

# By-Laws

## Articles

1. Head Office
  1. The head office of the Edmonton Touch Football Association (ETFA) shall be located in Edmonton, Alberta.
2. Affiliation
  1. Being primarily a recreational function, the ETFA shall operate as an independent league.
  2. Any proposed affiliation of the ETFA with other football leagues shall be at the discretion of the League Executive.
3. Membership
  1. Membership Categories
    1. Team Membership
    2. Individual Membership
  2. To become a ETFA member team, the following criteria must be adhered to:
    1. Must pay their team registration by the League specified deadline.
    2. Must be in good standing with the League.
  3. To become an individual member of the League the following criteria must be adhered to:
    1. Be named on the roster of a member team as a player or coach, or be registered as a league official.
    2. Be insured through the League.
    3. Have completed the necessary waiver and registration forms.
    4. All team members under the age of 18 years of age by June 1 of the year of operation must submit written parental consent to the Secretary.
    5. Must be a member in good standing with the League.
  4. Rights of Membership
    1. Member Teams
      1. To participate in all ETFA programs.
      2. To receive through the League Executive, appropriate notices from/concerning the ETFA
    2. Individual Members
      1. To participate in all ETFA programs.
4. Meeting of the ETFA
  1. The President shall call an Executive Committee Meeting if at least 2 member teams request such a meeting in writing stating clearly the nature of the business. This meeting will be held at a mutually agreed time.
  2. The Executive shall call a Special General Meeting if a written request, stating clearly the nature of the business, is signed by not less than 5 member team representatives.

3. Notice of any General (League Executive) Meeting of the ETFA shall state clearly the business to be transacted and will be delivered to the Executive Members at least 7 days prior to the holding of the meeting.
  4. Decisions made by the League Executive and Committees will be determined by a simple majority vote.
    1. In the event of a tie vote, the motion shall be declared lost.
  5. A Constitution, By-Law or resolution vote shall be declared by a show of hands unless a ballot is demanded by simple majority vote.
  6. A team may send one, non-voting member to any Executive Meeting.
5. Meetings of the Officials
    1. The officials will meet prior to the commencement of the playing season, and from there on as set out by the League Executive.
  6. General Powers of the ETFA League Executive
    1. To determine where the bank account of the ETFA shall be kept.
    2. All financial business shall be processed through the ETFA Treasurer, including all grants or levies, fees, charges, expenses, allowances, purchases or any other related business.
    3. To determine, receive reports from, continue or dissolve committees as it may find necessary.
    4. To monitor the operations of all committees of the ETFA and to approve all matters concerning the monies and activities of the ETFA.
    5. To maintain the books and records of the ETFA. Such books and records may be opened for inspection by the members, given 7 business days written notice.
    6. Each member of the Executive is obligated to perform duties as assigned.
    7. The League Executive will determine the league fees on a per team basis, to meet league operating expenses.
    8. The League Executive will approve the league's operating budget.
    9. The League Executive has the right to revoke good standing to any team or individual.
  7. Discipline Committee
    1. The Discipline Committee will consist of the Vice-President (Chairperson), and two other representatives either executive or player as approved by the Executive. An uninvolved referee may be included in the committee but will have no voting privileges.
      1. The player representatives shall not be from the same division(s) as the individuals involved in the incident.
    2. The Discipline Committee shall have jurisdiction over all disputes involving members.
    3. The Chairperson has the responsibility to convene a Disciplinary Committee meeting upon either the receipt of a written request by the aggrieved party or at the request of the Executive.
    4. The Disciplinary Committee shall insure to the best of its ability, that each side of the dispute has an equal opportunity to present its case whether in writing, or in person.
    5. The Chairperson, as a member, shall be entitled to one vote on all issues. The Chairperson may participate fully in deliberation leading to a decision.

6. The Chairperson is charged with issuing the final decision.
7. Suspensions from playing or officiating shall be for such time as the Discipline Committee deems appropriate.
8. Violence, Objectionable and Unsportsmanlike Conduct
  1. In the event of an violent, objectionable or unsportsmanlike offense, one of the following actions are applied:
    1. Warning- At the discretion of the official referee, a player can be sat for 5 plays.
    2. First Offence- Current game plus minimum of one additional game suspension.
    3. Second Offence- Current game plus minimum of an additional five game suspension and a \$100 team fine
    4. Third Offense- Immediate twelve month suspension and a \$200 team fine.
    5. Three offenses in one season plus three offenses over the next two seasons results in permanent suspension of the individual and/or team.
    6. Gross Misconduct – Will carry a 3 to 16 game suspension. Gross misconduct suspensions will include any conduct such as, but not limited to: Intent to Injure. Homophobic slurs, racial slurs, or sexist language. This will include comments directed at any player(s), or fan(s) or officials(s).
    7. Players are not to make statements of an abusive nature towards an official, the nature of which includes but is not limited to:
      - a. Performance or competence of an official.
      - b. Racial discrimination
      - c. Gender or sexuality based remarks
      - d. Perceived bias of a referee towards an opponent.

Comments as such may be penalized under the Gross Misconduct provision as noted above as determined by the Disciplinary Committee.
  2. Players who receive an objectionable conduct penalty, or are ejected after the conclusion of a game or have will automatically be suspended a minimum of one (1) game.
  3. Any player that initiates or continues unsportsmanlike behavior after the conclusion of a game, regardless of penalty, may be subject to a minimum one (1) game suspension at the discretion of the Disciplinary Committee.
  4. In the event of any deliberate act of violence, or objectionable/unsportsmanlike conduct occurring during or after the conclusion of a game, the Head Referee or crew member of that game must submit a written report to the Vice-President within 24 hours of the occurrence.

5. The League Executive will then decide if the occurrence has been sufficiently dealt with or if a Disciplinary Committee is warranted.
6. The Disciplinary Committee shall meet to review the circumstances of the occurrence with respect to written and oral evidence and submissions.
7. The member alleged to have committed the act of violence or objectionable/unsportsmanlike conduct has the right to representation at the Disciplinary Committee review as considered appropriate.
8. The Disciplinary Committee shall, in determining the appropriate action in the case, bear in mind the aims and objectives of the League and such matters as provocation and self defence.
9. Upon completing the review, the Disciplinary Committee will render its decision, from the following list or at the Committee's discretion:
  1. The incident does not merit any further action than what occurred during the game.
  2. The player will be suspended. The length of the suspension will be from one game suspension to a permanent suspension, depending on the severity of the act.
  3. The team, of which the player committing the act of violence or objectionable or unsportsmanlike conduct is a member, may be fined and/or suspended.
  4. Both a fine and a suspension may be applied.
10. The Decision of the Disciplinary Committee will be issued to any member in question, by the Vice-President (or the Committee Chairperson), within 48 hours of said decision. The team contact will also be notified accordingly.

#### 8. Appeals Committee

1. The Appeals Committee will consist of the Vice-President (Chairperson), and two other representatives either executive or player as approved by the Executive that meet the approval of both parties. An uninvolved referee may be included in the committee but will have no voting privileges.
  1. Wherever possible, the player representatives shall not be from the same division(s) as the individuals involved in the original incident.
  2. In the event that no Executive Committee member is uninvolved in the decision being appealed, a member of the League Executive will then be appointed as Executive Committee representative and act as Chairperson.
2. Appeals can only be made on decisions made by the Disciplinary committee or Executive Committee on Protest hearings.
3. In the event of dissatisfaction with the decision by one of the above named committees, a case may be taken to the Appeals Committee if a written request explaining the reason for the appeal is received by the Executive within 14 days of the decision being issued. A \$100.00 per player fee must accompany the appeal request. The fee will be refunded if the decision is revoked or the penalty reduced.

4. The Appeals Committee will convene within 21 days after a written request for the appeal has been received by the Executive.
5. The Appeals Committee will weigh all evidence presented at the Discipline Committee hearing or Executive Committee on Protests hearing, by all parties involved, as well as any new evidence received in writing from the appellant.
6. The Appeals Committee will render its decision, in writing, within 7 days of the conclusion of the hearing, to the head of the appropriate Committee, who will notify the member in question, within 48 hours of said decision. The team contact will also be notified accordingly.
7. All Appeals Committee decisions are final.

#### 9. Protests

1. A protest may be lodged when a recognized team thinks that it has been the victim of prejudice during a match. The prejudice must have been caused by an infraction of the rules of play, by the improper application of the rules and/or regulations or by an irregularity in the organization of the competition.
2. All protests must be submitted to the Head Referee and must be registered on the score sheet simultaneously with the lodging of the process.
3. The person, or persons, lodging the complaint must forward a copy of the protest to the Executive within 24 hours of the incident.
4. The Head Referee must file a written report within 24 hours to the Officials Coordinator. The Official's Coordinator is charged with presenting the report to the Executive Committee.
5. The Executive Committee is charged with the responsibility of hearing the protest and rendering a decision within 7 days of the incident. The Decision will be forwarded to all parties involved within 24 hours of the decision.
6. If no decision has been rendered, or if any party considers the decision unfair, an appeal may be placed with the Appeals Committee.

#### 10. Conduct

1. In promoting the enjoyment of the game of touch football, a certain code of player conduct has been established by the Football Canada Rule Book. Players are urged to familiarize themselves with said conduct code.
2. Any person(s) ejected by a referee for any reason before, during or after a game is automatically suspended for their next game and the incident is immediately referred to the Disciplinary Committee at the discretion of the Executive. The ejected person(s) must immediately leave the field of play and may not criticize the decision of the official(s) or risks further disciplinary action.
3. If a player or team personnel is ejected for physical abuse to an official, the incident is immediately referred to the Disciplinary Committee. This offense carries with it a minimum sanction of a 10 game suspension. Team representatives present are charged with the responsibility of physically supporting the referee's decision to eject players up to, and including, providing adequate protection from physical retaliation against officials.
4. Any player failing to comply with the rules of conduct are subject to actions by the Disciplinary Committee and may be considered a member not in good standing.

#### 11. League Operations

1. League communications will, from time to time, occur via the League's website only. Teams are responsible to check the website for updates on a regular basis.
2. Teams must show up for their scheduled games. Defaulting a game will result in a fine as determined by the Seasonal Operating Procedures and a 2 point deduction from the team's standings.
  1. Players on defaulting team are not credited for a game played. This will also apply to any & all suspended players on the defaulting team.
  2. Players on teams defaulted against will be credited for a game played, provided they were in attendance and accounted for on the game card.
3. League Fees
  1. Registration Fees: All registration fees must be received by the League by the specified deadline as defined in the Seasonal Operating Procedures. Teams will not be considered eligible for play in that year until fees are paid in full. All individual and team league fees are non-refundable.
  2. Fees can be paid via check, money order or through guaranteed transfer/electronic funds if available.
4. Fines
  1. All team and/or individual player fines must be paid in full to the League prior to playing the next scheduled session.
  2. Suspended player(s) or teams may not come back to play in the league until the team pays the associated fine to the incident or offense.
  3. Fines can be paid via check, money order or through guaranteed transfer/electronic funds if available.
5. All Members or Teams considered not in good standing with the league are ineligible to participate in all ETFA activities.
6. All members in good standing are eligible for playoffs provided they meet the playoff eligibility requirements specified in the ETFA Rule Book, bylaws and Seasonal Operating Procedures.
7. Any team defaulting 3 games during the season will automatically be ineligible for the playoff competition and will be considered a team not in good standing.
8. Reschedule Policy will be defined in the Seasonal Operating Procedures
9. The league reserves the right to place teams in appropriate divisions, when it benefits the league.
10. Playoff format is to be decided by the League Executive.

## 12. Playing Rules

1. The playing rules and official game ball are recognized by the League are those as defined by Football Canada Rule Book, supplemented by the ETFA Bylaws.
  1. Rule book and bylaws will be maintained and updated by the League Executive as needed.
2. ETFA House Rules:
  1. Two points will be awarded to a team that successfully returns a missed convert attempt be it a one or a two point try to the opposing teams endzone.
  2. A women playing in a Co-ed or Men's division will be allowed to throw/kick/punt a women's sized ball as described in the Football Canada Rule Book. A man playing in a Co-ed division must throw/kick/punt a man's sized ball as described in the Football Canada Rule Book.

3. Only score sheets approved by the League will be used during the games. The first initial or name and family name, as well as the jersey number, will be entered on the score sheet before the start of each game. All game statistics will be entered on the score sheets beside the appropriate player.
4. Any team that plays a player that is considered ineligible will have that game defaulted.
5. The standings of the teams will be determined in the following manner:

Game Won = Two (2) points to the winner.

Game Tied = One (1) point to each team.

Game Lost = Zero (0) points to the loser.

Game Default = Two (2) points deducted from the defaulting team.

6. Ties in the final league standings will be broken as follows:
  1. The win-loss record in head to head competition.
  2. If a tie remains, then points against
  3. If a tie remains, then points for.
  4. If a tie remains, the toss of a coin.
7. Only the Head Referee can end or annul a game once it has started. A game stopped by weather while in the first half of play will be rescheduled. A game stopped by weather after the completion of the first half of play will be considered as complete. All rescheduled games are to be completed at least one week prior to the first playoff game.
8. A team is responsible for the conduct of their players coach, friends, family and directly associated fans. If any of these participants require disciplinary by an official or Executive member the team may be disciplined. This may include the forfeiture of the game underway or suspension of those involved from being present at league sanctioned events or games.

### 13. Roster Limitations

1. Teams shall adhere to the roster limitations as set out in the Seasonal Operating Procedures

### 14. Substitution Limitations

1. A player can only substitute on a team that they are not rostered to only if:
  1. Substitute is registered within league.
  2. The team has 6 players or less and will not meet the minimum.
  3. Under the approval of the opposing team.
  4. Added player cannot throw a forward pass.
  5. Teams can only add a max of 2 non rostered players.

### 15. Defaulting Games

1. A team must have a minimum of 6 players to avoid a game default. Any less than 6 players after 15 minutes of game time will result in a default. The following rules, at the discretion of the Official Referee, will apply to teams who are not able to meet the minimum number of players:
  1. A 10 yard penalty will be applied for every 5 minute delay of game.
  2. A 2 point penalty will be applied for every 5 minute delay of game, in which a team defaults; the opposing team will win the game at 6-0.

3. A defaulted game will be subject to penalty as stated in the Seasonal Operating Procedures.

#### 16. Volunteer Refing Assignments

1. If a scheduled volunteered reffing assignment is missed, a team fine of \$75 per individual reffing assignment missed will be applied to the team which was to supply a volunteer ref. Team fines must be paid in full prior to the start of playoffs to be eligible for playoffs.