

TITLE	MTFL By-Laws
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Approvers required	League Quorum (vote held at AGM and by written proxy)
Date of this revision	23-Mar-2017
Effective date	24-Mar-2017 Approved at AGM
Replaced document	By-Laws Apr-2016.

## 1.0 EXECUTIVE COMMITTEE

1.1 The Executive Committee shall be comprised of volunteers elected by the League Membership. Election of the Executive Committee shall be conducted annually at the MTFL's Annual General Meeting (AGM). Ideally, the Executive Committee should be at least three persons in size. To be a member of the Executive Committee, the volunteer does not need to be a member of a team in the League.

1.2 Upon its election, the Executive Committee:

- a) is given the mandate to govern the MTFL as per the approved Constitution and By-Laws.
- b) is expected to provide for the timely fulfillment of any other objectives identified during the MTFL's AGM proceedings and/or throughout the season.
- c) will take reasonable actions to obtain or sustain affiliations established with other organizations in a manner consistent with the time frames expected or mandated by those organizations.
- d) at any point in time may take the necessary steps to "incorporate" the MTFL for the purposes of reducing the actual or perceived amounts of risk to the league, the Executive Committee or any of the league members (in regard to their conduct or actions that are to be reasonably required or intended for the activities sanctioned or required by the MTFL's purpose and operation) from any civil or legal liability or possibility of suit reasonably anticipated or incurred. However, the articles of any such incorporation must also remain consistent with the MTFL's constitutional requirements.

## 2.0 LEAGUE COMPOSITION

2.1 The Executive Committee reserves the right to expand, limit or reduce the total number of teams in the MTFL due to availability of fields and game officials, and/or requirements of any affiliated organization. All League Members are expected to identify to the Executive Committee circumstances driving such considerations well in advance of the AGM. Specifically, requests to dissolve teams, awareness to persons interested in becoming a referee, awareness to field under-construction or not available for use situations are all circumstances of interest to every member of the MTFL.

2.2 The MTFL will be comprised of divisions of member teams organized by skill or level of experience. A divisional alignment will be created to provide a balanced and scalable level of competition. Ideally, for

the purposes of the how games are to be offered to a team during both the regular season and the play-off components of a season, only teams within the same division should be scheduled to play each other. However, the league may determine prior to the start of the regular season that alternate scheduling methodologies for some or all divisions in the league are appropriate. For example, the league may devise:

- i) an 'interdivisional' schedule whereby teams in two divisions with similar competitive levels of play, play regular-season games against all or some of the teams in the higher/lower division.
- ii) a 'post-season re-alignment' schedule whereby teams from two divisions play using an interdivisional schedule during the regular season, after which the teams are realigned and may be assigned to the other division for post-season play.

2.3 At least two weeks before the first game scheduled of a new season, the divisional alignment shall be decided on and announced to all League Members by the Executive Committee.

2.4 In rare circumstances, the Executive Committee could consider the re-alignment of teams during the regular season. However, such an in-season re-alignment would require the approval of all teams in the divisions implicated as well as the Executive Committee.

### 3.0 REGISTRATION

3.1 The Executive Committee shall facilitate the registration of each team and player thereof in order to fulfill the requirements and/or adhere to the restrictions defined by the MTFL By-Laws.

3.2 Each team and player must complete the team and player-registration processes identified at the MTFL's AGM.

3.3 New teams must complete a 'Team Registration Form' and submit a list of the names of the players expected to make up the team, to the Executive Committee before the AGM.

3.4 Each team may have up to a maximum of 21 players on their roster for any one game. Once approved by the Executive Committee, the team roster list must be kept up to date in advance of each game throughout the season by the 'captain of record' (or his designate).

3.5 Teams are encouraged to maintain a roster of 12 or more reliable players to avoid game defaults.

3.6 The player registration process requires the completion of a 'Player Registration and Assumption of Risk and Release of Liability Agreement' by the applicant player. This form must be signed/witnessed by the 'Captain of Record' or his designate of the member team for which they intend to play.

3.7 A player must be male and at least 18 years of age prior to playing his first League game. Where age or residency of a player is in question, a copy of an acceptable photo identification listing his age and residency must be provided in advance to the Executive Committee or at the game site to the head referee before he is approved for participation in the games or activities afforded by the MTFL.

3.8 A player must be registered with one, and only one, League Member team to be eligible for game play. During a season, if a player switches to another team within this League, then that player may not switch back to the roster of his first team in that same season. Such roster changes must be preapproved by the Executive Committee.

#### 4.0 GAME ELIGIBILITY

4.1 The Executive Committee reserves the right to restrict, decline or terminate the eligibility of any player at any time for any period of time and for the purpose of supporting the league's mandate of providing organized touch football in a safe, fun, competitive environment.

4.2 To be eligible for any MTFL game a player must first have been registered with the team he intends on playing a game in this league with (e.g., has first completed the MTFL's player registration and waiver process as well as not under MTFL suspension. Persons who complete their registration via communication between themselves, a team captain as well as the league are to be known as 'league registered players'. Persons who complete their registration via communication between themselves, a team captain and a player-substitution service provider authorized by the MTFL are to be known as 'third-party registered players'. Although third-party registered players are subject to the same player registration requirements (e.g. signed Assumption of Risk and Release of Liability Agreement) as well as the league's code of conduct, policies, and the Touch Football Ontario Rulebook, they are not eligible for any MTFL play-off game.

4.3 To be eligible for a MTFL playoff game, a player must have played as a 'league-registered player' in at least three (3) MTFL regular-season games of the current season with the team they are entering the playoffs. Also, a minimum of one of these three games must have occurred within the first six regular-season games for that team. Exemptions may apply. (See Team Roster Policy.)

#### 5.0 REGISTRATION FEES

5.1 Team registration fee information, including the amount and date due, shall be announced by the Executive Committee at least 4 weeks in advance of the actual AGM date.

5.2 Teams that make late registration fee payments may:

- have their 'team in good standing' status removed for that season.
- be subject to a 'late fee' that may be escalating.

5.3 In addition to their annual registration fees, all teams may be required to have a Performance Bond in the amount of \$200 on file with the MTFL. However, at the conclusion of a season, and upon request of the 'Captain of Record', the Performance Bond will be returned to him by the Executive Committee provided his team is in good standing.

5.4 Fees may be paid by cash or email money transfer or by personal cheque for a team in 'good standing'; or by certified cheque or money order for any team new to the league or for any veteran team that is deemed by the league to be 'not in good standing'. All non-cash payments must be made payable to the "Mississauga Touch Football League" and not "MTFL" as the bank will reject such a payment.

#### 6.0 SEASON SCHEDULE

6.1 The MTFL season will run during the period of the year designated by the Executive Committee. Typically, the MTFL season occurs between mid-May through early September each year. Actual game dates, locations and kick-off times are further subject to the 'Permit' particulars defined by the organizations from which the fields are rented or contracted. Typically, games are scheduled for

weekday evenings. The MTFL may offer teams Saturday or Sunday times if re-scheduling necessitates such consideration. The MTFL will not, however, schedule play-off games for weekends unless there are no other reasonable alternatives.

6.2 The Executive Committee will provide each team with a season of play that includes a predetermined number of regular-season games within its division subject to its defined policies such as the Game Rescheduling Policy, Weather Policy, and Forfeit Policy.

6.3 The regular season is followed by playoff games for the purposes of determining divisional champions. Each team of each division will be afforded at least one play-off game as part of their team registration fee.

6.4 All games are subject to the rules established for touch football by Touch Football Ontario, and any specific game rules defined by the MTFL. (See Section 8.0 herein.)

6.5 Rescheduling of games is at the sole discretion of the Executive Committee. The Executive Committee reserves the right to charge a fee for rescheduling requests. Such fees are predetermined by the Executive Committee and announced at the AGM and/or via correspondence and/or website postings.

## 7.0 SEASON INFORMATION

7.1 As a result of actual game play, the divisional standings will be tabulated by the Executive Committee. Game points will be awarded as follows: Win (2 points), Tie (1 point), and a Loss (0 points).

7.2 Divisional standings are determined based on game points awarded. The greater number of game points, the higher the ranking.

7.3 A game forfeit will be considered a 6-0 loss for the offending team. In the case of both teams forfeiting a scheduled game, the MTFL will assign both teams a loss with a score of '0-0'.

## 8.0 GAME INFORMATION

8.1 All games are expected to start at the time and locations noted on the schedule provided to all teams at the beginning of each new season, unless it is subsequently announced otherwise by the Executive Committee or the officiating crew.

8.2 The Mississauga Official Association is the preferred supplier of officials for MTFL games and events. Game officials are empowered by the Executive Committee to enforce the rules of the game. This empowerment includes the permission for the officiating crew:

a) to terminate a game for any adverse or unsafe condition of play or participant behaviour, or due to a request by the field renter (field-permit supplier).

b) to apply a 5 or 15-yard penalty for incidental head touch (e.g. accidental versus careless).

c) to shorten the length of a game or delay the start time of a game - due to inclement weather, injury, discipline, safety, cancellation by field supplier or interruption by Emergency Responders. In such circumstances in which the game has been delayed (for reasoning other than the arrival of the minimal number of players needed to play) then every quarter should be attempted to be played for at least fifteen minutes unless that game, upon its start, needs to be subsequently terminated.

d) to eliminate the half-time (rest) period to ensure that a 'complete game' opportunity is afforded within the time originally allocated for that game.

e) to report to the Executive Committee violations of MTFL policies or codes of conduct observed to have occurred during the period of time typical to the duty of a game official at a game site.

8.3 Team Captains or designates must hand in their game sheet to the game official at the end of the game with players present and not present, clearly denoted. Any player in attendance at the game site whether they play or not will be given credit for having participated in the game for attendance purposes. The Executive Committee will publish player attendance records based on the submitted game sheets. Team Captains are given 14 days from the point of a game being played to challenge any attendance data perceived to be reported incorrectly.

8.4 Normally, a game is comprised of four (4) eighteen minute quarters. Depending on various circumstances (as identified in item #8.2 above), the officiating crew may need to modify and then announce a time period that is different than the standard 18-minute quarter for each anticipated quarter remaining to be played in a game. Hence, a 'completed game' is a game that has been played for more than two quarters (two quarters plus a completed play after the kick-off). Games that do not meet this requirement are suitable for re-playing in their entirety. The Executive Committee will have final say on any such rescheduling circumstance.

8.5 Each team is required to provide its own goal post pads, footballs and kicking tees at each game prior to the start of the scheduled game. Teams failing to field a minimum of 5 eligible players and/or failing to provide goal post pads (at a game site that requires them) by the end of the first quarter, will forfeit that game. (See Game Forfeit Policy.)

8.6 Any team deemed to have used an unregistered or otherwise ineligible player(s) will be subject to the assignment of discipline from the Executive Committee, including but not limited to game forfeiture, suspension, and fines of the team(s) and/or player(s) implicated.

8.7 A fine may be assessed to a team for a game forfeit. A portion may be assigned to the non-offending team and the remainder will be absorbed by the MTFL. If both teams commit a game forfeit, the MTFL will retain the entire fine from each of the two teams. Any fine imposed is payable prior to the offending team's next scheduled game. A second-game forfeit may result in expulsion from the MTFL for the current season, the playoffs, and/or subsequent seasons.

## 9.0 LEAGUE DISCIPLINE

9.1 The Executive Committee is empowered to issue game suspensions to players and/or to revoke the League Membership of whole teams for behaviours that show disregard or disrespect for game rules, and/or that are in opposition to the Aims and Objectives specified in the MTFL's Constitution.

9.2 Observations of incidents may be sought from players, game officials, and spectators, or other witnesses or participants. The Executive Committee will have final say in how such matters are resolved respective to the activities and responsibilities of the MTFL.

9.3 In addition to any game suspensions, the Executive Committee may also charge fines and/or request volunteer duty (of hours to the MTFL) of any teams and/or players implicated by any disciplinary matter.

The application of game suspensions or requests for volunteer hours may extend into the following season(s). Fines are payable in full to the MTFL:

- a) before that team's next game within the MTFL if the entire team is being disciplined.
- b) before those players may play another game in the MTFL (for any MTFL team) if only individual players are being disciplined.

9.4 The Executive Committee may share or exchange disciplinary information with other touch football leagues and/or referee associations with which it has a current affiliation for the benefit of touch football. The Executive Committee may make recommendations to or abide by the recommendations of other such organizations in the application of any discipline outcome originating from any of these affiliated organizations.

#### 10.0 LEAGUE RECORD RETENTION

10.1 The Executive Committee will retain key records for a period no less than two years of the close of the season from which they apply. Key records include:

AGM presentation package, team and player registration data, expense receipts, and relevant information (e.g., game scores, discipline incident data, injury incident data, attendance) from the submitted game sheets.

10.2 For retention purposes, the content of these key records may be summarized and/or placed into an electronic format. Due to the voluntary, non-profit nature of the MTFL and its Executive Committee, neither exact nor comprehensive archives of these records can be expected or guaranteed that are reliable and easily accessible.

10.3 The Executive Committee will appropriately destroy paper-based records to prevent unauthorized access or use.