



Constitution

Barrie Cardinals Club De Futbol

Article 1.0 Name and Description

The name of the club is the **Barrie Cardinals Soccer Club De Futbol INC.**, hereinafter referred to as BCCF or the club. The Head Office of the Club will be located within the Boundaries of the **Huron District Soccer Association** hereinafter referred to as the HDSA or District Association.

DatsGuzSoccer which will operate as or be referred to as **Barrie Cardinals Soccer Club de Futbol INC.** is a not-for-profit organization incorporated as #1968995 under the laws of the Province of Ontario, Canada.

The BCCF will operate with any profits or other assets of the organization to be used solely to promote the objectives of BCCF. The BCCF will operate without the purpose of gain for its members.

Article 1.1 Location of BCCF Headquarters

241 King St Unit 4, L4N 6B5, Barrie Ontario. A map of the operations district borders has been provided.

Article 1.2 Board of Directors

Jessica Barbosa - Director of Administration
Amanda Guzman – Director of Finance
David Guzman – Technical Director, Head of Coaching

Article 2.0 Affiliations

The **BCCF** will be a member of the HDSA and will follow the outlined rules set forth by the HDSA, as well as both the **Ontario Soccer Association**, hereinafter referred to as **OSA** or the province, and the **Canada Soccer Association**, hereinafter referred to as the **CSA**.

Article 3.0 Mandate and Objectives

The mandate and objectives of the BCCF are outlined through our Mission, Our Values, and Our Vision. Our goal is to re evaluate where the club is in 5 years time. We enter this journey, with a whole hearted and humbled intentions. In 5 years, we aim to make a positive impact within our district boundaries, and intend to asses our operation, its core values and daily method of operations.

Our Mission – Through a core value of Respect, we aim to inspire and motivate the youth of today, to not only develop their skills on the field, but develop the mindset of a confident and motivated individual. A club that will offer and create a safe learning environment for its members, with a variety of opportunities that focuses on the development of a player. To inspire a passion and love for the beautiful game of soccer, through a positive mindset, respect for our opponents and teammates.

Our Values – Our values as a club will stand strong alongside Respect, Honesty, Sportsmanship, Nutrition, & Education. Holding our organization to a level that will be viewed as a leader in the community that holds its members accountable, not only in their actions on the field but in our daily lives. We must demonstrate an elite expectation of our governing officers. Operating with respect and in accordance to the guidelines and regulations set out by all governing districts in which we reside, hold membership and compete within. Every person has an opportunity to experience great things in their life, be respected through it and acknowledged in the process. Respect, Honesty, Inclusion, Unity will be the pillars of the Barrie Cardinals CDF.

Our Vision – To become a unique and memorable club that through a “professional made fun” training program. A program that will include soccer for a variety of ages, genders and all ethnicities with programs from house league, recreational, developmental, and competitive levels. To be an organization that is viewed as a true inspiration for its members leading forward into their lives and have a love for the game that will last for many years to come!

1. As a member of this district and community, we commit to build relationships and work alongside our municipalities, local businesses, charities, & school boards to promote and enhance the growth of the sport within Barrie and establish our connection as community motivators and builders. Creating that sense of belief in our future events, that bring joy and the creation of positive memories to for the youth, which means happiness. All for the kids!

Article 4.0 Membership

Refers to the status in which a new athlete/family is enrolled into BCCF. All members shall abide the governing and guidance policies stated, as well as obtain access to its variety of inclusive programs and activities offered by BCCF. A new athlete and/or family is not a member of the Board and holds no voting power on the operations of the organization.

Article 4.1 Classification of Membership

For the moment there will be (2) classifications of a member:

1. Member with Voting Right
2. Registered Athlete

Article 4.2 Member with Voting Right

There is currently one classification that obtains voting rights. All voting members must be over the age of eighteen years old, and are entitled to 1 vote. Votes made on another person's behalf (Proxy Vote) will not be permitted at any meeting. In the case of a meeting having to be conducted on a digital platform, all voting members must agree on the vote proceeding via the digital platform.

At this current date, there are 2 members with voting rights. As the club grows and a community is built, we will strive to grow in unison of our potential future volunteers and officials.

Article 4.3 Registered Athlete

A Registered Athlete is an individual who is under the age of eighteen years and is registered with the BCCF on forms or process administered by BCCF.

This classification of membership shall hold no voting rights on any matter.

Article 4.4 Term/Length of Membership

The Term of Membership will be for twelve (12) Months. All memberships end automatically on December 31st of the given year, regardless of when the date of application or enrollment is processed.

Article 4.5 Discipline of Member

In the event that the BCCF will need to address a member in a disciplinary manner can proceed in a variety of ways given the different rules they would fall under. The BCCF is subject to the published rules of authority of the following governing organizations in which it is affiliated, in order from top to bottom.

- Canada Soccer Association ([CSA](#))
 - Ontario Soccer Association ([OSA](#))
 - Huronia District Soccer Association ([HDSA](#))
 - York Region Soccer Association
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- I. For any incident where misconduct or an infraction of a member is present during, or associated to, officiated soccer games, festivals, the expected (normal) discipline and appeals process will be followed in line with the OSA as well as the HDSA or the applicable district and/or league rules and regulations
 - II. For any incident where a member of the BCCF is in violation of a provincial or federal law (IE: any offence deemed to be criminal) will be directed to the local or provincial police/ authorities.
 - III. For any member that may be a contractor, or person of service who is paid for their services, that may be involved in an incident where discipline may be warranted. The matter will be assessed first on the basis of a contractor and then a member of the BCCF.
 - IV. For any issue that may arise in association to social media shall not be deemed as a responsibility of the club. If for any reason the action is continued and begins to affect the organization, or its members, the appropriate individual may attempt to resolve the issue occurring within the club environment.

- V. For an issue that falls outside the scope, rules, or regulations of any of the 3 affiliate governing bodies, the BCCF shall enforce its resolution strategies outlined in the BCCF Policy for Resolutions.
- VI. The BCCF enforces and holds a Zero Tolerance Policy on bullying, racism, exclusion and any form of harassment and violence referenced in the Harassment Policy.

Article 4.6 Dissolution/Termination of Membership

Athlete Membership will be classified as terminated if the member:

- I. Is expelled from the BCCF by the club's board of directors
- II. Submits a written and signed letter of resignation to the club; or
- III. Is no longer registered with the club, where the date of membership has passed and the term/length of membership has been fulfilled.

Article 5.0 Board of Directors

The length of each board members position is as follows:

- I. 12 months

Each position will be elected 30 days prior the Annual General Meeting (**AGM**). The board members will be announced during the AGM. The directors will be appointed their positions 30 days prior to the AGM, and their responsibilities will take effect on the day of the meeting.

Article 5.1 Board of Directors

- I. A director will be appointed by the current elected Board of Directors through a majority vote.
- II. A director will be of 18 years of age or older and a legal resident of the province of Ontario
- III. A director will be required to provide an approved formal police background check and a vulnerable sector check to the club. There shall not be any history of, or any outstanding charges related to criminal activity of any kind. This process will require to be updated every three (3) years.
- IV. A director may receive modest compensation on a quarterly basis (4) through the fiscal year, dated from January 1st – December 31st of that given year. This is subject to change, in result to the growth of the BCCF and the addition of new members onto the board and/or future employees, contractors, volunteers, officials, associated with the club.
- V. A director may not be permitted to be a director if they are an undischarged bankrupt. If at any time a director becomes bankrupt, he/she will automatically cease to be a director.
- VI. At the current time there is no length of term for an elected director. Unless otherwise stated in their intake documentation.

Article 5.2 Vacancy of Director

- I. Any given director has the right, by submitting a written and signed letter of resignation to the BCCF. A director who has resigned from their position may not be eligible to hold the

- same position for a twelve (12) month period in addition to the remaining time of their current term which they've just vacated.
- II. Upon the Board of Director receiving a letter of resignation, or in the event of a death, the vacancy will be filled in a manner that has not yet been discovered due to the age of the club. Future vacancies will be filled by a majority vote conducted by the board of directors.

Article 5.3 Removal of Director

A member of the board may not be removed for arbitrary reasons, but may be removed if:

- I. The director is unable to fulfill the responsibilities and duties required and expected of the position. Not limited to, any of the following reasons:
- Ia. He/she becomes incapable of performing the business of the club;
 - Ib. He/she is discovered to be an undischarged bankrupt;
 - Ic. A medical condition has significantly impeded their function leading to 1a;
 - Id. He/she no longer lives in reasonable proximity of the BCCF;
 - Ie. They are deceased;
 - If. He/she have been found in violation of the BCCF Code of Conduct, Discrimination, or Ethical Outlines.
 - Ig. He/she have been found guilty of a criminal offence. No matter if the offence is directly impacted/affected the BCCF.
 - Ih. He/she has failed to accurately or properly account for property or money belonging to the BCCF.
 - Ii. He/she has been involved in a matter that has been escalated into "significant misconduct" at and not limited to, an officiated game, festival, exhibition game, camp, or community event, in which the Club has been misrepresented and/or in violation of the Code of Conduct, Discrimination or Ethical Outlines.
 - Ij. He/she has been absent from three (3) or more meetings of the board without a satisfactory reason.

The removal of a director under the aforementioned points, shall ultimately be decided by the current board members at the time of occurrence.

Article 5.4 Nominations for Board of Directors

The BCCF works towards of growing a board as the club continues to grow. Once a direct program with input from its new directors is appointed, this newly formed group will determine how the club will receive a nomination, if any.

The nominations will be based off of majority vote, conducted annually. Members of the club are free to nominate an electee 60 days prior to the AGM.

Article 5.5 Conflict of Interest

- I. A director and/or member of the board of the BCCF are held in agreeance and bound to act and represent the club in good faith, operate in full honesty and in the best interest of the BCCF, each member, the community, its partners, and supporters. Outlines of the club's expectations can be found in the Code of Conduct, and Harassment Policy. Any

action encouraging a violation of Conflict of Interest shall be assessed and handled according to its governing policies.

- II. Conflict Interest Free Policy shall be in force and followed to create a “lifelong commitment/loyal” environment leading from the directors flowing to its members. Having each of our club’s and members best interest first within their decision-making.
- III. Any given coach or director, must maintain, at all times, an honest and transparent communication with assessments, scheduling, progress, budget, and growth that may benefit the team with the board. Any transaction made or executed outside the scope of the BCCF membership breakdown shall only be done if it’s performed on a field associated to the BCCF program, where insurance for the exact group, field and time is in place. Performing any sessions at a private or personal basis must be disclosed by the assigned coach to the board, before the registered athlete/family takes part in training with a BCCF coach/trainer/volunteer. BCCF is not held responsible for any agreements made on a personal/private agreement. This includes any situation where a parent(s) or family has outreached for extra sessions outside the allocated times specified for that seasons BCCF schedule.
- IV. Exclusive or preferential treatment may not be requested for a specific team, but goals, past experiences, or ideas for upcoming seasons may be shared at the next board meeting to follow.

Article 6.0 Responsibilities/Duties of the Board of Directors

- I. As a whole, the board of directors will conduct the business of the BCCF in conjunction and accordance with club’s constitution.
- II. To produce and maintain a positive relationship within the community of BCCF
- III. The board of directors will be responsible to develop, establish and put into action the Daily Method of Operations, Operational requirements, along with the creation of all club policies, procedures, governance and guidance documents that will assist in carrying out the business and vision of the club.
- IV. The board of directors will be responsible and the ultimate decision makers in appointing a new member to the board, coach or volunteer within one of its programs.
- V. A breakdown of corresponding fees, program breakdown and refund policies shall be set by directors for all programs offered by BCCF.
- VI. The responsibilities or duties for each given position shall be outlined and made available by the board of directors. This document can be updated at any given time to reflect and meet the needs of the club’s operation.

Article 6.1 Responsibilities/Duties of the Technical Director

- I. Be in attendance of all general meetings of the Club, and the board of directors.
- II. Coordinate all duties of the board volunteers, paid employees, contractors, and coaches.
- III. Speak on behalf of the club.
- IV. Ensure all legal financial obligations are adhered to.

- V. Retain all responsibilities of the club, or delegate said responsibilities if deemed necessary.
- VI. Ensure complete and accurate records are filed with the accounts of the club.
- VII. May be one of the signing officers of the club.
- VIII. Work collaboratively with administration on financials, and matters related to meetings, within club, HDSA, OSA and CSA.

Article 6.1.1 Responsibility of the Administrator with Finance in collaboration with a CPA

- I. Ensure that complete and accurate records are filed with the accounts of the club.
- II. Work in conjunction with the club's bookkeepers and accountant, that has been retained by the club, and working collaboratively to monitor and enhance the financial statements and budgeting documents of the BCCF.
- III. On a quarterly basis, provide the board with an update or insight of the year to date, budgeting the club's capital and a cash flow prediction for the next quarter.
- IV. Submit annual report to affiliate district as outlined in the Rules and Regulations package from HDSA for new members.
- V. Balanced Budget for AGM. (Date and month of AGM yet to be established.)
- VI. BCCF retains the power to add and dismiss a Financial Administrator based on the BCCF Code of Conduct.

Article 6.1.2 Responsibility of Club Administration Operation

- I. Intake all member registrations, in person, via online, or website.
- II. Process information of athlete's age, and start date. Obtain goals on what they would like to achieve with their time with BCCF.
- III. Maintain a positive, effective response times, on emails, voice mails or online requests during office hours.
- IV. Maintain a positive work environment and motivational mindset at all fields of play.
- V. Adhere to all outlines stated in the Code of Conduct and policies that fall under the club's governance.
- VI. The Club Administrator retains the power to elect new Administrators and delegate duties to them in order to maintain efficiency within BCCF.
- VII. Logging minutes for the meetings that take place throughout the year for its board members.

Article 6.1.3 Responsibilities of the Director of Media Communications

- I. Establish and maintain all internal and external communications.
- II. Provide E-blast via digital platforms to all BCCF members.
- III. Maintain BCCF website and social media.
- IV. Create and provide visual assets for BCCF use.
- V. Responsible for digital marketing.

Article 7.0 Annual General Meeting (AGM)

- I. All members will receive an official notice for every Annual General Meeting 3 weeks, (21 days) prior to the meeting being held. Being provided with the location, date and time of the Annual General Meeting. Method of information delivery will be either via email, mass text, and posted on the club's website. Within this official notice, members will be informed the business that is set forth for the Annual General Meeting. Only this business will be considered in the Annual General Meeting. The duration of the meeting will be decided based on the content of said meeting, all minutes of each AGM will be recorded by an Administrator.
- II. The date of the Annual General Meeting shall be established in a more concrete manner, at a later date. The itinerary of the AGM will include but is not limited to:
 - a. Attendance Roll Call
 - b. Honorable Mentions, highlight memorable moments within the club, introduce any guest that may be present
 - c. Technical Director's Address
 - d. Administrator of Finance disclosure. Projections for upcoming year, along side possible expense through expansion costs.
 - e. Opportunity for team bonding, festivals, tournament participation, events within community and new ideas can be brought up.
 - f. Unresolved Matters
 - g. Amendments to the Constitution, (if any)
 - h. Adjournment
 - i. Minimum Quorum number: 3.
- I. An active member of BCCF may request a special meeting in writing. They must provide why they are requesting said meeting, the subject of the request, and a description of the event that caused the initial request. At that point the board will review the request and decide whether or not a special meeting is needed or if the incident can be handled without the process of a special meeting having to take place. Refer to Article 4.2 for voting responsibilities.

Article 7.1.1 Board of Directors Meeting

The board of directors will meet at least seven (7) times per year. Each Director shall receive ten (10) days notice prior to the date and time of meeting. An outlined agenda shall be provided five (5) days prior to the date of the meeting.

- I. A majority of the board shall be in attendance of the meeting.
- II. For any matter in question, a majority vote concept shall be held before the conclusion of the meeting. The technical director and Administrator may cast one (1) vote. In the result of a tie, the Technical Director may cast the conclusive decision.
- III. A director may be granted to attend meeting via digital streaming or conferencing. In the event that the director is away with one of the teams of the BCCF.
- IV. The Board Meeting Agenda will include, but not limited to the following
 - a. Greeting, Attendance Roll Call, Introduction of any guests

- b. Review, or go over any upcoming event, festival or matter raised in the general meeting that may be an opportunity to enhance the operation of the BCCF.
- c. Open the meeting to any Director that may have a conflict of interest to address.
- d. Update of the Finances provided by the Club Administrator.
- e. Any unresolved matter
- f. Technical Directors Message/Update
- g. Set the location, time and date of the next meeting

Article 8 Amendments to the Constitution

Amendments to the current constitution can be proposed by a member of the board or a registered athlete by:

- I. Writing, stating name, date and signature along with proposed amendment to be taken into consideration.
- II. An amendment can be proposed at anything but will not review until the next Board of Directors meeting

Following submission the board shall address the proposed amendment at their next board of directors meeting, and address the club at the following/next Clubs Annual General Meeting of the decision made regarding that or each proposed amendment submitted. Information shall also be made available for review through email, in person at a scheduled activity by the club and be updated accordingly on the club's website.

Article 9 Indemnity

All members of the board of Directors, as well as other associates, volunteers, employees or contractors of the club, their heirs, executors, administrators, estate and effects respectively shall be indemnified and saved as harmless at all times by the club and from any incident coming towards the club. Also indemnified against all costs, losses and expenses incurred by the club respectively in or about the discharge of their respective duties, except such as happens from their own respective wilful negligence or default. Any financial debt, cost, burden lies solely on the Club and not hold any financial bearing on the personal finances of any of its directors or members.

Article 10 Finance

- I. A qualified public accountant, that is selected by the board, must prepare all financial statements. The statements will be present for the AGM. The accountant that is contracted by the BCCF is responsible for the maintenance of financial reports and for the preparation and adherence to the financial procedures required to maintain accounting records.
- II. Financial reports will be kept up to the standard of generally accepted accounting principals.
- III. Financial reports meet all provincial and federal governments reporting requirements.
- IV. All reports preparation of financial statement withing 90 days of fiscal year end.
- V. The financial statements of the club shall be:
 - a. Audited, as defined by CPA Canada, by a public accountant if the Club's annual gross revenue is greater than or equal to \$150'000 or the club has greater than equal to 100 registered players: or

- b. Reviewed by a Public Accountant, through a Financial Review Engagement, as defined by CPA Canada, if the Club's annual gross revenue is less than \$150'000 but greater than or equal to 500 registered players; or
- c. Signed with a Notice to Reader prepared by a Public Accountant, if the Club's annual gross revenue is less than \$100,000 but greater than or equal to \$10,000
- d. Completed by the Treasurer or designate, if the Club's annual gross revenue is less than \$10,000.

Article 11 Auditing

The BCCF accounts will be audited by a chartered accountant firm with no association with the club. Said auditor will be appointed by the board.

The auditor will: - maintain all records of the BCCF that will presented to the member at the next AGM.

- hold office until the next AGM.
- Present the reports with full disclosure, this demonstrates the results of operation.
- The applicable clause of auditing will be selected as outlined in the HDSA new member outline/requirements.
- The report will be open for inspection by any member of the club

A club's membership or Board can agree to upgrade the certification of their statements over the required minimums.

Article 12 Dispute Resolution Policy

See attached PDF.

Article 13 Harassment Policy

See attached PDF on website

Article 14 Appeal Policy

See attached PDF.

Article 15 Retention of Documents

- I. The BCCF will retain all documentation confidential and in hardcopy or digital format for a minimum of 3 years. All documentation deemed non-essential will be destroyed through the shredding process. This includes any information on registered athletes, permits and or anything related to the club's operations.
- II. Financial Documents will be kept on record in the club's database in hard copy. Documents may be what the club has received from the chartered accountant in connection with the current years tax statements.

Article 16 Communication

- I. The method of communication between BCCF and members, regarding any meetings, events, procedures, guidelines, rules, or any information regarding programming will be email, social media and when available the club's website.

Article 17 Errors and Omissions

The accidental omission to give any member, director, registered athlete or family shall be deemed as accidental, and not bear any form of repercussion on the club or its directing members. In the event that this happens, the club will take the necessary measures to address the situation and ensure it is not a re-occurring incident.

Article 18 Dissolution

In the event of dissolution of the BCCF, all payments shall be made towards all debts and liabilities. After this, all remaining property and equipment shall be donated, distributed or disposed of by the Board of Directors to any member, or family that may not have the capabilities to purchase certain pieces of equipment for their children. The board of Directors may also choose to distribute or donate any property to one (1) or more not-for-profit organization, related to soccer or part of a not-for-profit organization in the athletic community that solely operates within the province of Ontario.

Article 19 Governing and Guidance Documents

- I. The BCCF will have all Rules, Policies, Code of Conduct and Guidelines which will include, but are not limited to the following.
 - An outline of rules, that oversee and are governed at all levels of play. (IE: House League, Competitive)
 - An outline of our organizations Code of Conduct (IE: Athletes, Coaches, Team Managers, Parents/Guardians)
 - Policies, and course of action plan of BCCF with regards and associated to Anti-Doping, Tobacco Free, Concussion, Accessibility.
 - The following policies will be made available upon request: Dispute resolution, Harassment, and Appeal policies.
- II. The members of the board shall approve any aforementioned document or policy and shall have available upon the request from a member of the club and when the time presents itself to have all policies and documents available and published on the website of the BCCF.
- III. Any amendments or modifications to any of the policies, documents shall be ultimately decided through a majority vote by its voting members. Changes will be made available to a member upon request as well as updates on the club's website. Any updates will also be shared at a board meeting and AGM.
- IV. Documents will be saved on file for 2 years, as a digital file, and hardcopy is requested upon.

- V.** The club shall submit its constitution or by-laws on an annual basis to the HDSA, who are responsible to ensure the club's compliance with Section 3.0 of Ontario Soccer's Operation Procedures, Procedure 6.0 Clubs

- VI.** Any amendments to the constitution of the BCCF shall be submitted to the HDSA within 60 days of the BCCF's general meeting at which the amendments were approved.