of any matter affecting the Chair or any player or players on their team.
- update the Guidelines for the League Scheduler role (on the website)
- be available to the person replacing the role for follow-on advice and guidance.

(d) League Event Coordinator

The League Event Coordinator shall:

- prepare a budget for the League Event for approval by the Executive at least two (2) months prior to the event;
- make all arrangements for catering the event, if required;
- prepare invitations and collect revenues on behalf of the League;
- prepare a financial accounting of the event for the Treasurer setting out all revenues and expenditures within sixty (60) days of the event; and
- prepare a report on the event for the Executive
- update the Guidelines for Organizing the League Social Event (on the website)
- be available to the Coordinator of the next year’s league event for advice and information, as needed.

(e) Website Manager

The Website Manager shall:

- supervise and maintain the League website;
- act as a liaison between the League and Web Designer, who may periodically be called upon for updates and improvements to the site;
- ensure that all information posted to the website is up to date and accurate and appropriately represents the views of the League; and
- Chair a website committee to aid in keeping the website dynamic and current by aiding in gathering information of interest to the League including but not limited to: facts and figures about the League, articles of interest, coach/player profiles, photos, upcoming tournaments and other relevant League information.
- update the Guidelines for the Website Manager (on the website)
- be available to the person replacing the role for follow-on advice and guidance.

(f) Tournament Coordinator

The Tournament Coordinator shall:

- obtain all necessary permits and licences (where required) for any League tournaments;
- prepare a budget for each tournament for approval by the Executive at least two (2) months prior to the tournament;
- prepare entry forms and arrange for revenues to be collected on behalf of the League;
- prepare a financial accounting of each tournament for the Treasurer setting out all revenues and expenditures within sixty (60) days of the Tournament; and
- prepare a report on each tournament for the Executive with recommendations for future tournaments.
- update the Guidelines for Tournament Coordinator (on the website) be available to the Coordinator of the next year's tournament for advice and information, as needed.

(g) Player Coordinator

The Player Coordinator shall:

- maintain the League waiting list, along with the information provided in the New Player Application form, and
- ensure that new players are drawn from the list in accordance with the Operating

Rules and Policies section B.4.

- update the Guidelines for Player Coordinator (on the website)
- Be available to the person replacing the role for follow-on advice and information, as needed.

(h) **AGM Host**

The AGM Host shall:

- work with the President and the Vice President to coordinate and host the annual general meeting;
- obtain a liquor licence and arrange for qualified server (i.e., League volunteer who has a 'Serve It Right' Certification); and
- organize food and refreshments;
- ensure room is clean and tidy following the meeting;
- update the Guidelines for the AGM Host (on the website); and,
- be available to the Coordinator of the next year's AGM for advice and information, as needed .

L Players' Pool

- L.1 (a) A players' pool comprised of registered members of the League will be formed for each season.
- (b) Players will indicate their interest to be included in the players' pool during the registration process .
- (c) The League Registrar will in turn form a master list for the players' pool and provide a copy of such list to all teams.
- L.2 A player from the players' pool must present her registration from the League's registration system to the referee prior to the start of any League game in order to be permitted to play in that game.

M New Teams

- M.1 (a) A team can apply to the Executive to become a League team by submitting a written application setting out the names, addresses, telephone numbers, birthdates and prior soccer experience, if any, of all team members.
- M.2 (a) The President shall call a meeting of the Executive to consider the application and shall ensure that each member of the Executive is provided a copy of the application prior to the meeting.
- (b) The application must be approved by a clear majority vote of the Executive and the

vote duly recorded in the League's records.

M.3 No new teams shall be recognized as a League team until:

- (a) the new team's application has been accepted by a clear majority of the Executive at a meeting called pursuant to Rule M.2; and
- (b) each of the players for the new team has duly completed the registration process required by the League and paid the appropriate fees.

M.4 Upon an existing team ceasing to function, the League may formulate a new team, with approval of the Executive. No timeline is set to reformulate a new team in place of the team ceasing to function.

N Finances

N.1 The cut-off date for the previous fiscal year for payment of expenses is the last day of February unless special permission is granted by the Executive.

N.2 Unless otherwise decided at each AGM, at the end of each fiscal year, any operating surplus greater than \$500 will be refunded to the recognized league teams as listed in Schedule B on a per team basis.

SCHEDULE A

RULES AND GUIDELINES FOR CONDUCTING MEETINGS OF MEMBERS

The following rules and guidelines will be used to conduct general meetings of members in a fair and timely manner while covering all issues that are identified in advance. New issues brought up at a general meeting may not be fully considered if time is already fully utilized.

1. The agenda for a general meeting will be provided in accordance with Bylaw 3.3 hereof.
2. Any League member eligible to vote may provide topics for the agenda.
3. All topics for discussion at the annual general meeting must be provided to the League President or League Secretary a minimum of twenty-eight (28) days in advance of the scheduled date of the meeting.
4. Time limits for each topic will be identified on the agenda and used as guidelines to ensure all items are covered.
5. Each League member eligible to vote will be allowed to address the Chair for a maximum of two (2) minutes at one time. They will not be permitted to speak twice on the same topic. All comments must be addressed to the Chair.
6. An agenda signup sheet will be provided for eligible League members to address topics. Each League member who signs will be called to speak by the Chair in the order they signed.
7. All League members eligible to vote who wish to speak but did not sign the agenda signup sheet must raise their hand to the Chair of the meeting. Only when the Chair acknowledges their turn, will they be permitted to speak.
8. When the allotted time runs out for a topic, discussion will be suspended unless a simple majority of the League members in attendance vote to continue.
9. When a vote is to be taken in accordance with Bylaws 4.6 and/or 4.8 the Chair will ask for a motion for a vote to be taken and for someone to second the motion. The vote will then be taken and the results duly recorded in the minutes of the meeting.
10. No votes will be taken for new business unless an emergency has been identified and a clear majority of those in attendance agree to the vote.
11. Any new business that is identified but not discussed will either be tabled to the first League Executive meeting following the general meeting or sent back to the teams for further discussion, as deemed appropriate.

SCHEDULE B

RECOGNIZED LEAGUE TEAMS

The following list recognizes the League teams eligible to elect a League Executive representative to act on their behalf. Members listed on these team rosters are eligible to vote at members meetings in accordance with Part 2 of the Bylaws hereof.

Waves

Infusion

Ravens

Muthas

Hearts

Lions United

NS Power

Galaxy

Magic

Squamish United

Fury

Breakers (Fall/Winter Season Only)

SCHEDULE C

FEE SCHEDULE

Players will be charged fees as follows:

Winter Season (September to March)

| | |
|---|---------------------------|
| July 26 th to August 15 th | \$ 135 (previously \$145) |
| August 15 th to October 31 st | \$ 180 (previously \$190) |
| November 1 st to December 31 st | \$ 140 (previously \$150) |
| January 1 st to March 15 th | \$ 120 (previously \$130) |

Summer Season (May to July) for returning players who were registered to play in the Winter Season (September to March)

| | |
|------------------------------|---------------------------|
| By March 15 th | \$ 110 (previously \$120) |
| After March 15 th | \$ 140 (previously \$150) |

Summer only Players (Fees are higher to cover per player insurance costs. Returning players have already paid for the fully insured year when registering for the Winter season)

| | |
|------------------------------|---------------------------|
| By March 15 th | \$ 145 (previously \$155) |
| After March 15 th | \$ 175 (previously \$185) |

Summer Training (July to August)

| | |
|--|------|
| Players Registered in prior Winter Season and/or Summer Season | \$30 |
| New Players not previously registered (adds insurance) | \$47 |

SCHEDULE D

FINES

The fines listed below may be applied by the League Executive after being notified of an infraction by either the referee or a team:

\$20 for not lining or inadequately lining the field

\$20 for not providing one goal net

\$20 for not providing a suitable game ball or back up ball

\$20 for not providing proper corner flags

\$20 for yellow card issued to a coach/manager

\$20 for non-attendance at a League Executive Meeting

\$40 for red card and/or suspension issued to a coach/manager

\$50 for cancelling a League scheduled game, plus the referee fee (if determined in Section E.3)