



# **O.C.F.L**

## **Ottawa Carleton Futsal League Constitution**

**01.01**  
December 13, 2010

## **Our Mission**

To provide a unique opportunity for individuals from the Ottawa Carleton Region and surrounding area to participate in the Ottawa Carleton Futsal League programs; to encourage good sportsmanship; to encourage teamwork; and to learn the necessary skills to play competitive and recreational Futsal throughout the Greater Ottawa region.

To provide exceptional Futsal players with a challenging program that will offer opportunities to compete in provincial, national and international competitions, with a goal that these players will gain exposure to enhance their opportunities to further their development.

Our long term goal is to provide a year-round training facility with top quality playing surfaces, and an environment through which players in the OCFL can reach their full playing potential.

To continue with the OCFL SCHOLARSHIP FUND. Presented annually to graduating male or female students best demonstrating combined academic excellence with a major contribution to the objectives of the school's soccer program, as chosen by a Committee of the Coaches of the two Senior soccer teams and the School Principal.

## **Interpretation**

“Board” means the board of directors of the league.

“Club” because of its operating structure, the OCFL is also considered a Futsal club.

“Executive Committee” means the executive committee of the league

“Founding Member” means a member of the league to the provisions of hereof.

“League” means Ottawa Carleton Futsal League.

“Letters patent” means the letters patent of the league as from time to time amended and supplemented by supplementary letters patent

“Life Member” means a member of the league pursuant to the provisions of hereof.

“Meeting of members” includes an annual meeting of members and general meeting of members

“Member” means a person who is currently registered with the league in one or more of the following capacities:

- Member of the Board;
- Game Official;
- Club Coordinator;
- Member of a Competitive, developmental and recreational team official developmental and recreational team;

- Life Member;
- Founding Member; and/or
- Other OCFL official as may be designated by the Board.

“OCFL website” means the league’s official Internet address

“Player” means a person who is currently registered with the organization as a player.

“Signing officer” means, in relation to any instrument, any person authorized to sign the same on behalf of the league hereof or by a resolution passed pursuant thereto.

“Spare player” means a player who registered as an individual with the League and is not assigned to a team.

“Team” means a group of players that participates in a series of formally scheduled games organized by the League/Club or an officially sanctioned league, and includes team officials, manager or representative.

## **Our History**

Founding Members:

**Chair:** Karl Gray  
**Director:** Ross Cameron  
**Statistician:** Austin Carnaffan  
**Treasurer:** Mick Fitzgerald  
**Registrar:** Bob Rathwell  
**Director:** Walter Behrens  
**Director:** Tat Lam

Founded in 1990 as the South Nepean Indoor Soccer League, the Ottawa Carleton Futsal League is the longest continuously operating Indoor Soccer league in the Ottawa area.

From it’s beginning as a male only adult league it has now progressed to the point where it consists of Men’s, COED, Women’s and Youth Divisions. For the 2006/07 season the league added a developmental division for four (4) and five (5) year olds. In the 2005/06 season the League registered over 1500 participants.

Throughout its history the league has operated in high school and elementary school gymnasiums located in the west end of Ottawa in the area formerly known as Nepean. Originally this was because there was no alternative and thereafter became Futsal, at the chosen form of Indoor Soccer, which is designed to be played in this type of facility.

Unlike other early types of Indoor Soccer, the South Nepean Indoor Soccer League did not play ‘off-the-wall’ soccer but used the sidelines of the basketball court as ‘out of bounds’ markers.

Our League predates the time when the governing body of soccer in Ontario, the Ontario Soccer Association, began to take a serious look at the potential for the development of the indoor game in the province.

At that time the South Nepean Indoor Soccer League formed an alliance with a group centered in St Thomas in southern Ontario that played the game of Futsal and thus became known as the Ottawa Carleton Futsal League.

Unfortunately the alliance fell apart when the St Thomas organization agreed to disagree with the OSA while the Ottawa Carleton League, through its membership in the Eastern Ontario District Soccer Association, continued to be affiliated to the OSA in spite of the fact that the OSA did not recognize Futsal as a game distinct from other forms of Indoor Soccer.

Players and teams were expected to register with the OSA in the same manner as those playing other types of the Indoor game.

As a result of problems confronted by the OCFL with the registration process the League succeeded in having the Eastern Ontario District Soccer Association petition the OSA through the RFD (Request For Decision) process to change the existing registration process to recognize Futsal as a separate form of Indoor Soccer for registration purposes.

Futsal is a 5-aside sport whereas other forms of the indoor game are perceived as requiring seven players to play a game. Formerly the fact that Futsal requires only 5 players to play a game was not considered when team registration rules were enforced and Futsal teams were required to present seven player cards for validation before the team's documents could be processed. As of acceptance of the relevant RFD Futsal teams had only to present five (5) cards for validation.

The above change in the registration process came into effect for the 2005/06 indoor season.

At the same time a more significant event occurred when The Canadian Soccer Association, at the urging of FIFA decided to make FUTSAL the official Indoor game of Soccer within Canada and the Ontario Soccer Association was required to conform.

The recognition of FUTSAL as the 'official' indoor game forced both the Canadian Soccer Association and the Ontario Soccer Association to make changes in the structure of provincial and national championships. In past years the Ontario Soccer Association had operated an Indoor Cup for teams playing what was known as indoor soccer under published rules governing that competition. There was, in fact, no recognized and no set of rules governing the various types of indoor game being played largely because there was no standard facility being used.

## **Article I NAME AND LOCATION**

1. The League/Club shall be known as the Ottawa Carleton Futsal League, herein after referred to as the OCFL. The location of the League/Club headquarters is Box 601-900 Greenbank Road Nepean, Ontario Canada K2J 4P6.

## **Article II OBJECTIVE**

1. The OCFL is formed to promote the development of Futsal for youth and adult amateur Futsal participants in the Ottawa region and surrounding area; to organize teams to compete in the League; to secure gyms, teams, equipments, referees; to organize and manage Futsal recreational and competitive soccer leagues for youth, adult, mixed and over 35 years old (known as old timers, both men and women). Provide a stable organizational structure for the ongoing viability of the League, and maintain a policy of zero tolerance of discrimination, harassment and violence in any and all forms in the conduct of its operations, and requires that all members also conduct themselves accordingly.

## **Article III AFFILIATIONS**

1. The League shall be affiliated with the Eastern Ontario District Soccer Association (EODSA), Ontario Soccer Association (OSA), and Canadian Soccer Association (CSA) and shall abide by the published rules.

## **Article IV MEETINGS**

### **1. Annual General Meeting**

General Meetings:

An official notice of each meeting shall be given to the members of OCFL at least 14 days before the meeting and notice shall be posted on the OCFL website; and a minimum of ten members of OCFL shall form quorum at all general meetings. Any question shall be decided by a majority of the votes unless otherwise required by this Constitution or other law. In the event of a tie, the Directors shall continue to deliberate, until such time a majority vote has been concluded.

## **2. Notice**

All Members shall receive fourteen (14) days written notice by personal delivery, E-Mail, prepaid mail or fax of:

- a) the date, time and location of the meeting;
- b) the agenda;
- c) any changes in the League Bylaws, Rules and Regulations since the last AGM;
- d) any proposed amendments to the Constitution; and
- e) the procedures to be followed at the AGM

## **3. Amendments to the Bylaws and Rules & Regulations:**

Proposed amendments to the Bylaws or to the Rules and Regulations must be submitted in writing to the league Secretary/League Administrator prior to the general meeting fourteen (14) days prior to the AGM so that notice of the amendments can be given to Members.

The League Executive shall notify its members by e-mail, phone or other means deemed appropriate of the meeting. All proposed amendments shall be posted on the League website and copies shall be available at the meeting.

A majority of members including the Board of Directors present and eligible to vote shall be required to pass amendments to the Constitution.

## **4. Order of Business:**

- a) Signing in of Voting Members
- b) Call to Order
- c) Minutes of Previous AGM
- d) Minutes of any General Meeting in past year
- e) Chair's Address
- f) Registrar's Report
- g) Treasurer's Report
- h) Directors' Report(s)
- i) Coordinators' Reports
- j) Amendment of Constitution

- k) Presentation of changes to the Bylaws
- l) Unfinished Business
- m) Election of Officers and Directors
- n) New Business
- o) Adjournment

**Article V QUORUM / VOTING**

A quorum will consist of the Board of Directors and members in good standing whose number is greater than the Board of Directors.

**1. Voting Rights of Members**

**Who may vote** - Registered Members of the OCFL league that operating season, aged 18 or older. A Registered Member is defined as a:

- registered player
- registered coach
- registered game official or
- registered administrator

**Honorary and Life Members** cannot vote.

**Article VI LEAGUE BOARD / COORDINATORS / MEMBERS AND OFFICERS**

**1. Members**

a) Directors / Coordinators:

Those persons who are elected or appointed as the current directors of the league shall have one vote.

b) Appointed/Approved Officials of the league:

Those persons who are appointed or approved as coaches, managers, Coordinators and other officials by the Board of Directors of the league shall have one vote.

c) Game official:

Those persons who are appointed Futsal referee and are recognized by the League shall have one vote.

d) Other Members:

Other persons or entities who are interested in furthering the objectives of the league and whose application for membership has been approved by the Board of Directors of the league shall have one vote per person or entity.

It is understood and agreed that each Member shall only be entitled to exercise one vote notwithstanding he or she may fit into two or more classes of membership. In case of an equality of votes, the Chair of a

general meeting of the Members shall not have a second or deciding vote in addition to his or her original vote.

For the Protection of Board Members and Officers. except as other wise provided, no Board member or officer for the time being of the OCFL shall be liable for the acts, receipts, neglects or defaults of any other Board member or officer or employee of the league or for joining in any receipt or act with any of them for conformity, or for any loss, damage or expense incurred or suffered by the league through the insufficiency or deficiency of title to any property acquired by the league, or for or on behalf of the league, or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the league shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, including any person with whom or which any moneys, securities or effects shall be lodged or deposited, or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the league, or for any other loss, damage or misfortune whatsoever which may be incurred or suffered by the league in the execution of the duties of his or her office, or in relation thereto, unless the same shall happen by or through his or her own willful neglect or default or failure to act honestly and in good faith with a view to the best interests of the league, provided that nothing herein shall relieve any Board member or officer of any liability imposed upon him or her by statute.

## **2. Executive**

The Executive shall comprise of the following officers and conduct the business of the League:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- Past Chair

### **Election and Appointment of Members and Officers**

All Officers except the Referee in Chief, League and Equipment Administrator, shall be elected at the Annual General meeting for a term of one year (to ensure continuity, consider staggering the election of Officers). The Executive Committee will appoint the Referee in Chief, and the Equipment Administrator for each season. Executive Committee meetings shall be called by the Chairman as deemed necessary and shall be open to League members as Observers.

## **Article VII DUTIES OF OFFICERS**

### **1. Chairman**

The Chairman shall act as Chief Executive Officer and Spokesperson for the League. The Chairman shall preside at all General and Executive Meetings ensuring that they are conducted in an orderly and efficient manner with the rights of the League Members protected.

The Chairman shall coordinate the activities of the League and ensure that other Executive Officers carry out their responsibilities.

The Chairman shall ensure that decisions of the Executive and motions carried at the General and Special meetings are implemented.

The Chairman shall have a deciding vote in the event of a tie vote on any matters before the meeting.

The Chairman is the sole entity responsible to sign contracts as approved by the Board of Directors.

The Chairman with the Treasurer shall sign cheques for expenditures as approved by the Board of Directors.

### **2. Vice-Chairman**

The Vice Chairman shall carry out any of the duties of the Chairman in the latter's absence or at his request, and assist the Chairman in any manner that will facilitate the business of the League.

All contract workers and administration positions shall report to the Vice-Chairman.

### **3. Secretary**

Keep record of all minutes, files, reports of the League. Other duties include notifying League of elections or appointments; furnish documents to Committee to perform their duties. Maintain record books for the League Constitution, Rules and Regulations and minutes. Notify membership of each General Meeting; conduct general correspondence of the League.

### **4. Treasurer**

The duties of the treasurer shall be to: maintain a current financial statement of the OCFL, receive all moneys on behalf of the League and shall deposit same in a Chartered bank in the name of the League, maintain a checking account and share check signing over (\$500.00) with Chairman and Vice Chairman.

The Treasurer shall furnish receipts for all moneys received and shall keep full account of all receipts and disbursements in books belonging to the League.

The Treasurer shall prepare each year, a full Financial Statement and Balance Sheet showing the state of the League's finances for presentation at the General Meeting.

The Treasurer with the Chairman shall sign cheques for expenditures as approved by the Board of Directors and issue petty cash as authorized by the Executive.

The Treasurer shall provide financial advice and recommendations based on the approved League budget.

## **5. Past Chair**

The immediate Past Chair shall act as an advisor to the Chair and the Board on matters before them, as requested by the league. The Past Chair will assist the Chair in conducting the affairs of the League, and attend all regularly scheduled and special meetings of the Executive Board, unless acceptable notification has been provided to the Chair, Secretary or the Treasurer of an unavoidable absence.

## **6. Board of Directors and Coordinators**

The League shall be governed by **DIRECTORS / COORDINATORS**, and shall normally include such functions as:

- Registrar
- Youth Coordinator's (Development, Mini, Junior and Senior)
- Men's Coordinator
- Women's Coordinator
- Coed Coordinator
- Tournament Director
- Discipline Chair
- Referee in Chief
- Equipment Manager
- Scheduler/Facilities Coordinator
- Technical Coach
- Referee Trainer

The Executive shall determine the duties of the Directors/Coordinators.

**a) Vacancy**

A League Officer has the right to resign his/her position by submitting a signed letter of resignation to the Board.

The vacancy of the Chairman position shall be filled by a member of the League Officers receiving a majority vote by the Board.

Other vacancies on the Board can be filled by a member of the League receiving a majority vote of the Board.

All positions filled in this fashion shall be put up for election at the next AGM (assuming the terms are for two years – as proposed above).

**b) Removal of Director**

A Director may not be removed because of arbitrary reasons, but may be removed for the following:

- unable to perform the duties expected
- incapable of performing the business of the League
- absent from doing his/her duties without satisfactory reason
- moved/no longer resides in reasonable proximity
- compromised the integrity of the League
- any offences under harassment policy of the League and its affiliations

## **Article VIII MEMBERSHIP AND FEES**

### **1. Membership**

The League shall be composed of the following categories of Members, subject to the approval of the Board of Directors.

a) **Player member:**

Each player who has been accepted for registration as a player by the League and has paid his or her applicable registration fee.

b) **Parent or Guardian of a Playing member:**

Each parent or guardian of a Playing Member who is under the age of 18 years.

c) **Directors:**

Those persons who are elected or appointed as the current directors of the League.

d) **Appointed/Approved Officials of the League:**

Those persons who are appointed or approved as coaches, managers, Coordinators and other officials by the Board of Directors of the league.

e) **Game official:**

Persons who are appointed Futsal referee and are recognized by the League.

f) **Other Members:**

Other persons or entities who are interested in furthering the objectives of the league and whose application for membership has been approved by the Board of Directors of the League.

Acceptance of late registrations/applications shall be at the discretion of the Registrar and the Director of the corresponding division.

The acceptance of a team registration shall be at the discretion of the League Board of Directors and shall be determined if the team is capable of meeting its obligations to the League. Following acceptance of team registration, entry fees are not refundable.

A team must include either team officials consisting of coach, assistant coach and manager, or a team representative.

## **2. Termination of Membership**

Membership to the League shall deem to have been terminated if the following occurs:

- a) The member submits in writing a letter of withdrawal
- b) The member is expelled by the League
- c) Failure to renew or pay registration fees as per OCFL Bylaw

## **3. Fees**

- a) The Executive / Board shall annually set the player and team registration fees based on the budget.
- b) **Individual Fees:** means a person registered as an individual and not attached to a team registration.
- c) **Team Fees:** 10 or more players registered to play together with a manager or coach and pay in full team registration fees.

## **Article IX AMENDMENTS TO THE CONSTITUTION AND THE RULES AND REGULATIONS**

Amendments to the Constitution shall only be made at the Annual General Meeting or at a Special General Meeting called for that purpose.

Proposed amendments to the Constitution shall be sent to the League Executive not later than fourteen (14) days prior to the meeting.

## **Article X CONFLICT OF INTEREST**

The Board of Directors shall conduct the business of the league during the regular Futsal season beginning in August of that year and ending in April of the next year and are subject to the Policy of Interest published by the OSA rules.

## **Article XI INDEMNITY**

Members of the Board of Directors, Executive and or other servants to the League, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the League against all cost, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglect or default.

## **Article XII DISPUTE RESOLUTION**

The League shall adhere to the dispute resolution process as published and approved by the OSA, and is available to our members upon request.

## **Article XIII HARRASSMENT**

The League shall adhere to the harassment policy as published and approved by the OSA, it is defined as any comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. This includes, but not limited to, sexual harassment.

The policy is available to any member upon request.

## **Article XIV DISSOLUTION**

In the event of dissolution of the League, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Executive Committee to one or more not-to-profit soccer related organizations which is (are) registered with the OSA.