



# Rules & Regulations

1.0 **MEMBERSHIP**

1.1 **General**

- 1.1.1 The ECSA will consider accepting into membership District Leagues, Clubs and other organizations operating on local levels, such as schools, colleges, and university leagues, and referees', coaches' and trainers' associations.
- 1.1.2 Applications for Membership to the ECSA shall be made annually on a form provided by the ECSA. The application must be accompanied by the required membership fee, together with a copy of the applicant's current Constitution and a list of current officers.
- 1.1.3 Each District League and Club must hold its Annual General Meeting before December 31<sup>st</sup> of each year.
- 1.1.4 Each District League and Club must file with the ECSA within fourteen (14) days of its Annual General Meeting, a list of its elected and appointed officers.
- 1.1.5 Each District League and Club must file with the ECSA a copy of all amendments to its constitution upon request by the ECSA.
- 1.1.6 Each Level 5 and Level 6 District League is required to submit a copy of its Financial Statement circulated to its Membership at its most recent Annual Meeting with its Membership Application and provide within six (6) months of its most recent fiscal year end an Audited Financial Statement completed by an independent Audit Committee.
- 1.1.7 Each District League and Club shall notify the ECSA in writing within seven (7) days of change of officers or any change of address.
- 1.1.8 All members will comply with the Rules and Regulations laid down in the Constitution of the ECSA.

1.2 **Life Membership**

- 1.2.1 Life Members shall be admitted from time to time at the discretion of the ECSA.
- 1.2.2 The admission of a Life Member shall require the affirmative vote of at least two-thirds (2/3) of the voting delegates present at the General Meeting of the ECSA.
- 1.2.3 All Life Membership nominations shall be submitted in writing thirty (30) days prior to the Annual General Meeting. Nominations may be submitted by a Board, Active or Associate Member.
- 1.2.4 No incumbent officer of the ECSA shall be eligible for nomination of Life Membership.
- 1.2.5 No Life Member shall be eligible for nomination to elective office.

1.3 **Associate Membership**

- 1.3.1 They shall be in good standing on payment of their membership fee.

**2 LEAGUE REGISTRATION LEVELS**

**2.1 Level 5 District League**

2.1.1 A Level 5 District League operates under the jurisdiction of the ECSA to provide League competition for officially registered competitive teams.

2.1.2 Affiliation: A Level 5 District League shall register with the ECSA and shall be subject to the Constitution of the ECSA and for the purposes of General Meetings shall be entitled to one (1) vote.

2.1.3 Responsibilities: A Level 5 District League shall not govern an area but will control, for League operation purposes only, its member teams.

2.1.4 All players in a Level 5 District League must be registered as competitive players on forms supplied by the Association.

2.1.5 A Level 5 District Youth Competitive League may operate the following Age Divisions:

Under 13      Under 14      Under 15      Under 16      Under 17  
Under 18

2.1.6 A Level 5 District Youth Competitive League may operate Under 10 (mini soccer) Under 11 and under 12 Age Divisions upon application to and approval of the Essex County District Association's Executive Board. Such application must be made annually in writing by February 1.

Note: Players on an Under 10 team must be 9 years old as of January 1 during the current playing season. The Association may allow a maximum of three (3) players who are 8 years old as of January 1 during the current playing season.

Players on an Under 11 team must be 10 years old as of January 1 during the current playing season. The Association may allow a maximum of three (3) players who are 9 years old as of January 1 during the current playing season.

Players on an Under 12 team must be 11 years old as of January 1 during the current playing season. The Association may allow a maximum of three (3) players who are 10 years old as of January 1 during the current playing season.

**2.2 Level 6 District League:**

2.2.1 A Level 6 District League operates under the jurisdiction of the ECSA to provide League competition for officially registered recreational teams.

2.2.2 Affiliation: A Level 6 District League shall register with the ECSA and shall be subject to the Constitution of the ECSA and for the purposes of General Meetings shall be entitled to one (1) vote.

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2.2.3 **Responsibilities:** A Level 6 District League shall not govern an area but will control, for League operation purposes only, its member teams.

2.2.4 All players in a Level 6 District League must be registered as recreational players on forms supplied by the Association.

### 2.3 **Playing Out Rights:**

2.3.1 Clubs wishing to enter a team or teams in a Level 5 or Level 6 District League registered with another District Association may do so only with the written permission of both District Associations concerned.

2.3.2 Clubs wishing to enter a team in a Level 5 or 6 Inter-District League may only do so with the permission of their District Associations and ECSA, subject to Section 2.3.3.

2.3.3 Any Club desiring their team(s) to play out of District due to League availability must apply to the ECSA. Playing-in consent must accompany the application along with all required fees.

2.3.4 Historical playing-in and playing-out rights may only be denied for good and sufficient cause and with the permission of the ECSA.

2.3.5 Clubs awarded playing out rights will not allow any of its teams to participate in leagues based in the United States after the age of fourteen, when that league is the sole travel league the said team is in.

2.3.6 Starting in the year 2002 no Club shall have exclusive playing out rights for boys and or girls.

## 3 CLUB

3.1 **Definition:** Club is an organization operating two (2) or more teams under a common executive.

3.2 **Affiliation:** Each club whose headquarters is established in the County of Essex shall affiliate with the ECSA.

### 3.3 **Requirements:**

3.3.1 Each club operating Youth Teams up to and including the Under 18 age division shall register not less than four (4) Youth Teams.

3.3.2 Each youth team shall register no less than eleven (11) and no more than eighteen (18) players.

3.3.3 Each senior team shall register no less than eleven (11) and no more than twenty-five (25) players.

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- 3.3.4 All Clubs involved with teams at the senior level in a League under the jurisdiction of the ECSA must have at least two (2) other teams registered with their Club.
- 3.3.5 Any club not meeting the requirements of 3.3.1 and/or 3.3.4 shall have the ability to enter into an affiliation agreement with another Club in order to satisfy the requirements of these aforementioned sections.
- 3.4 **Voting Rights**: At all General meetings of the ECSA each affiliated Club shall be entitled to voting rights based on team affiliation and player registration moneys retained by the ECSA for the year preceding.
- 4.0 **TEAM REGISTRATION CATEGORIES**
- 4.1 Competitive and recreational teams shall be composed in accordance with the current Ontario Soccer Association Rules and Regulations.
- 4.2 A “District Club Team” is a team operated by a “District Club”. A District Club may operate such teams at the Regional League, Provincial League and ECSA approved Developmental Leagues levels. A District Club is a club formed to manage and operate teams at the Regional League, Provincial League, and ECSA approved Developmental League levels only. It may either be directly financed and administered by the Essex County Soccer Association; or, it may be financed and administered by its own personnel, subject annual approval of its “Terms of Club Operation” by the Essex County Soccer Association’s Executive Committee. The players shall be registered by the “District Club” to play for a designated “District Club Team”. OSA Policy 1.3.1 in “Clubs” Section (Page B.2.6-1) shall not apply to a “District Club” All other reference to a “Club” in these and OSA policies shall apply equally to a “District Club”.
- Reference: ECSA District Club Policy
- 4.3 A “Select Team” is a formed for developmental purposes and operated by a Club which has a “Select Team Working Agreement” with the approved “District Club” of the appropriate gender. These players shall be registered by their Club and play for a designated “Club Team – Youth Recreational” and also registered by the “District Club – Youth Competitive” for play in Tournaments and ECSA approved Developmental Leagues.
- 5.0 **MEMBERSHIP FEES**
- 5.1 Player and team registration fees shall be set annually by the ECSA in accordance with the Ontario Soccer Association' fees.
- 5.2 Any fees payable to the OSA may be subject to an additional administrative charge, of not more than twenty-five percent (25%) of the OSA fee.

5.3 **Associate Members:**

5.3.1 Each Associate Member shall pay a fee of one hundred and fifty dollars (\$150.00) annually.

5.4 The player levy shall be charged only once against any payer in a calendar year.

6.0 **REGISTRATION -PLAYERS AND TEAM OFFICIALS**

6.1 **General:**

6.1.1 Completed registration forms shall be forwarded to the District Registrar. Provided the form is properly completed, the District Registrar shall register the applicant.

6.1.2 Registration forms are good only for the year of issue.

6.1.3 Before being eligible to play Competitive and Senior Recreational players "Player Registration Books" or RIC & RAC issued by the ECSA must be in the player's possession, for identification purposes, during all the competitions in which they are participating.

6.2 **Proof of Age:**

6.2.1 The burden of proof of age shall rest with the player.

6.3 **Personal Information:**

6.3.1 All personal information collected by the Association for the purpose of registration shall remain private and confidential, except in the case of a protest or suspension where such information is required to prove or disprove or list said protest or suspension. Failure to comply will result in expulsion from the Board.

7.0 **TRANSFER OF PLAYERS**

7.1 Player transfer fees shall be set annually by the ECSA in accordance with Ontario Soccer Association's fees.

7.2 Any fees payable to the OSA may be subject to an additional administrative charge, as determined by the ECSA Board of Directors.

7.3 A fee of \$100 is to immediately be paid to the club releasing a player at the request of another club.

8.0 **MOVEMENT OF PLAYERS**

8.1 **Release Form:**

8.1.1 An amateur player who has been declared surplus to the team's requirements and has been issued a release form after July 31st. may register with another team.

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### 8.2 Change of Registration from Youth to Senior:

- 8.2.1 Any Club having a team playing in the senior age division desiring to sign a registered player from a team playing in a youth age division during the current season shall remit a fee of one hundred dollars (\$100.00) with the registration form. This fee shall immediately be paid to the youth club concerned.
- 8.2.2 Any club operating teams in the senior age division and in one (1) or more youth age divisions shall be allowed to sign, as a senior player, any player (s) on their youth age teams during the current season without payment of a fee.
- 8.2.3 A player of the senior category may move from one League to another League within the jurisdiction of the ECSA provided that his new Club first pays one hundred and fifty dollars (\$150.00) to his/her old Club.

## 9.0 **DUTIES OF OFFICERS AND DIRECTORS**

### 9.1 **The President shall:**

- 9.1.1 Preside and Chair at all meetings of the ECSA.
- 9.1.2 Act as a spokesperson for the ECSA at all times unless the responsibility is otherwise delegated.
- 9.1.3 Have a casting vote only.
- 9.1.4 Prepare a report for the Annual General Meeting.

### 9.2 **The Vice-President shall:**

- 9.2.1 Assume the Presidential duties as specified in 9.1 a); either in the absence of or under the direction of the President.
- 9.2.2 Undertake those duties assigned by the President.

### 9.3 **The Secretary shall:**

- 9.3.1 Attend General Meetings, Special General Meetings and Board of Directors Meetings and keep the minutes of such meetings.
- 9.3.2 Be custodian of the ECSA Book of Minutes and correspondence files.
- 9.3.3 Keep the Board of Directors currently informed as to the business at hand and as to its disposition for action.
- 9.3.4 Give notice of all meetings of the ECSA to the persons entitled thereto.
- 9.3.5 Conduct the correspondence of the ECSA.
- 9.3.6 Forward to the OSA within fourteen (14) days of holding the Annual General Meeting of the ECSA of the following: i) A copy of the minutes of the Annual General Meeting, Registrar's Report, Treasurer's Report, President's or Secretary's Report, addresses and phone numbers of elected officials.

9.4 **The Treasurer shall:**

- 9.4.1. Keep full and accurate records of all revenue and expenditures in books belonging to the ECSA.
- 9.4.2 Deposit all moneys in the name of and to the credit of the ECSA.
- 9.4.3 Prepare an Annual Report, Financial Statement and Balance Sheet which shall be submitted at the Annual General Meeting

9.5 **The Registrar shall:**

- 9.5.1 Act on the behalf of the Registrar of the Ontario Soccer Association.
- 9.5.2 Prepare an Annual Report for the Annual General Meeting.

9.6 **The Directors shall:**

- 9.6.1 Undertake those duties assigned by the President.

10 **MINUTES**

- 10.1 Minutes of all ECSA Board meetings shall be made available to all affiliated Clubs and Leagues within fourteen (14) days after adoption.

11 **DISCIPLINE**

11.1 **General:**

- 11.1.1 Players and Clubs or team officials reported for misconduct shall be dealt with by the Essex County Soccer Association except as otherwise stipulated.
- 11.1.2 In all cases of alleged physical contact or attempted physical contact with a game official, by a player or a Club or Team Official, the accused shall be suspended until the case has been dealt with by the Ontario Soccer Association's Discipline Committee.
- 11.1.3 Every Club is required to take all precautions necessary to prevent its players, Officials and spectators from threatening or assaulting anyone present at games, especially game officials.
- 11.1.4 At all Discipline Hearings, the accused shall have the right to appear at his own expense.
- 11.1.5 Any person who has been suspended as the result of a Discipline Hearing shall not take part in any soccer activity until the completion of his suspension.
- 11.1.6 For any discipline case brought before the Essex County Soccer Association a levy set by the ECSA is to be paid by the Club for each of their players or team Officials charged with misconduct, if found guilty.
- 11.1.7 All discipline rules contained in this document are subject to the discipline policies of the Ontario Soccer Association.



**11.2 Discipline Hearings:**

11.2.1 Each Discipline Hearing held by the Essex County Soccer Association and by its Members or their delegated authorities, shall be conducted in the accordance with the following:

- i) A Discipline Committee, which shall consist of at least three members, one of whom shall be the Chairperson and one whom shall act as Recording Secretary, shall hear all charges at a properly convened Discipline Hearing. The person accused may waive this requirement for the three members.
- ii) Those who are required to attend a Discipline Hearings shall include the accused person or organization, or that person's or organizations representative.
- iii) A registered youth player may choose to be accompanied by an adult.
- iv) Subject to v) hereof, all those required to attend a Discipline Hearing shall be given fifteen (15) days' notice, in writing, (Saturday, Sunday and Legal Holidays excepted) of the place, date and time of the hearing. Such notice shall also be forwarded to the team or Club when the offence involves a registered player or official representative of that team or Club.
- v) In all instances where the Essex County Soccer Association or Leagues have published the dates on which they hold regularly scheduled Discipline Hearings, those required to attend shall appear at the next scheduled hearing following the day on which they were charged with the offence.
- vi) Any party required to attend a hearing may request one postponement of a hearing. All such requests must be submitted in writing by registered mail or recognized courier service and must be received by the appropriate governing body no later than four (4) days prior to the date of the hearing stating the reason for requesting said postponement. All such requests must be accompanied by the correct fee in the form of a certified cheque or money order made payable to the appropriate governing body. Should the request be denied, the fee shall be refunded. No fee is payable by game officials.
- vii) Failure of those required to appear at a Discipline following notification as required by iv) or v) hereof shall result in the suspension of the absent party until such time as the party requests, in writing, another hearing, and appears at the subsequent hearing.
- viii) Those who request another hearing in accordance with vii) hereof shall remit, together with the request, the correct fee in the form of a certified cheque or money order. This fee is non-refundable.

**11.3 Delegation:**

11.3.1 In all instances where the Essex County Soccer Association has delegated responsibility for discipline to individual Leagues, such Leagues shall adhere to the procedures outlined in this rule.

11.3.2 With all required personnel present, the hearing shall proceed as follows:

- i) The Chairman shall read the report (s) and shall then allow the person(s) submitting the report the report(s) (if present) the opportunity to amplify or qualify the report(s).
- ii) The accused (or representative) shall be allowed to question the person(s) who submitted the report(s) or, in the absence of that person or those persons, the report(s) itself, provided that the questions are relevant.
- iii) The Chairman shall allow the accused and other witnesses to testify provided that the testimony is relevant.
- iv) At any time, the Chairman and any Committee Member may question the accused or any witnesses.
- v) The accused and the person(s) submitting the report(s) shall be granted the opportunity to submit final comments, and the Chairman shall then declare the hearing recessed. At this time, all those other than Committee Members shall leave.
- vi) The Discipline Committee shall then consider the evidence, and shall, whenever possible, arrive at a decision prior to adjourning. In the event that the Committee decides that further investigation is required, it will act accordingly, and it will notify all involved parties to that effect within fifteen (15) days (Saturday, Sunday and Legal Holidays excepted), in writing of the place, date and time of that hearing to all involved parties, and all parties shall be required to be present at that hearing.
- vii) The decision of the Discipline Committee shall be made known to the accused, in writing, within fifteen (15) days (Saturday, Sunday and Legal Holidays excepted), of the hearing at which the decision was reached. If the accused is found guilty, the exact terms of the sentence imposed shall be included with the decision and the accused shall be informed of all rights of appeal at the same time.

**11.4 Discipline Action, General:**

11.4.1 All suspensions shall be for a stated period of time and may be based on the equivalent of one game per week (League and Cup games). All suspensions shall be served continuously from a stated date to a stated expiry date.

11.4.2 Except for players playing with youth teams, the Discipline Committee may add monetary fines and bonds must be paid by certified check or money order payable to the appropriate governing body within the time stipulated by that body, within fifteen (15) days of the receipt of the decision or within the time stipulated by that body.

11.4.3 Failure to pay fines and bonds within the time specified will result in the suspension of the person or organization penalized for an additional period of thirty days without further notification.

11.5 **Discipline Action, Specific:**

11.5.1 All specific discipline action (i.e. suspensions resulting from cautions and ejections, etc.) shall be administered by the Essex County Soccer Association or its delegated League(s) as stipulated in the most current edition of the Ontario Soccer Association Rules and Regulations.

12 **PROTESTS**

12.1 Protests on games shall be made according to the rules of the competition in which the game is played.

13 **APPEALS**

13.1 as per O.S.A.

13.2 In the event of an appeal which was upheld by the O.S.A. or C.S.A., the Association will refund the appeal fee paid to it.

13.3 In the event that an Appeal is ruled out of order by the ECSA Discipline & Appeals Committee, the applicable Appeal Fee will be refunded to the Appellant, less an administrative fee as published in the *Schedule of Fees*.

13.4 In the event an Appeal is upheld by the ECSA Discipline & Appeals Committee, the Respondent shall be charged a fee published in the *Schedule of Fees*.