



KDMSC By-Laws

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Article 1 Player Eligibility

1.1 Ages and Divisions:

- Age will be for the current year for U4 (four and under), U5 (five and under), U6 (six and under), U8 (eight and under), and U10 (ten and under) as per Executive Agreement.
- Minimum age shall be 3 years of age as of May 31 of the current year.
- Underage players will be accepted if the following criterion is met: the child demonstrates the ability to participate in the division as “judged” by the Convenor, Coaches and parents.
- The coach from the previous year may identify a player to be considered for underage play in the upcoming season.
- The Executive must be made aware of any players playing out of their designated age group.

1.2 Statement of Principle: KDMSC will endeavour to establish their age grouping to best serve the needs of the participants. U12 and up must follow the ages of OSA and the Lakeshore League.

1.3 Individual cases for placement in a younger age group for players with special needs will be a mutual decision between the parents and the Executive. Further consultation will be held with the Convenor and Coach. Exceptional rules may be added for these players. Members of the division must be made aware as soon as possible of any such cases.

1.4 A player must be registered with KDMSC before they may participate in practices or games.

Article 2 Age Validation

2.1 A copy of the birth certificate may be required for all players.

Article 3 Team Selection

3.1 Statement of Principle: It is the goal of the program to form teams by distributing available talent equally.

3.2 Team selection will be made by the Registrar, League Convenor and members of the Executive. The League Convenor is responsible for balancing teams.

3.3 Items 3.1 and 3.2 do not apply to representative or tournament teams. Selection to these types of teams is by the coaches.



Article 4 Scheduling

- 4.1 The teams will, as much as possible, be scheduled to play once a week and to practice once a week. U4, U5 and U6 teams to practice and play on the same night. A schedule for practices will be made by the Coach Coordinator, in mutual agreement with the Coaches.
- 4.2 No games are to be rescheduled without prior permission from the appropriate Convenor.

Article 5 House League Festival

- 5.1 The date and format will be decided with the following considerations:
 - The format for playoff games will depend on the number of teams per division.
 - The coaches will have the opportunity to express any concerns about the schedule before it becomes final.
 - Set times and locations will be established and printed on the festival schedule.

Article 6 Weather

- 6.1 In the event of inclement weather during a game in progress:
 - If the game has played ten minutes into the second half, and the referee stops the game, the score is taken as is.
 - If the game is stopped before the allotted time, the game must be replayed within two weeks. As with any re-scheduled game, the Convenor must be contacted.
 - For Representative, Tournament & Lakeshore Teams they will follow the constitution and rules of the League/Tournament they are playing in.
- 6.2 Referees can only cancel games at game time.
- 6.3 For U4, U5 and U6 only, the Convenor and/or Coaches in mutual agreement, can cancel games due to inclement weather.
- 6.4 If a playoff game is called due to weather conditions, the game will be completed at another time. If the game is more than two-thirds played, results stand and the game is not rescheduled.

Article 7 Finance

- 7.1 Fees will be set by the Executive prior to registration. The following will be taken into account:
 - Referees.
 - Awards.



- User fees and any field rental costs. Insurance.
- Equipment and uniform needs.
- Storage.
- Long-term commitment to field upgrading. Administrative costs.
- League affiliation costs.
- Capital projects.

7.2 Registration fees are intended to equate to actual costs incurred by each group. Membership costs for county, district and/or provincial soccer associations plus the higher uniform costs may result in possible higher fees for players outside of House League.

7.3 Priorities will be discussed and voted on at any given executive meeting.

7.4 The signature of the President or the Treasurer and/or one other member of the Executive will be required on each cheque.

7.5 All issues financial in nature that would see an expenditure to the club exceeding the dollar value of \$1,000.00 must be discussed and voted upon at an Executive meeting with quorum as outlined in section 4 aside from the following items:

- Payment of referees as determined by the Head Referee
- Payment of field maintenance personnel as determined by the Field Maintenance Manager
- Payment of player equipment as determined by the Equipment Manager
- Payment of field maintenance to the Municipality of Kincardine as determined by the Treasurer
- Payment of contracted personnel (photographer) as determined by the Photograph Coordinator
- Payment of required registration fees in governing organizations (EMSA, Lakeshore, etc.) as determined by the Registrar

These items are considered as normal operating expenditures and will not be subject to Section 5.

7.6 An audit of the books is recommended every two years.

Article 8 Refunds

8.1 Refund requests will be considered on a case-by-case basis due to injuries, health problems or other extenuating circumstances at the Executive's discretion. For more refund information, refer to refund policy under www.kincardinesoccer.com



- 8.2 Refund requests will be submitted to the club inbox including the following information:
- Parent/Guardian Name
 - Email Address
 - Phone Number
 - Player's Name
 - Players DOB
 - Reason for Request
- 8.3 Due to costs associated with each player registration, a processing fee may be applied to process a refund and the final amount refunded is at the discretion of the executive.

Article 9 Uniforms and Equipment

- 9.1 Uniforms may be provided on loan by KDMSC or purchased as part of the registration fees. The Executive will determine whether uniforms will be provided or purchased prior to setting registration fees each season.
- 9.2 When the uniform is provided on loan:
- The loaned uniform will include, as a minimum, a jersey.
 - The uniform is to be returned to the Equipment Manager on a scheduled return date.
 - Players are responsible for the uniform and it must be returned in good condition.
 - A deposit cheque is required at registration for each loaned uniform. The amount of the uniform deposit will be determined by the Executive prior to registration each season. Deposit cheques will be refunded providing full, undamaged uniforms are returned on scheduled return date(s). Deposits for uniforms returned after the scheduled return date(s) will be refunded less a \$10.00 administration fee. One month after the final scheduled uniform return date, all remaining deposit cheques will be cashed. Anyone returning his/her uniform after this date will not have their deposit refunded.
- 9.3 If the uniform is purchased, the cost of the uniform shall be included in the registration fees. The uniform does not have to be returned at the end of the season.
- 9.4 All teams and players must wear only those uniforms provided by KDMSC. No other uniforms will be permitted.
- 9.5 Shin pads (not provided by or purchased through KDMSC) are mandatory in all age divisions.



Article 10 Out-of-town Tournaments / Teams

- 10.1 Any team wishing to register for out-of-town tournaments or in another league (Representative) must apply in writing to the Executive. The Executive will handle each request individually.
- 10.2 All league games that will be missed due to attendance at Tournaments are to be rescheduled, and played if possible, before attending the tournament.
- 10.3 Out-of-town team(s) shall not solicit for funding unless approved by the Executive.

Article 11 Awards

- 11.1 The U4, U5 and U6 divisions are non-competitive and playoffs are a fun day only. All U4, U5 and U6 players may receive an award, pin or trophy.
- 11.2 All players in U8 and U10 receive awards for their divisions for the tournament.
- 11.3 All players U12 and upwards shall receive awards as per the league they play in.

Article 12 Team Operations

- 12.1 Each team registered with KDMSC will have a Coach, Assistant Coach, and Manager. Duties to be divided between the Coach, Assistant Coach and Manager include:
 - Play each player of his/her team unless injury occurs, and each player will receive equal playing time, in line with the player's physical abilities.
 - Do not interfere with the running of the games by the referee.
 - Make all unresolved protests to the Convenor in writing within 48 hours of the end of the game.
 - Do not solicit funds unless approved by the Executive.
 - Responsibility for team equipment such as balls, binders, first aid kits, etc.
 - Provide completed equipment lists to the Convenor.
 - Provide any changes to Convenor.
 - Distribute all schedules and other information to team members and parents.
 - Make phone calls as required.
 - Show leadership, encourage team play and demonstrate good sportsmanship.
 - Rating of players.
 - Run practices and organize the team for games.
 - Coordinate KDMSC requirements and requests to team members and parents.



- Ensure team results are communicated to the appropriate body and updated on the website.
 - Prepare team write-ups and ensure communications are sent to local media.
- 12.2 All Coaches, Assistant Coaches, Managers and Trainers are subject to bi-annual screening by the local police department as per the requirements of the league they play in.

Article 13 Games

- 13.1 Team will play two equal periods of time.
- 13.2 Duration of playing time and recommended team sizes are as follows:
- U4, U5 and U6 - 15 minute periods.
Four (4) players on at five (5) minute shifts.
Minimum of 8 and maximum of 10 players per team.
 - U8 to U10 - Per OSA mini soccer rules.
Minimum of 10 and maximum of 13 players per team.
 - U12 - Per OSA rules.
Game day maximum of 16 players.
 - U13 to U18 - Per OSA rules.
Minimum of 11 and maximum of 25 players per team.
- 13.3 U8 will allow throw ins and not kick ins.

Article 14 Substitutes

- 14.1 U4, U5 and U6: Substitutions every five (5) minutes.
- 14.2 U8 and U10: Substitutions shall be allowed at stoppages, under control of the referee.
- 14.3 U12 and above: As per constitution and rules of the League they are playing in.

Article 15 Point System

- 15.1 Points will be awarded as follows:
- Three (3) points for a win / default win.
 - One (1) point for a tie.
 - Zero (0) points for a loss / default.



Article 16 Results

- 16.1 Coaches shall ensure that the game results are provided to an appointed official before 9:30 pm of the game night, or in accordance with the rules of the league they play in.

Article 17 Discipline, Protests and Complaints

- 17.1 Disciplinary Committee is made up of the President, the appropriate Convenor, and the Referee Coordinator plus any other member of the Executive. The President will call a meeting of the Disciplinary Committee.
- 17.2 Any unresolved complaint to be official and requiring action must be put in writing and sent to the President. The complaint must precisely state the problem.
- 17.3 Any parties named must be given a copy of the complaint and the opportunity to state their position before any action is taken.
- 17.4 The final decision will be made by the Disciplinary Committee. The concerned individuals will be advised of the decision and rationale. Guidelines will be available for the committee.
- 17.5 Any disputes between coaches must be settled by the Convenor of the League.
- 17.6 All disputes shall abide by the KDMSC Discipline Policy.

Article 18 Referees

- 18.1 The decision of the referee is final. No coach or player will question the referee's work during or after the game. No coach will walk onto the field of play or leave the field of play without the referee's permission.
- 18.2 Game sheets are to be completed by the referees and signed by both coaches. The game sheet must be handed in to the Convenor by the referee. Failure to do so may result in no pay for the game.

Article 19 Bringing Up of Players

- 19.1 For the purpose of bringing up players as the need arises, the following rules be applied:
 - Out-of-town Convenor must be notified (U12 and up).
 - Coaches must notify the player's coach before contacting the player.
 - In accordance with the constitution and playing rules of the league they are playing in.



Article 20 Executive

- 20.1 Any member of the Executive who misses three (3) consecutive meetings without a reasonable excuse can be replaced by appointment. A motion will be made after the individual has been notified in writing.
- 20.2 Any other matters not covered within these by-laws may be discussed, decided and voted upon by the Executive and a new by-law added.

Article 21 Policies & Rules

- 21.1 KDMSC follows OSA Rules & Regulations as far as practicable in line with the Clubs statement of principles.
- 21.2 KDMSC follows OSA Standards for Code of Conduct, Policies, Forms and Guidelines in line with the Clubs statement of principles.

Article 22 Education & Training

22.1 For Coaches

- KDMSC will reimburse coaches for required training course in order to execute their role within KDMSC and provided the coach will be coaching within KDMSC in the next upcoming season. The coach needs to be rostered to a team within KDMSC and complete at least 1 season coaching a team.
- KDMSC will NOT reimburse coaches for travel, accommodation, meals, mileage or any other expenses incurred while obtaining any coaching certification.
- Reimbursement will be provided at the end of the applicable season.
- Any other requests for reimbursements for coaches will be provided on a case-by-case basis pending KDMSC executive approval.

22.2 For Match Officials

- KDMSC will reimburse match officials for required training course in order to the execute their role within KDMSC and provided the match officials will be officiating games withing KDMSC in the next upcoming season. The referee/linesman will need to complete a minimum of 10 games a season.
- Reimbursement will be provided at the end of the applicable season.
- KDMSC will NOT reimburse match officials for travel, accommodation, meals, mileage or any other expenses incurred while obtaining any coaching certification.
- KDMSC will provide match officials with uniforms.
- Any other requests for reimbursements for match officials will be provided on a case-by-case basis pending KDMSC executive approval.