

KINSMEN MINOR FOOTBALL LEAGUE



CONSTITUTION

BY-LAWS AND

RULES AND REGULATIONS

November 2020

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INTERPRETATION

In this constitution and by-laws and in all other by-laws of the K.M.F.L. hereafter passed unless the context otherwise requires, words imparting the singular number or the masculine gender shall include the plural number or the female gender, as the case may be and vice versa, and references to persons shall include firms, associations, leagues, and corporations.

1 GUIDING PRINCIPLES

1.1 Name

The organization shall be known as the Peterborough Kinsmen Minor Football League, hereafter referred to as the "KMFL".

1.2 Affiliations

1.2.1 The KMFL will affiliate itself with other organizations as decided by the Board for the benefit of amateur football in Peterborough.

1.3 Mission

To foster and encourage participation by youth aged 8 to 13 years of age in organized amateur football.

1.4 Core Values:

- Fair Play
- Team Work
- Discipline
- Education & Development
- Participation

1.5 Objectives

- Seek to ingrain the core values in all aspects of the KMFL
- Seek to achieve a quality experience for all participants including players, coaches, officials, parents, and families.
- Ensure that volunteer participants receive the necessary instructions, courses and training to permit a fun, healthy, safe and harassment free environment for the players.
- Promote the educational opportunities provided by football.
- Provide knowledgeable guidance on opportunities for players, coaches, trainers and managers to achieve their maximum football potential.

2 BOARD OF DIRECTORS

2.1 Board of Directors

2.1.1 The Board of Directors of the KMFL shall have ultimate and full operational control of the affairs of the KMFL subject only to the provision of this Constitution. and shall be known, hereafter as the "Board".

2.1.2 The Board shall have responsibility for all matters of discipline involving players, coaches and other team officials. In some cases the Board may, at its discretion, appoint a committee to deal with some discipline matters.

2.1.3 The Board shall comprise of the following officers:

- a) The President (Executive Position)
- b) Vice-President (Executive Position)
- c) The Treasurer (Executive Position)
- d) The Secretary (Executive Position)
- e) The Equipment Manager
- f) The Registrar
- g) Fundraising Coordinator
- h) Head Coaches
- i) The Past-President
- j) Director(s) At Large

2.1.4 Elections

All Board members, excluding Head Coaches and Director(s) At Large, shall be nominated and elected at the Annual General Meeting. Anyone in attendance that is in good standing and is an active Board member, active coaching staff (including Managers and Trainers), and/or a parent/guardian of an active player (1 vote per family) can vote. No one may vote more than once.

2.1.5 Nominations

The Past-President (or, in his/her absence, a replacement appointed by the President) shall be responsible for nominations and should present a slate of candidates to the Annual General Meeting. Further nominations shall then be accepted from the floor. Contested positions shall be voted on by ballot; a majority vote (rather than a plurality) shall be required for election. All persons nominated for any position must be in good standing with the KMFL. Positions shall be voted upon in the order in which they are listed in 2.1.3.

Nominations for appointed positions will be accepted from the floor and in writing to the President within fourteen (14) days of the Annual General Meeting.

2.1.6 Director(s) At Large

Persons in good standing with the League, having completed at least 1 year of volunteer service and wishing to contribute more but not as an elected position, may be nominated as a Director at Large and have equal voting rights with all Board members. Directors at Large may be approved by a 2/3 vote of the Board.

2.1.7 Appointment of Head Coaches

The Head Coach for each team will be appointed by the Board and will serve a two (2) year term.

Nominations for Head Coach positions must be submitted by the end of the calendar year. Nominations will be reviewed and voted on by the Board. Appointments will be made at least seven (7) days prior to the Annual General Meeting.

An active Head Coach who has just concluded the second year of their 2 year term may indicate their wish to reapply verbally.

2.1.8 The terms of office of the officers shall commence following the Annual General Meeting and continue until the next Annual General Meeting.

2.1.9 Attendance

Unless a valid leave of absence is recognized by a majority of the Board, any officer who absents him/herself from three (3) consecutive meetings shall automatically have his/her office declared vacant.

2.1.10 Removal from Office

Any Board member may be removed from office at any time for any reason by a two-thirds vote of the Board.

2.1.11 Occurrence of Vacancy

In the event of a vacancy occurring in any office, for whatever reason, the Board may elect or appoint a replacement at the next Board meeting.

2.1.12 Remuneration

The Board Members shall receive no remuneration for acting as such.

3 EXECUTIVE FUNCTIONS

- 3.1 The President of the KMFL shall be responsible for the overall co-ordination and execution of KMFL programs. He/she shall preside at all Board meetings. He/she shall be an ex-officio member of all committees. He/she or his/her designate shall be the representative of the KMFL at meetings or other official functions of the Ontario provincial football League (if a member) or Football Canada, and shall be the only official spokesperson of the KMFL. He/She should be aware of the goals and objectives of the league, and act as a liaison between the K.M.F.L. and other organizations. He/She should exercise the powers of executive in times of emergency, and delegate authority/responsibility to other executives.
- 3.2 The Vice-President may perform the duties of the President in the latter's absence or at his/her request. He/She should assist the president in communications, publications, and administration of the league, in addition to any other duties/responsibilities delegated by the president.
- 3.3 The Treasurer shall:
- pay all accounts by cheque;
 - be responsible for all monies received;
 - maintain a chequing and/or savings account in the name of the KMFL
 - keep accurate financial records;
 - report at each Board meeting;
 - present an annual budget to the Board for approval no later than the 30 days after the Annual General Meeting.
- 3.4 The Secretary shall:
- issue notices of all meetings;
 - maintain and distribute to each Board member records of meetings and proceedings
 - have custody of all documents and records pertaining to the affairs of the KMFL (except those kept by the Registrar and the Treasurer).
 - Perform all other general secretarial duties
- 3.5 The Registrar shall be responsible for conducting the annual player registration program.
- 3.6 The Equipment Manager shall:
- Be responsible for the distribution, collection and maintenance of all equipment
 - Select a committee to help (All Team Managers are automatically placed on the committee)

- Get help and commitment to system from all coaches, managers and other team staff
- 3.7 The Past-President shall be the last President who does not hold another office and should sit in on all Board meetings to give the president and other members the benefit of his/her experiences as president of the K.M.F.L.
- 3.8 The Fundraising Coordinator shall be responsible for organizing and conducting fundraising activities. The Fundraising Coordinator will work with Head Coaches and managers of each team closely to ensure participation from each team and to make sure all avenues have been explored. He/she will also assemble a committee to secure corporate sponsorship funding.

4 MEETINGS

- 4.1 There shall be the following types of meetings of the KMFL:
- General;
 - Full Board; and
 - Ad Hoc Committee
- 4.2 The Annual General Meeting shall be held by February 28th each year. Its purpose shall be to;
- review the activities of the past season;
 - elect a new Board;
 - consider and adopt amendments to the Constitution; and
 - consider policies aimed at improving the KMFL operation for the coming season.
- 4.3 The Full Board Meetings shall be held:
- on a regular monthly basis; and/or
 - at the call of any Executive Position
- 4.4 Notice of Meeting shall be given by the Secretary to all members at least seven (7) days prior to such meeting. Emergency meetings of the Board may be called without the usual seven-day notice provided that a quorum of the Board agrees to such a meeting.
- 4.5 Attendance at meetings shall be open to interested observers. Invited guests shall attend where the Chair grants permission. It shall be the duty of the President to invite, to KMFL meetings, such persons as are known to have information related to the topics contained in the agenda.
- 4.6 A quorum for both General Meetings and Full Board Meetings shall consist of a majority of the Board.
- 4.7 Voting

At a General Meeting and a Board Meeting, each Board member shall have one vote. One person cannot hold two Executive Positions at the same time. No one may vote more than once.

Proxy votes shall only be accepted, if submitted in writing to the President prior to a General or Board Meeting.

In case of an equality of votes, the Chair will cast a tie breaker vote. All votes at any such meeting shall be taken by ballot if so demanded by any Board Member present, but if no demand is made, the vote shall be taken in the usual way by assent or dissent.

A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prime facie proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution

In the case of a resolution for the purchase of goods or services or any other matter, any Board Member having a conflict of interest due to he/she or a member of his/her family having an interest in the company supplying the goods or services, or for any other reason, shall; declare his/her conflict of interest, and refrain from voting.

Voting Items:

Constitution Changes (2/3 margin required to pass)

By-laws - (2/3 margin required to pass)

Regulations - (majority required to pass)

Budget and finances - (majority required to pass)

Other (not defined in this document) - (majority required to pass)

- 4.9 Meeting minutes should be compiled by the Secretary and sent by email to all Board members within 7 days of any meeting.

5 AMENDMENTS TO THE CONSTITUTION

- 5.1 This constitution may only be amended at an Annual General Meeting. Notice of any proposed amendment must be given to the Secretary, in writing, at least thirty (30) days prior to these meetings and distributed to Board Members at least fifteen (15) days prior to these meetings.
- 5.2 Adoption of an amendment shall require a two-thirds vote. Sub-amendments may be moved and voted upon at the meeting. Voting shall be conducted in the manner described in 4.7.
- 5.3 This Constitution should be reviewed every three (3) years.

6 BY-LAWS AND REGULATIONS

- 6.1 The Board may, by vote, establish, amend, or repeal By-laws & Regulations concerning such matters which fall within the jurisdiction of the KMFL. Voting shall be conducted in the manner described in 4.7.
- 6.2 Thirty (30) days notice shall be given regarding such amendments, unless some urgent circumstances require that the President waive such notice.

7 FINANCES

- 7.1 Only the President, Vice President or the Treasurer is authorized to sign cheques in the name of KMFL. Two (2) authorized signatures shall be required on all cheques.
- 7.2 One or more bank accounts should be kept for the K.M.F.L. in chartered Canadian Banks, cheques of the bank accounts shall be signed by two Officers of the Board. Cheques for deposit to the credit of the bank accounts should be stamped "For Deposit Only To The Credit Of The Peterborough Kinsmen Minor Football League."
- 7.3 The fiscal period of the KMFL shall be the calendar year.
- 7.4 An auditor shall be appointed annually at the Annual General Meeting.

8 VOLUNTEER SCREENING

- 8.1 Introduction: The volunteer screening policy is designed to screen all volunteers to determine their suitability to work in an official capacity with the participants (as on-field support staff such as coaches, trainers and managers) or as a member of the Board (such as a Treasurer). In light of problems in other sports and Clubs that have young people in their charge it was deemed prudent to institute this policy to help protect the participants and the league. The policy is intended to prevent those adults in positions of authority from engaging in behaviours that may be defined as abusive to the participants. Abusive behaviour may be defined as follows:

Verbal abuse - Using inappropriate language with the intention of humiliating, threatening or intimidating the young person.

Physical abuse - Taking action or using behaviours towards the young person which result in physical harm to the well being of that youth.

Sexual abuse - Engaging a young person in any type of sexual behaviour, with or without the young person's consent, for the purpose of sexual gratification of the adult.

8.2 Policy. The policy statement adopted by the league is as follows:

All volunteers and league executives 18 years of age or older must submit to an initial screening process, which should include a Police Records Check (PRC) and a Vulnerable Sector Check (VSC).

All returning volunteers and league executives who have already submitted to an initial screening process and subsequently approved by the Board, do not have to submit to the screening process again. He/she must however, complete the Volunteer Affidavit found in Appendix "I" each year before participating in any KMFL activities.

League officials must ensure that all volunteer screening data is kept confidential.

8.3 Sanctions.

Any volunteer who has not completed the Volunteer Screening process shall not be registered with the league and shall not be covered by the league liability insurance.

Any proposed volunteer whose PRC indicates a conviction that is assaultive, violent or sexual in nature be prohibited from participating in any part of the KMFL program. Head Coaches, managers and Board Members shall report such occurrences to the President of the KMFL immediately.

Any proposed volunteer who has a Criminal Code record for other offences, which could for example include theft, fraud and impaired driving, may at the discretion of the Board and in accordance with league policy be permitted to participate in the KMFL programs.

8.4 Annual Review. To ensure accuracy and up-to-date data, this policy shall be reviewed annually by a Board member appointed by the President of the KMFL.

9 PROCEDURE

9.1 Meetings shall be conducted in accordance with Robert's Rules of Order.

10 LIABILITY

10.1 No member shall be held personally liable for any damage or injury or loss suffered by any person, club or organization as a result of any direct or indirect actions of KMFL or of anyone acting on KMFL's behalf. No members of the KMFL are authorized to act on behalf of the KMFL without the formal consent of KMFL, granted by the majority vote on the KMFL Full

Board. Any member or person purportedly acting on behalf of the KMFL without necessary authorization does do strictly at his/her own risk and liability.

- 10.2 Should the KMFL contribute or loan property or equipment to individuals or organizations, such is done with the understanding that the receiver will utilize the property at his own risk and agreed not to hold KMFL or any members thereof liable for damages that may result from any defect or shortcoming in the aforesaid property.
- 10.3 Every Board member of KMFL or other person who has undertaken or is about to undertake any liability on behalf of KMFL or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively shall from time to time, be indemnified and saved harmless out of the funds of the KMFL, from and against,
- a) all costs, charges and expenses whatsoever which such Board member, Officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office or in respect of any such liability;
 - b) all other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own act, neglect or default if such act, neglect is both wilful and wrongful.
- 10.4 No Board member for the time being of KMFL shall be liable for the acts receipts, neglect or defaults of any other Board member or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to KMFL through the insufficiency or deficiency of title to any property acquired by order of KMFL Full Board for or on behalf of KMFL or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to KMFL shall be placed out or invested or for any loss or damage arising from bankruptcy, insolvency, or fortuitous act or any person, firm or corporation including any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited or for any damage resulting from any dealings with any monies, securities or other assets belonging to KMFL or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his/her respective office or trust or in relation thereto unless the same shall happen by or through his own act, neglect or default if such act, neglect or default is both wilful and wrongful.

11 EXECUTION OF DOCUMENTS

- 11.1 Contracts, documents or instruments in writing requiring the signature of the League may be signed by any two (2) of the President, the Vice President, the Treasurer and any other director designated from time to time by the board of directors. All contracts, documents and instruments in writing so signed shall be binding upon the League without any further authorization or formality. The board of directors shall have power from time to time by resolution to appoint any officer or officers or any person or persons on behalf of the League either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The seal of the League when required may be affixed to any instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

BY-LAWS

BYLAW 1 - COACHES AND MANAGERS

- a) Coaches and managers shall set a good example to their teams regarding sportsmanship, character, language and behavior. Penalty for violation shall be dismissal from coaching or from managerial responsibilities under the discretion of the Executive.
- b) During a Game the coaches will refrain from "belittling" his/her own players or, "baiting" the officials and riding the opposing players and coaches.
- c) A team may not play without a league sanctioned coach.
- d) All head coaches must be approved by a majority of the Board
- e) Notwithstanding (d) above, the head coach shall decide who he/she shall have as his/her assistant(s) and manager.
- f) All Head Coaches shall, at a minimum, have obtained their NCCP Level 1 designation (or equivalent) and be certified in Safe Contact prior to August 1st, unless otherwise approved by the Board.

For those coaches, eligible to attend other clinics the league may pay up to \$50.00 towards the cost of registration and transportation by the most economical means, for any clinic a coach has not attended in the last three years, provided the executive receives prior notification.

BYLAW 2 – EQUIPMENT

- a) Before a player is issued equipment it must be confirmed that a valid registration is in the possession of the league registrar. That registration must include the player's parents or guardians commitment to pay the replacement cost of all equipment lost, stolen or damaged due to neglect or misuse, and a list of the replacement prices.
- b) Equipment lost due to the lack of a valid registration as described in (a) is the responsibility of the issuer.
- c) Control of the league's equipment is to be under the Equipment Manager who with the assistance of each team's manager and coaches will supervise the distribution, maintenance, and collection of equipment.
- d) KMFL expects all coaches to return equipment to the

storage room by a specific date determined by the Board.

- e) All equipment is lent to the Player solely for the purpose of playing in the K.M.F.L. and should be used for absolutely no other purpose unless approved by the Board. If equipment is lent out for other reasons than use in KMFL sanctioned games, the following documentation must be obtained from the party borrowing the equipment:
 - i) A valid reason for borrowing the equipment
 - ii) Waiver of liability to the KMFL and its members
 - iii) A timeframe for the return of the equipment
- f) No equipment may be altered in any way i.e. decals without permission of the league, and then only under the supervision of a league officer.
- g) A player may not play or practice in any equipment as a substitute for the league's equipment unless that equipment has been approved by his/her team's coach and the league's equipment manager or that equipment has been tested to meet or exceed league standards.
- h) Footwear must be worn as provided in the C.I.A.U. rules and is NOT supplied by the league.
- i) Although game sweaters become the property of the individual players at the conclusion of the season, during that season they are to be worn only during scheduled league games.
- j) Coaches will advise the team's manager to recover the equipment of a player immediately upon determination of the player's desire to withdraw from the team.
- k) Players must wear helmets with face guards, shoulder pads, football pants, with pads, and team sweaters as supplied by the league with no alterations unless approval has been given by the league.
- l) Mouth guards must be worn during all games AND practices.
- m) A player neglecting, damaging or loaning equipment; or using equipment for activities other than sponsored events will be suspended indefinitely pending a review by the Executive.
- n) A committee will be appointed to do an annual inventory and make recommendations as to what new equipment should be purchased.

BYLAW 3 - REFEREES AND OFFICIALS

- a) Officials will be supplied by the Kawartha Football Officials Association (K.F.O.A.).
- b) Officials will have the full support of the Board.
- c) If the officials remove a player from the game, he/she shall be asked to make a written report of the same to the Board.
- d) Officials should notify coaches of tired or injured players.
- e) Officials must be informed by a team head coach if a game is being played under protest.
- f) All officials shall be responsible to the referee-in-chief.
- g) The referee-in-chief shall appoint referees to handle each game. The Board may request that the referee in-chief appoint, or not appoint a particular referee.
- h) Three competent persons, preferably adults, will handle the yard sticks and down boxes at each game.
- i) A competent person, preferably a Board Member, will handle the clock at each game. Should the referee request the clock be handled by one of the on field officials, the timekeeper will yield) Players, other than the captains, may not question an official. These captains will be designated by the Head coach and will address the referees with respect

BY-LAW 4 - AGE LIMITS & PROOF OF AGE

- a) To be eligible to play in the Junior Division, a player must be 8 years of age as of September 1st. A player who turns 11 years of age before September 1st must move up to the Senior Division
- b) To be eligible to play in the Senior Division, a player must be 11 years of age as of September 1st. A player who turns 14 years of age before September 1st is ineligible to play.
- c) If there is a request for a player to play outside of the age restrictions listed in a) and/or b), an Overage Player Application Form (Appendix "H") must be completed and submitted to the President. The matter will then be decided by the Board as described in the Constitution Section 4.7.

- d) In the first year that a player is registered with the KMFL, that player must present a copy of proof-of-age to be kept on file. The player will not be required to provide proof-of-age in subsequent years, so long as play within the league has been continuous.
- e) The following are accepted proof of age documents; a birth certificate, baptismal certificate, passport, provincial health card, or citizenship card.

BY-LAW 5 - CONTRACT AND ELIGIBILITY

- a) Players must meet the age requirements found in By-Law 4 Sections a) and b).
- b) First year players will be put in a pool and will be distributed using the leagues official evaluation and distribution process (See Appendix 'D') with the intent of each team having the same number of players and similar talent.
- c) A player already playing in any other football league shall be ineligible for the K.M.F.L including high school.
- d) All registrations must be completed before the date set by the Board.
- e) Notwithstanding BYLAW 2(a); no player may participate in any league contest or playoff unless he/she has been duly registered by league officials prior to the first game he/she plays.
- f) To be considered registered a player must supply:
 - i. proof of age as stated in By-Law 4 section (d).
 - ii. a contract, supplied by the league and signed by a parent or guardian, assuring his/her or her permission to play, and holding the league's officers, coaches, etc. harmless from the results of any injuries which may occur.
 - iii. the appropriate registration fee or payment plan approved by the Board.
- g) Coaches will take it as a personal obligation never to allow any player to compete in any game unless:
 - i. his/her team has in its possession a contract that ensures the parent's or guardian's

permission and holds the league's officers, coach; managers, etc. harmless from the results of any injuries which may occur.

ii. his/her team has the player properly registered with the league.

iii. his/her proof of age registered with the league prior to the first game.

iv. his/her registration fee is paid prior to the first game, or arrangements are made previously.

- h) Before the beginning of the season, it is the duty of all team managers to submit to the League Registrar lists of players for the approval of the Board.
- i) Violation of any of the foregoing rules will lead to the forfeiture of all games played up to the date of detection, in which the ineligible player(s) has participated. In the event that the player is deemed ineligible, the matter will be referred to the Board who will investigate the circumstances, make a decision and apply penalties as deemed appropriate.
- j) Notwithstanding BYLAW 5 (b) and (c); a player shall play only for the team they have been assigned too, and cannot usually transfer from one team to another. In extraordinary circumstances, the head coaches agreeing, the Board may permit a transfer. Any transfer requests must be given by the parent/guardian in writing to the President no earlier than 48 hours after the Annual Awards Ceremony, and no later than 48 hrs after the first game of the season.

RULES and REGULATIONS

GAME RULES AND SCHEDULING

- a) No practices may be scheduled prior to the official League Registration.
- b) Opening date shall be decided by the Board and every effort shall be made to ensure a minimum of six regular season games be played by each team.
- c) Teams refusing to play as per schedule, walking off the field before the end of the game, failing to field a team, will thus forfeit the game concerned. Coaches involved will be liable for suspension by the Board.
- d) In addition to the above rules, all current Junior Rules (Appendix "A") and Senior Rules (Appendix "B") will apply.

PLAYOFFS

- a) Playoff dates will be set by the Board.
- b) Playoff matching will be set by the Board.
- c) In the event of a tie score in a playoff game, overtime rules outlined in Appendix A and Appendix B shall be used for the respective division.