



**ONTARIO
SOCCER**
EST. 1901

2026 – 2027 Operational Procedures

Section 1 – Governing Documents

SECTION 1 – GOVERNING DOCUMENTS

PROCEDURE 1.0 – Definitions

- 1.1 **Abuse/Maltreatment** - Definitions and Prohibited Behaviours which constitute Maltreatment can be found in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.
- 1.2 **Acceptable Proof of Age** shall mean a birth certificate, passport, driver's licence, Ontario Photo health card, baptismal certificate and any other document which is acceptable to Ontario Soccer.
- 1.3 **Act** shall mean Personal Information Protection and Electronic Document Act.
- 1.4 **Administrative or Financial Directives of a Governing Organization** shall mean the directives placed in the Governing Organization's By-Laws or policies that define the administrative or financial criteria that a member must meet in order to be declared to be "In Good Standing" at a general meeting of the Governing Organization.
- 1.5 **Administrative or Financial Directives of Ontario Soccer** shall mean that each member organization is required to pay each account for which payment to Ontario Soccer is overdue by 30 or more days prior to SMM or AMM meetings of Ontario Soccer.
- 1.6 **Administrator** shall mean an individual who is registered with Ontario Soccer to be responsible for one (1) or more of the functions required to operate a Governing Organization.
- 1.7 **Affiliate Organization** shall mean any Ontario Soccer District Association, League, Club, or Registered Organization.
- 1.8 **Affiliation** shall mean the annual process that an individual or organization shall complete with their Governing Organization.
- 1.9 **Appeal** shall mean the process followed in accordance with Governing Documents when an individual or organization wishes to challenge a decision of a Governing Organization.
- 1.10 **Appellant** shall mean the individual or organization appealing a decision of a Governing Organization.
- 1.11 **Appeals Panel** shall mean a group of individuals either appointed or elected by a Governing Organization to consider all requests for "Leave to Appeal".
- 1.12 **Approved by Membership** shall mean the adoption of a motion by a majority of the votes cast by delegates present at a General Meeting.
- 1.13 **Assault/Maltreatment** - Definitions and Prohibited Behaviours which constitute Maltreatment can be found in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.
- 1.14 **Auditor** shall mean the organization that annually audits the accounts of a Governing Organization and ascertains the correctness of the Financial Statement of a Governing Organization.
- 1.15 **Bylaws** refers to the Bylaws of Ontario Soccer, as amended from time to time and in force and effect.
- 1.16 **Canada Soccer**, or CS, shall mean Canada Soccer which is the Governing Organization of soccer in Canada.
- 1.17 **Case Manager** shall mean an individual who is responsible for the administration of Discipline/Appeals and Complaints at the District/Club level. The Case Manager must have Discipline and Appeals Certification. The Case Manager is not a Discipline/Appeals panel member.
- 1.18 **Cisgender** – a term to describe a person whose gender identity corresponds with their birth assigned sex (e.g. someone whose gender identity is man and was assigned male at birth).



- 1.19 Club** is a Governing Organization that is affiliated to, and under the jurisdiction of a District Association, is a registered organization that registers all Players, Team Officials and Administrators of their organization and organizes teams. A not-for-profit Club has an elected Board of Directors. A For-Profit Club, may have a Board of Directors or shareholders.
- A **Youth Club** may operate as either a registered not-For-profit or for-profit entity, but must be incorporated. The Club is the Governing Organization whose primary, long-term objective is to provide Players with development and training through the provision of necessary training facilities and infrastructure. Youth Clubs shall apply for a level of Canada Soccer Club Licensing as mandated by Canada Soccer.
- A **Senior Club**: may operate as a registered not-for profit or for-profit entity and is not required to be incorporated.
- 1.20 Club Licensing** refers to the organizational development program, in accordance with Canada Soccer’s Rules and Regulations whose objectives are to set clearly defined standards and expectations for Clubs, drive change in the soccer system, raise the level of all soccer organizations, and recognize excellence in the soccer community.
- 1.21 Coach** shall mean any registered person acting in the capacity of a Coach appointed by Ontario Soccer, District Association, Club or any other Ontario Soccer registered organization to coach a team or programs run by that organization, including any assistant or specialist Coaches.
- 1.22 Code** shall refer to the Ontario Soccer Code of Conduct.
- 1.23 Commercial Activity** – any particular transaction, act or conduct that is of a commercial character.
- 1.24 Complainant** shall mean the Party alleging an infraction.
- 1.25 Concurrent Sentence** shall mean multiple suspensions served at the same time.
- 1.26 Concacaf** shall mean the Confederation of North and Central American and Caribbean Associations of Football; and is a Confederation of the FIFA.
- 1.27 Conflict of Interest** shall mean a situation where a person is a position to derive personal benefit from actions or decisions made in their official capacity.
- 1.28 Corporate Responsibilities** shall apply to Directors or shareholders of a registered Governing Organization. Ensuring minutes of meetings of their Governing Organization. The responsibilities must align with the Corporations Act of Ontario.
- 1.29 Co-Respondent** shall mean the Governing Organization which made a discipline or appeal decision which has been upheld on appeal, and where the Appellant is then appealing again to a higher level.
- 1.30 Days** shall mean total days, irrespective of weekends or holidays, but not including the date of the meeting, hearing or event in question or the date by which a response if any is required.
- 1.31 Delegate** shall mean an individual qualified to take part at a Members Meeting and cast one (1) or more of the votes a member is entitled to at that meeting.
- 1.32 Registration System** shall mean the electronic registration system used by Ontario Soccer to register District Associations, Clubs, Leagues, Players, Coaches, Match Officials and Administrators.
- 1.33 Directly Affected by a Decision** shall mean:
- a) Any Registrant or Registered Organization against whom a decision has been made,



- b) The Accused in the Discipline Hearing, and
 - c) The Victim of a reported misconduct that had been made against an accused.
 - d) Any party impacted by the decision.
- 1.34 **Director** shall mean a person who is elected or appointed to serve in a position on the Board of Directors of a Governing Organization and will automatically be deemed to be registered as an Administrator of that Governing Organization.
- 1.35 **Discipline Panel** shall mean a group consisting of a minimum of three persons, one of which is a trained discipline Chair, appointed by a Case Manager on behalf of a Governing Organization to hear a case in accordance with Discipline and Appeals Operating Procedures.
- 1.36 **District** shall mean a distinct geographic area within the province of Ontario based on boundaries approved by Ontario Soccer Board of Directors.
- 1.37 **District Association** shall mean the Governing Organization in each District; affiliated to, and under the jurisdiction of Ontario Soccer; consisting of the Clubs which are affiliated to it, and recognized by it, as controlling soccer in their respective Clubs.
- 1.38 **Diversity** shall mean the inclusion of individuals representing more than one national origin, colour, religion, socioeconomic status, geographic location, physical ability, sexual orientation, etc.
- 1.39 **Drone** – An unmanned mechanical aircraft that can navigate autonomously, with or without human control.
- 1.40 **Electronic Communication Media** – Communication media that is primary for connecting with other users without a content-sharing or social networking purpose. Electronic communication media includes email, texting (SMS), Facebook, messenger, video sessions, WhatsApp, virtual meeting platforms, and other similar applications.
- 1.41 **Electronic Communication or Recording Equipment** shall mean any mobile, handheld equipment (e.g., microphone, headphone, earpiece, mobile phone/smartphone, smartwatch, tablet, laptop, cameras).
- 1.42 **Employee** shall mean a person who:
- a) Performs work and/or services for an employer for wages; and
 - b) Works for regular pay, with income taxes, unemployment insurance premiums and government pension plan contributions withheld by the employer; and
 - c) May have a job description; participate in the employer’s benefits and private pension program; or a written employment agreement with the employer; and
 - d) Provides tasks which are integral to the day-to-day business of the employer; and
 - e) Is issued a T4 slip from the employer.
- 1.43 **Exhibition Game** shall mean a single sanctioned game arranged between teams of registered Players, which is which is not a scheduled League game, play-off game, cup game, tournament game or Festival game.
- 1.44 **Fees Retained** shall mean that portion of the membership fees paid during the Fiscal period of the Governing Organization and retained by that Governing Organization.
- 1.45 **Festival** shall mean a series of games played by Under-13 or younger age groups in accordance with Canada Soccer’s Grassroot Standards and LTPD principles.
- 1.46 **FIFA** shall mean the Fédération Internationale de Football Association, which is the Governing Organization for soccer globally.
- 1.47 **Final Decision Making Panel** – shall mean a group consisting of either one or three persons who are appointed by a Case Manager to decide on a case in accordance with this code.



- 1.48 Financial Interest** shall mean where a Director may derive a personal profit from any activity of the Governing Organization of which he or she is a Director.
- 1.49 Focus Group** shall mean a collection of individuals from the applicable membership, chosen to review and provide feedback to the development or revision of Operational Procedures, Programs, or other subject matters.
- 1.50 Free Standing Videography Equipment** shall refer to self supportive video equipment used to record soccer games and training sessions managed by Ontario Soccer or by affiliated Leagues, Clubs or Teams within Ontario Soccer.
- 1.51 Full Team Identification** shall mean the provision of the team's name, team classification, age classification, gender and team registration number.
- 1.52 Futsal** is a small-sided indoor football game played between two teams of five Players each, one of whom is the goalkeeper.
- 1.53 Game Related Changes** are defined as material changes to Operational Procedures that affect matters connected to the rules and regulations as they pertain to the management of the game on the field of play;
- a) The rules of the game;
 - b) Incidents that occur prior, during, or after the game;
 - c) The actions or activities of Registrants and Representatives.
- 1.54 Game Types** shall mean competition based on specific playing formats, equipment, facilities and rules of the game.
- 1.55 Gender binary** shall mean a social system whereby people are thought to have either one of two genders: man or woman. These genders are expected to correspond to sex assigned at birth: male or female. In the gender binary system, there is no room for diversity outside of man or woman, for living between genders or for crossing the binary. The gender binary system is rigid and restrictive for many people who feel that their natal sex (sex they were labelled with at birth) does not match up with their gender or that their gender is fluid and not fixed.
- 1.56 Gender Equity** shall mean the allocation of resources, benefits, opportunities and entitlements (including power) associated with soccer, fairly and without discrimination on the basis of gender. Gender Equity also means addressing identified imbalances.
- 1.57 Gender expression** shall mean the way an individual communicates their gender identity to others. This is done through behaviour, body language, voice, emphasis or de-emphasis of bodily characteristics, choice of clothing, hairstyle, and wearing make-up and/or accessories. The traits and behaviours associated with masculinity and femininity are culturally specific and change over time.
- 1.58 Gender identity** shall mean a person's innermost sense of their own gender. This can include man, woman, both, neither or something else entirely. Gender also refers to a variety of social and behavioural characteristics (e.g. appearance, mannerisms)
- 1.59 Governing Organization** shall mean that Registered Organization which, in the context of the rule being interpreted, is the organization delegated to act and is either an organization under whose jurisdiction Ontario Soccer operates, Ontario Soccer, a District Association, a League or a Club.
- 1.60 Governance Position** shall mean any individual elected or appointed by a Governing Organization, who is in a position of authority and is involved in any way in a decision-making process.
- 1.61 Grassroots Standards (U4-U13)** is a document developed and mandated by Canada Soccer and replaces all previous versions of the "Ontario Soccer Grassroots Standards".



- 1.62 Harassment** shall mean any comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment means inappropriately exerting power over another person. Harassment occurs along a continuum that ranges from mild conduct such as gestures or commands to conduct which may be physical, forceful, and violent. In certain forms, harassment may be a criminal offense.
- 1.63 Host** shall mean a Governing Organization responsible for a competition.
- 1.64 Impacted Party** shall mean any Registrant or Registered Organization who/which has suffered injury or harm as a result of another Registrant's or Registered Organization's actions.
- 1.65 Inclusiveness** means encompassing everything concerned.
- 1.66 Indoor Facility/Operators** is/are a predetermined area or place to host Ontario Soccer sanctioned indoor youth and/or adult matches and events.
- 1.67 Individuals** refers to all categories defined in the Ontario Soccer By-Laws, or the Affiliate Organizations By-Laws, as well as all individuals employed by, or engaged in activities with, Ontario Soccer or their Affiliate Organizations including but not limited to; Administrator, Coach, Director, Employee, Player, Registered Team, Registrant, Team Official, Match Official, Volunteer, Board of Director, Spectator, parent/guardian or representatives.
- 1.68 Ineligible Player** shall mean a Registrant or Non-Registrant of Ontario Soccer who participated in a soccer activity in which they were not eligible to participate.
- 1.69 Interpersonal Communication** – communication that occurs between two or more participants within a communication medium.
- 1.70 Knowingly** shall mean deliberately or consciously.
- 1.71 Leave to Appeal** shall mean the process that a party Directly Affected by a Decision, uses to request that a decision by a Governing Organization be reviewed by a higher-level Governing Organization.
- 1.72 LGBTQI2S** - An umbrella acronym for lesbian, gay, bisexual, trans, queer, intersex, and two-spirit. Other acronyms commonly used are LGBTQ+ and LGBTQ2.
- 1.73 Long Term Player Development**, also known as LTPD, shall mean the Canada Soccer model designed to, and originally prescribed by Sport for Life, now optimized for soccer, to promote Player-centric, age- appropriate development to support lifelong participation and wellness through soccer.
- 1.74 Mandatory Penalty** shall mean the fixed or set penalty specified for certain misconduct types in Discipline Policies and that must be imposed by a Discipline Hearing/Review Panel after a guilty finding for those misconduct types.
- 1.75 Match Official** shall mean an individual who is either registered with Ontario Soccer to officiate sanctioned competitions, or an individual who officiates a game in the absence of the appointed referee; a Club Assistant Referee accepted by the Match Official; or a person serving as the "Official Timekeeper" at an Indoor or Futsal game.
- 1.76 Match Official Assault** shall mean deliberate physical contact or attempted physical contact, any type of threats or threatening action, any form of violent conduct or attempted violent conduct towards a Match Official.
- 1.77 Mental Abuse** (also referred to as psychological abuse) is the use of threats, verbal insults, and other more subtle tactics to control a person's way of thinking.



- 1.78 Memorable Event** shall mean a special grassroots soccer experience designed in accordance with Canada Soccer’s Grassroots Standards and LTPD principles, providing developmentally appropriate, inclusive, and engaging activities that foster enjoyment and long-term participation in the game. Frequency of memorable events must be in accordance with Canada Soccer’s Grassroots Standards.
- 1.79 Minor** an individual under the age of 19, unless the applicable laws and regulations of their jurisdiction of residence provide otherwise; in Ontario a minor is considered to be anyone under the age of 18.
- 1.80 Moral Turpitude** shall mean any offences found in Part V of the Criminal Code of Canada (Sexual Offences, Public Morals, and Disorderly Conduct).
- 1.81 New Facts** shall mean, in the context of an Appeal, any fact that was in existence at the time of the hearing, however, was not produced when the original decision was made or that could not be discovered by due diligence.
- 1.82 Non-Game Related Changes** are defined as changes that made to any Operational Procedure so long as the change does not have a material effect on the game of soccer.
- 1.83 Not In Good Standing** shall mean a registered individual and/or member organization shall be deemed Not in Good Standing if their membership status is either suspended or expelled, if they have overdue unpaid fees, dues or other obligations to their Governing Organization or to a sanctioned member and/or competition.
- 1.84 Obligation of Loyalty** shall mean where a Director through their position, or on account of some other significant involvement, with another corporation or organization has a conflict or apparent conflict with their required loyalty to the Governing Organization of which they are in a Governance Position.
- 1.85 Ontario Soccer** shall mean Ontario Soccer; the official Governing Organization of soccer in the province of Ontario and Member Association of Canada Soccer.
- 1.86 Organization** – the organization adopting this Code, which may be Ontario Soccer or an Affiliate Organization.
- 1.87 Participants** refers to all categories of individual members and/or registrants defined in the By-laws of Ontario Soccer as well as all people engaged in activities with, Ontario Soccer including, but not limited to players, coaches, instructors, officials, volunteers, managers, administrators, committee members and Directors and Officers. Participants are subject to polices of Ontario Soccer.
- 1.88 Party** refers to the complainant or respondent of a complaint.
- 1.89 Perceived Conflict of Interest** shall mean a reasonable perception by an informed person that a conflict-of-interest situation exists or may exist.
- 1.90 Person** shall mean any family member, friend, customer, client, sponsor, colleague or legal person.
- 1.91 Person in Authority** – a Participant who holds a position of authority within Ontario Soccer including but not limited to, coaches, managers, support personnel, supervisors, and Directors. There is typically a Power Imbalance between Persons in Authority and other Participants.
- 1.92 Personal Information** – any information about an identifiable individual including information that relates to their personal characteristics including, but not limited to, gender, age, income, home address or phone number, ethnic background, family status, health history and health conditions, NCCP number, education, resumes, fitness results, credit card or chequing information, date of birth, athlete history, birth certificate, performance results, certifications, awards, height, weight, uniform size, shoe size, feedback from coaches and trainers, video footage, photographs, banking information, social insurance number, criminal records check, reference checks, beneficiaries, passport numbers, frequent flyer numbers, and discipline results. Personal information, however, does not include business information (e.g. an individuals’ business address and telephone, which is not protected by PIPEDA. d) *Representatives* – Prospective members, members, players, coaches, referees, participants, managers, fans and volunteers within Ontario Soccer.



- 1.93 Player** shall mean an individual who is permitted, when registered with Ontario Soccer, in accordance with Governing Documents, to play for a Registered Team in a Sanctioned Competition.
- 1.94 Player Movement Agreement** shall mean a document signed by two Clubs under which they agree to ‘play up’ Players from a team of one Club to a team of the other Club in accordance with the provisions of Ontario Soccer Operational Procedures.
- 1.95 Policy** shall mean a position statement adopted by the Board of Directors to define the intent of Ontario Soccer’s By-Laws, or to define an established course of action or behaviour that must be followed.
- 1.96 Power Imbalance** – A Power Imbalance may exist where, based on the totality of circumstances, a Participant has the duty of care supervisory, evaluative, or other authority over another Participant. A Power Imbalance between Persons in Authority and Other Participants.
- 1.97 Pro-Am** shall mean a League level involving both professional and amateur registered Player.
- 1.98 Probationary Sentence** – relating to a period of time when an individual is not to commit any more offenses.
- 1.99 Procedure** shall mean the explicit published guidelines or details required to implement some aspects of a Policy or to cover matters related to administration of the game managed by Ontario Soccer.
- 1.100 Proposed Result** – The decision by the Case Manager on the complaint. Parties can either accept the Proposed Result or submit a Request for Reconsideration.
- 1.101 Public Communication** – Communication that is or was posted publicly, such as on a Participant’s social media platform
- 1.102 Published Rule** shall mean a Statute, By-Law, Rule, Regulation, Policy, Procedure, or Law that is adopted by a Governing Organization.
- 1.103 Recorded Payment** shall mean an EFT, cheque or money order made payable to a Governing Organization.
- 1.104 Registered** shall mean a current record exists for a named individual or organization named in the Ontario Soccer registration system of a registered Governing Organization.
- 1.105 Registered Organization** shall mean an organization which registers with Ontario Soccer, as a District Association, League, or Club.
- 1.106 Registered Team** shall mean a group of registered Players who have been assigned to a roster by its Governing Organization in order to play in Sanctioned Competition.
- 1.107 Registrant** shall mean an individual registered with Ontario Soccer, as well as an individual engaged in authorized activities with Ontario Soccer or a Registered Organization.
- 1.108 Registrar** shall mean the person(s) authorized by a Governing Organization to validate the registration of all its participants on its teams.
- 1.109 Registration Form** shall mean the form which meets Ontario Soccer minimum requirements and is provided by a Governing Organization either in hard copy or digital form.
- 1.110 Registration System** shall mean the electronic registration system used by Ontario Soccer to register District Associations, Clubs, Leagues, Players, Coaches, Match Officials and Administrators.
- 1.111 Representatives** shall mean individuals employed by, or engaged in activities on behalf of, Ontario Soccer, or Registered Organizations, including: Administrators, Coaches, Directors, Employees, Match Officials, Players,



Registrants, Registrars, Team Officials, Contractors, Volunteers, Managers, Committee Members, and Officers.

- 1.112 Respondent** shall mean the Governing Organization which made the decision, which is being appealed at a given Appeal Hearing or the alleged infracting party.
- 1.113 Responsible Coaching Movement** – shall mean the call to action for sport organizations, parents, and coaches to enact responsible coaching across Canada – on and off the field.
- 1.114 Sanctioned Organization** shall mean an active soccer organization that is a registered member of Ontario Soccer or with a member organization.
- 1.115 Sanctioned Competition** shall mean a competition which has obtained the approval of the required Governing Organization(s) in accordance with Governing Documents.
- Sanctioned Participation** shall mean that a Registered Team has obtained the approval of the required Governing Organization(s) to participate in a sanctioned competition.
- 1.116 Sex** shall mean the classification of people as male, female or intersex. Sex is usually assigned at birth and is based on an assessment of a person’s reproductive system, hormones, chromosomes and other physical characteristics, most notably by external genitalia.
- 1.117 Sexual orientation** describes human sexuality, from gay and lesbian to bisexual and heterosexual orientations. A person’s gender identity is fundamentally different from and not related to their sexual orientation. Because a person identifies as trans does not predict or reveal anything about their sexual orientation. A trans person may identify as gay, lesbian, queer, straight, or bisexual.
- 1.118 Social Media** – Communication media that permits users to create or generate content, share that content, and network with other users. Social media includes YouTube, Facebook, Instagram, LinkedIn, Tumblr, TikTok, Snapchat, Twitter, and other similar websites and applications.
- 1.119 Soccer Related Activity** shall mean any, or all, of the following acts or actions by a Player, Team Official, Match Official, Administrator or Director including, but not limited to:
- a) Coaching Players at games and practices, managing, playing, practising, officiating, or
 - b) Acting as an Administrator in any activity that falls under the jurisdiction of Ontario Soccer by any party either in person or by proxy, or
 - c) Representing their applicable Governing Organization at another Governing Organization's meetings or voting at such meetings, or
 - d) Managing or participating in an Ontario Soccer administered program;

Soccer Related Activity does not apply to the following:

- a) Attending a Discipline Hearing as an accused, or
 - b) Attending an Appeal Hearing (provided that the appeal being made is against her/his suspension from all soccer related activity), or
 - c) A Director of an incorporated organization performing corporate responsibilities related to that corporation, or
 - d) An employee performing her/his employee responsibilities.
- 1.120 Squad** - A squad, or match day roster, shall mean a group of Grassroots players selected from the Club’s player pool at that age group for a given match.
- 1.121 Statement of Claim** shall mean a document filed with the court that sets out the claims of the other party (plaintiff) indicating what you (defendant) may owe them and why they are making the claim. The statement of claim starts legal proceedings.



- 1.122 Subject Matter Expert Group** shall mean a group of Subject Matter Experts from Ontario Soccer department staff and/or Operational Committees chosen to develop and review Ontario Soccer Operational Procedures in designated sections.
- 1.123 Suspended Sentence** shall mean the defendant will serve a period of probation and receive a guilty verdict.
- 1.124 Team Identification** shall mean the provision of the team's name, team classification, age classification, gender and team registration number (if applicable).
- 1.125 Team Official** shall mean anyone registered to a team as a Head Coach, Assistant Coach, Team Manager, Assistant Manager, or Club Head Coach, Technical Director or Technical Staff (such as a Goalkeeper Coach, Athletic Therapist etc.).
- 1.126 Team Position Status** shall mean that a Club is entitled to operate a team in a division of a League in accordance with the provisions of Ontario Soccer Policies on 'Team Movement.'
- 1.127 Tournament** shall mean a series of games involving Under-14 or older aged teams between a minimum of 4 teams participating and played within seven (7) consecutive days or over no more than three (3) weekends during a playing season.
- 1.128 Transgender Player:** A person whose gender identity (their internal sense of being male, female, both, neither, nor somewhere along the gender spectrum) differs from gender they were assigned at birth. For the purpose of registration on gender-based amateur teams, a Player may register with the gender team with which the Player identifies.
- 1.129 Trans** shall mean an umbrella term that describes people with diverse gender identities and gender expressions that do not conform to stereotypical ideas about what it means to be a girl/woman or boy/man in society. It includes but is not limited to people who identify as transgender, transsexual, cross dressers (adjective) or gender non-conforming (gender diverse or genderqueer).
- 1.130 Two-spirit** shall mean an English umbrella term used by some indigenous people rather than, or in addition to, identifying as LGBTQ. This term affirms the interrelatedness of all aspects of identity - including gender, sexuality, community, culture, and spirituality.
- 1.131 Unsanctioned Event** shall mean any form of competition which does not have the authoritative permission or approval of the applicable Governing Organization.
- 1.132 Unsanctioned Organization** shall mean an organization that is not a member of Ontario Soccer or its member organizations.
- 1.133 Valid Photograph** shall mean a photo of the person being registered and must be an accurate impression of the person being represented as per the requirements in the Registration Operational Procedures.
- 1.134 Victim** shall mean any Registrant or Registered Organization who/which has suffered injury or harm as a result of another Registrant's or Registered Organization's actions.
- 1.135 Violent Conduct** is when a Player uses or attempts to use excessive force or brutality against an opponent when not challenging for the ball, or against a team-mate, Team Official, Match Official, spectator or any other person, regardless of whether contact is made.
- 1.136 Vulnerable Participants** – Includes children/youth (minors) and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of the dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority).
- 1.137 Workplace** refers to any place where business or work-related activities are conducted. Workplaces include, but are not limited to, the Ontario Soccer or Affiliate Organizations' office, work-related social functions, work assignments outside the office, work-related travel, and work-related conferences or training sessions.



- 1.138 Youth Aged Match Official** shall mean a registered Match Official under the age of 18, who is appointed to officiate, or is officiating, a game in a youth or grassroots age division.

PROCEDURE 2.0 – Complying With Ontario Soccer Governing Documents

- 2.1** Except where indicated within these Operational Procedures, all Governing Documents of District Associations, Clubs and Leagues shall comply with Ontario Soccer’s Governing Documents.

PROCEDURE 3.0 - Development Of, And Revision to Ontario Soccer Policies

- 3.1** Any member of the Board of Directors, an Ontario Soccer Committee, District President Chair on behalf of the Voting Members Council or Chief Executive Officer, or staff delegate, may propose a new policy, a revocation of an existing policy or a change to a policy through a written notice and submitted to the Chief Executive Officer of Ontario Soccer. The notice will include:
- a) The current text of the existing policy (if a policy is being revised or revoked)
 - b) The proposed text for the existing policy or new policy
 - c) The reason or rationale for revision, revocation, or creation of a policy
- 3.2** Once received in writing by the Chief Executive Officer or staff delegate, the notice shall be placed on the agenda of the next Board of Director’s meeting for their review and action.

PROCEDURE 4.0 - Development Of, And Revision To, Operational Procedures

- 4.1** Operational Procedures change process shall be managed by Ontario Soccer Governance Committee through Ontario Soccer staff.
- 4.2 Game Related Operational Procedures**
- 4.2.1** Game Related Operational Procedures revisions shall involve the assistance of the Voting Members Council as defined in Article 9.3 (f) of Ontario Soccer’s [Bylaws](#).
- 4.2.2** Game Related Operational Procedures or a change to an existing Game-Related Operational Procedures shall be initiated and submitted by July 1 as part of a **biennial** review process. The proposal shall be submitted no later than July 1 on the appropriate published electronic form, with the rationale for each change. Requests shall be sent to the Ontario Soccer Governance Committee care of the appropriate Ontario Soccer staff member by any of the following: Ontario Soccer Board, staff, or the Voting Members Council.
- 4.2.3** By August 1, all submitted Game Related Operational Procedure changes are collated by Ontario Soccer staff and sent to the applicable Subject Matter Expert Group for review. The Subject Matter Expert Group will complete its review and recommendations by August 31.
- 4.2.4** By September 15, submitted Game Related Operational Procedure changes as well as the position of each Subject Matter Expert Group will be sent to the Voting Members Council for review and recommendation.
- 4.2.5** By October 15, the Voting Members Council will have conducted its review of all Game Related changes and through its Chair, sends its feedback and recommendations to the Governance Committee or designated staff for review and final preparation.
- 4.2.6** By November 15, the Governance Committee prepares a final draft of Game Related Operational Procedure changes for the Board of Directors for their third quarter (Q3) meeting.



- 4.2.7** The Board of Directors shall have the obligations under Bylaw article 9.3 (f) regarding changes to the Operational Procedures and shall:
- a) approve the changes; or
 - b) not approve the changes; or
 - c) refer the recommended change back to the Governance Committee for further consideration including further consultation with the Voting Members Council.

- 4.2.8** Any change that has been implemented as a result of this process will not be eligible for further amendments for a period of two (2) years from the date of the change being implemented. Procedure 4.5 below may be activated if required.

4.3 Non-Game Related Operational Procedures

- 4.3.1** New Non-Game Related Operational Procedures or changes to existing Non-Game Related Operational Procedures shall be submitted by July 1 as part of a **biennial** review process and completed on the appropriate Change Request electronic form, with the rationale for each change. Submissions will be managed by the Ontario Soccer Governance Committee through the Chief Executive Officer. All submitted Non-Game-Related Operational Procedure changes are collated by the Chief Executive Officer or designate.

- 4.3.2** After review by the Chief Executive Officer, the recommended changes will be sent Board of Directors for their final review and action at their Q3 Board meeting.

- 4.3.3** The Board would possess the authority to approve the new Non-Game Related Operational Procedures or changes to the existing Non-Game Related Operational Procedures and have the following options:
- a) approve the change; or
 - b) not approve the change; or
 - c) refer the recommended change back to the Chief Executive Officer for further consideration.

4.4 Implementation Timelines

- 4.4.1** All approved Operational Procedures shall be published on the Ontario Soccer website no later than January 15, with implementation with implementation commencing with the upcoming Outdoor season, unless otherwise specified.

- 4.5** Notwithstanding 4.2.2 and Article 9.3 (f) of the Ontario Soccer Bylaws, Game Related Operational Procedures may be amended by the Board at any time either at a Members Meeting of with the majority support of the Voting Members at a Voting Members Council Meeting, at which the Chair of the Voting Members Council or their representative is in attendance so that they can present and defend the change at the Board meeting where the changes are considered.

- 4.6** Should the Provincial Government, Federal Government or Canada Soccer mandate legislation or regulations that affect any Ontario Soccer Operational Procedures, immediate changes will be made to the Operational Procedures as approved by the Ontario Soccer Board of Directors and the membership of Ontario Soccer will be notified immediately.

PROCEDURE 5.0 – Request For Special Dispensation

- 5.1** All requests for Special Dispensation from existing Operational Procedures must be submitted in the following way: An amateur Player may
- a) Submitted digitally through a [Special Dispensation Request](#) form with all applicable information.
 - b) Submitted to the Chief Executive Officer or designate through a Member Organization (Voting Member - District Association or Non-Voting Member - Associate Member)



All requests will be assigned to the applicable Subject Matter Expert Group for review and recommendation to the Chief Executive Officer or designate.


- 5.2** Final approval will be given by the Chief Executive Officer or designate and will be communicated to all affected parties and Ontario Soccer Board of Directors through the Chair of the Board.



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