

Niagara Varsity Football Club

GENERAL BY-LAWS OF THE NIAGARA VARSITY FOOTBALL CLUB (As passed by the NVFC Executive on October 1, 2016)

BE IT ENACTED AND IT IS HEREBY ENACTED As General by-Laws of the Niagara Varsity Football Club (Hereinafter called "NVFC") as follows:

- 1. 01** In these by-laws and other by-laws of the corporation, unless the context otherwise specifies or requires:
- a) **"NVFC"** means Niagara Varsity Football Club
 - b) **'By-law'** means any by-law of the club, including any special by-law, from time to time in force and effect
 - c) The singular shall include the plural and the plural shall include the singular; the masculine shall include the feminine.
 - d) **"Member"** means an individual who has been duly admitted into membership of the Niagara Varsity Football Club
 - e) **"Executive"** means the Executive of the Niagara Varsity Football Club
 - f) **"Director"** means a member of the Executive of the Niagara Varsity Football Club
 - g) **"Officer"** means a Member of the Executive, who has been duly elected, or appointed
 - h) **"Fiscal year"** is defined as: January 1st to December 31st inclusive.
 - i) **"360-Degree Evaluation"** means a complete and encompassing evaluation. Namely, a review by the Executive, review by the Personnel Committee, peer-to-peer review and self-evaluation by the coaching staff and evaluation by players and parents.
 - j) **"League"** means league participated in by the NVFC

OBJECTIVES

- 1. 02** The objectives of the Niagara Varsity Football Club shall be:
- a) To provide players primarily aged 12 to 19, who reside in The Region of Niagara or the Town of Dunnville, an opportunity to play football, where their skills will be upgraded and opportunities provided to continue their careers through education or junior football.
 - b) To conduct its affairs in accordance to the "Canadian Amateur Rule Book for Tackle Football".

ORGANIZATION'S STRUCTURE

- 1. 03** The organization structure of the Niagara Varsity Football Club shall be:
- a) that the organization is organized solely for non-profit purposes;
 - b) the organization is in fact operated solely for non-profit purposes;
 - c) the organization does not distribute income, current or accumulated during the year, either directly or indirectly, to or for the personal benefit of any member
 - d) the organization does not declare or pay dividends out of income or patronage or dividends out of surplus;

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- e) In the case of wind-up, dissolution or amalgamation the organization shall not distribute any of its income or property to any member; but shall distribute income and or property to another similar non-profit organization, operating in the same capacity as the Niagara Varsity Football Club.

MEMBERS OF THE CORPORATION

- 2. 01** The following shall be members for the current playing year, up to, but not including, the date of first registration for the following year:
 - a) A parent or guardian of any registered player under the age of eighteen for the year of that player's registration and players eighteen and older, for the year of that player's registration. Parent/guardian and/or player (dependant on age) must also have:
 - i. A completed and signed registration form.
 - ii. The player has been deemed eligible to play by their respective league.
 - iii. Applicable dues and registration fees are paid in full for that playing year.
 - b) Current directors of the NVFC.
 - c) All coaches, as indicated in the schedule attached to the minutes of the NVFC in the current year.
- 2. 02** All members must abide by and act consistent with the letters patent and the by-laws of the letters patent and that the by-laws will be on file with the Governors and are available for viewing by any member in good standing of the corporation.

GOOD STANDING

- 2. 03** A member will be deemed to be in good standing, if they meet the requirements in Section 2. (01) and Section 2. (02). A member may cease to be a member of the Niagara Varsity Football Club, if they:
 - a) Send or deliver a notice of withdrawal, in writing, to the Niagara Varsity Football Club, or,
 - b) Are expelled and/or suspended by their respective league, until the end of the suspension and after they resume compliance of the provisions of Sec. 2.(01) and Sec. 2(02), or,
 - c) As a Director, miss three consecutive Executive Meetings, without prior notification and assignment of proxy.
 - d) As a player, leave the organization voluntarily, or otherwise.

MEMBERSHIP MEETINGS

- 3. 01** The annual general meeting of the corporation shall be at a date, time and place established by the Executive, during the final quarter of the fiscal year
- 3. 02** The new elected officers shall assume their duties at the conclusion of the annual general meeting.
- 3. 03** Notice of the annual general meeting of the members of the corporation shall be given by publication at least twenty-one (21) days prior to the meeting on the NVFC website.
- 3. 04** The business transacted at the annual general meetings of the corporation shall include the following (if applicable):
 - a) Roll call and registration of members.

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- b) Adoption of the minutes of the previous annual meeting and of any special membership meeting held since the last annual general meeting.
 - c) Report of the unfinished business from any previous membership meeting or of any business arising out of the minutes.
 - d) Report of the President on behalf of the Executive.
 - e) Report of the Treasurer
 - f) Any amendments to the by-laws.
 - g) Report of the nominating committee and the election.
 - h) Handing over the chair to the newly elected President.
 - i) New business.
 - j) Adjournment.
- 3. 05** Where notice of a meeting is published, it will be deemed to be received generally by the members of the corporation. The accidental omission of any member or the non-receipt of notice by any member shall not invalidate any resolution passed or any proceedings taken at the meeting.
- 3. 06** A by-law of the corporation, which is subject to voting at the annual general meeting, shall be amended by no less than a two-thirds majority of all eligible members of the corporation in attendance at the annual general meeting.
- 3. 07** Any proposed amendments to the by-laws must be submitted in writing, or via email, to the Secretary of the corporation at least seven days (7) days prior to the annual general meeting.
- 3. 08** Only a member in good standing, who is eighteen years of age or over, is eligible to speak, or vote at the annual general meeting, or any other meeting at which a vote is required.
- 3. 09** Each member of the corporation may be provided with a draft agenda, the report of the Treasurer and accountants report prior to the annual general meeting, unless it is decided by a majority of the Executive that it would be unfeasible to do so. This may be done by way of posting some or all of the said documents on the NVFC website.
- 3. 10** The Executive may appoint a nominating committee of three (3) or more members, who shall nominate at least one member for every position when an election is to be held at an annual general meeting. When a nominating committee has been appointed, the chairman of the meeting shall ask the chairman of the nominating committee to present the names of the members being nominated at the meeting.
- 3. 11** The Executive may fill a vacant position on the Executive, at any Executive meeting with a simple majority vote.
- 3. 12** No member shall have more than one vote, except in the event that a parent or guardian has more than one player that meets the above criteria.

EXECUTIVE

- 4. 01** The Executive shall manage the affairs of the corporation and shall consist of all members of the NVFC who have been elected by a simple majority of all members present at the annual general meeting or who meet the requirements of section 3.11. The Executive shall consist of a minimum of **five (5)** and a maximum of **twelve (12)** members. The current Executive shall determine the specific number of Executive members.
- 4. 02** Members of the Executive and their families shall not enter into any business arrangement with the NVFC in which they are interested directly or indirectly, except with the unanimous consent of the Executive.

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4. 03 The Executive shall meet at such time as the Executive may, from time to time, determine. The Executive shall meet at least eight times (8) during the year. The President shall call a meeting of the Executive when requested to do so by four (4) or more members of the Executive.
4. 04 A quorum for a meeting of the Executive shall consist of a simple majority of all Directors of the Executive in good standing, one of which must be the President, Vice-President or one of the respective Governors. A quorum shall exclude any non-Executive members, who are in attendance as a representative of another branch of the corporation. However, they may participate in all Executive regular business, but do not have voting rights.
4. 05 No member of the Executive shall hold more than one elected office in the NVFC at any one time.
4. 06 When a member of the Executive fails to attend two (2) consecutive meetings without, in the opinion of the Executive, having reasonable cause, he shall be given notice either in writing or by email, advising him that if he does not attend the next scheduled meeting, he will be removed from the Executive without delay. Members of the Executive, who do not attend three meetings in a row, may be removed from their position at that meeting. The notice shall be given by a person designated by the Executive.
4. 07 A Director who, in the opinion of the Executive, fails to offer constructive input to the process of the Executive's business and impedes the progress of the NVFC, engages in serious misconduct, or consistently fails to perform duties allotted to him as a Director, may be removed from his seat at a subsequent meeting after having been given the opportunity to defend his position. A two-thirds majority vote is required to remove a Director. **Regarding detrimental conduct by an executive member, first a verbal warning, second a written reprimand, third brought to a vote for dismissal from the executive board. These do not preclude a one off dismissal for severe detrimental conduct. Verbal and written warnings are reviewed by complaints committee.**
4. 08 Members of the Executive, who are unable to attend a scheduled meeting, may vote on any one issue, or all issues, by means of proxy. Proxy votes must be made either in writing or by email to the recipient and to the Secretary of the NVFC, stating who is to receive their proxy vote, prior to the commencement of the meeting. Excepting the provisions of section 4.09, proxy votes are not needed where there is a quorum of the Executive in attendance. No member can hold more than one proxy vote at any meeting.
4. 09 Members of the Executive, who are unable to attend a scheduled meeting, may vote by proxy on a contentious issue, even if a quorum has been achieved. Notice of their intention and the intended recipient of the proxy vote must be made either in writing or by email to the recipient and to the President of the NVFC, prior to the commencement of the meeting.
4. 10 No member of the Executive shall be paid for services rendered in his capacity as a Director of the NVFC. Members may be reimbursed for legitimate and approved expenses in the course of carrying out their duties on behalf of the NVFC, upon submitting appropriate receipts.
4. 11 Officers of the NVFC shall not serve as coach, assistant coach or manager of a NVFC team, unless approval is given by a simple majority of the Executive.
4. 12 To be eligible for election to the office of President, Vice-President or Secretary, a member shall have served as a Director for at least a one-year term immediately prior to their nomination.
- 4.13 Nominations for Officers, to include President, Vice-President and Secretary, must be submitted to a nominating committee beginning twenty eight (28) days prior to the annual general meeting and closing fourteen (14) days prior to the annual general meeting. Nominations will be made available to the membership on the NVFC website, ten (10) days prior to the annual general meeting. In the event that nominations are not submitted for any current position, the incoming Executive shall assume responsibility to appoint a qualified person to fill that position by a simple majority vote.

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- 4.14** No two people deemed by the executive to have a close personal relationship may hold any 2 of the signing officer positions.
- 4.15** No person shall enter into an executive / coaching / volunteer position with the NVFC, who has a criminal record for offences pertaining to crimes against persons of an assaultive / sexual nature. A criminal background check must be provided upon request by the executive.

EXECUTIVE OFFICERS AND DUTIES

5. 01 The **PRESIDENT** of the corporation shall:

- a) Preside as chair at all meetings of members, which he attends.
- b) Be ex-officio member of all committees and sub-committees of the Executive.
- c) Maintain the agenda and preside as Chairman of all meetings of the Executive, including the annual general meeting and in concert with the Executive, set the meeting dates.
- d) While acting as chair, vote only in the event of a tie, so as to break the said tie.
- e) Be the chief spokesman and representative of the corporation at any public or official function where the NVFC is represented or appoint a designate to act as chief spokesperson, as appropriate.
- f) Ensure that an independent review of the books and records of the corporation is performed annually, under the direction of the Treasurer.
- g) Be responsible for appointing people to count and scrutinize any balloting at any meeting of the Executive.
- h) Perform such other duties as are necessary for the proper conduct of his/ her office as President as well as any other duties as may be determined from time to time by the Executive.
- i) The President shall each season, ensure the Executive selects and names a member of the Executive as the "Complaints Officer" for the NVFC. All attempts will be made to select a member who is not directly involved with any of the NVFC Teams. In the case of a Conflict of Interest involving the Complaints Officer, the Vice President, then the President in that order shall act of the "Complaints Officer".

5. 02 The **VICE-PRESIDENT** of the corporation shall:

- a) Will assist the President with his/ her duties.
- b) In the absence of the President, preside as chair at all meetings of members, which he/ she attend.
- c) Liaise with the Treasurer, and the Governors in assisting to maintain the orderly flow of business
- d) Perform such other duties as are necessary for the proper conduct of his/ her office as a Vice-President as well as any other duties as may be determined from time to time by the Executive.

5. 03 The **SECRETARY** of the corporation shall:

- a) Have custody of the official records of the corporation, including the minute book, letters patent, the corporate seal, the insurance documents and all official correspondence.
- b) Create, maintain and issue copies of minutes and attendance of meetings.

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- c) Maintain an associate file, as required by the provisions of the Corporations Act of the Province of Ontario
- d) Be the official correspondent and contact officer for the corporation.
- e) Perform such other duties as are necessary for the proper conduct of his/ her office as Secretary as well as any other duties as may be determined from time to time by the Executive.

5.04 The **TREASURER** of the corporation shall:

- a) Be the custodian of the books of account and accounting records of the corporation required to be kept by the provisions of the Corporations Act of the Province of Ontario, which books and records shall at all times be open to the inspection of the Executive.
- b) Prepare and submit a monthly financial statement to the Executive, showing the receipts and disbursements and accounts receivable and accounts payable and the financial position of the NVFC.
- c) Assist the accountant in the preparation of the annual review. A review of the financial statements of the corporation shall be prepared at least once each year.
- d) Provide a Treasurer's report to the members at the annual general meeting.
- e) Oversee and recommend policy relating to all financial activities performed by members charged with accepting and/or depositing funds on behalf of the NVFC.
- f) Prepare any financial reports as required from time to time by government departments.
- g) Follow up on any returned cheques received by the corporation.
- h) Oversee all financial duties relevant to fundraising.
- i) Directors with signing authority shall not be related to the Treasurer.
- j) Cheques made payable to any member who has signing authority must have cheques signed by the second signing authority and be brought to the attention of the Executive for discussion, prior to the delivery of the said cheque.
- k) Hold articles of incorporation
- l) Perform such other duties as are necessary for the proper conduct of his/ her office as Treasurer as well as any other duties as may be determined from time to time by the Executive.

5.05 The **GOVERNORS** of the respective teams shall:

- a) Oversee all administrative activities with regard to their respective teams.
- b) Ensure that fields, facilities and times are retained for each of the respective teams. (c) Provide support for the coaching staff with regard to equipment and other needs of the teams.
- c) (d) Liaise with any suppliers or representatives that provide equipment for their respective teams. Ensure that an Athletic Therapist is present for all practices, scrimmages and games. (e) Co-ordinate transportation for their respective teams, to and from all games and scrimmages.
- d) Represent their respective teams at Executive meetings and pass along any concerns with regard to the respective teams.
- e) Work in consort with the league and governors of other teams and ensure the orderly function of team business.
- f) Perform such other duties as are necessary for the proper conduct of his/ her office as a Governor, as well as any other duties as may be determined from time to time by the Executive.

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- g) Once yearly, after the season and prior to the AGM, each governor will undergo a review conducted by the officers of the corporation. During this review, the officers will evaluate the effectiveness of each governor with regards to the following criteria:
 - i. Professionalism when dealing with the league / other organizations / executive / coaching staff / parents / players / public
 - ii. Efficiency in dealing with administrative activities
 - iii. Communication as liaison between the executive and their respective team

5. 06 The **DIRECTORS** shall:

- a) Offer constructive input into the growth and development of the corporation.
- b) Act in accordance with the changes in policy and direction of the Executive, as voted on and passed at scheduled meetings.
- c) Refrain from disclosing matters discussed at Executive meetings with any person(s) outside of the Executive. Actively participate in and assist with any and all matters involved in the day-to-day operations requiring the attention of members, outside of those tasks outlined in various members' job description.
- d) Perform such other duties as are necessary for the proper conduct of his office as a Director as well as any other duties as may be determined from time to time by the Executive.

TERMS OF OFFICE

5. 07

- a) Term of office for Directors and Governors shall be one year.
- b) Term of office for Officers shall be **three** years.
- c) Elected officers shall retire from office at the Annual General Meeting at which time their term expires and their successor is elected. A retiring elected official is eligible for reelection. If no successor is elected, the person previously elected or appointed continues to hold office.
- d) Elections shall be by ballot, using a method determined by the Executive. In the event of a sole candidate, election may be by acclamation.
- e) If an elected official resigns his office, or otherwise ceases to hold office, the remaining Officers may appoint a person to take the place of the former Officer. Such an appointed Officer holds the office only until the election at the next Annual General Meeting of the Niagara Varsity Football Club, but is eligible for re-election.
- f) The positions of President, Vice-President, Secretary, Treasurer and each team's Governor shall be held by one person only. An assistant may be appointed to each position, but not as a co-holder of that position. Assistants must be voted on and approved by at least a two-thirds majority of the Executive.

CONDUCT OF DIRECTORS

5. 08 Directors of the Niagara Varsity Football Club shall, at all times:

- a) Act honestly and in good faith and in the best interest of the Niagara Varsity Football
- b) Club,
- c) Exercise the care, diligence and skill of a reasonably prudent person in exercising his /her powers and performing his duties.

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- 5. 09** Nothing, in any contract, the by-laws or policies of the Corporation, or the duties of his/ her appointment, relieves a Director:
- a) from the duty to act in accordance with the law,
 - b) from a liability that by virtue of a rule of law would otherwise apply with respect to negligence, default, breach of duty, or breach of trust of which he / she may be guilty in relation to the Niagara Varsity Football Club.
 - c) All directors must refrain from any and all negative comments or behaviour publicly or privately that could be seen as harmful and/or defamatory, or providing information that could cause any harm to the organization or its members.

CONFLICT OF INTEREST

5. 10 Disclosure

A Director of the Niagara Varsity Football Club who is, directly or indirectly, interested in a proposed contract or transaction with the Niagara Varsity Football Club, shall disclose fully and promptly the nature and extent of that interest to the President and to each other Director.

5. 11 Accountability

A Director who enters into, or performs a contract or transaction for the Niagara Varsity Football

- a) Club shall account to the Niagara Varsity Football Club for any profit made in consequence unless; a) he/she discloses their interest,
 - b) after fully disclosed, the proposed contract or transaction is approved by the NVFC Executive.
 - c) he/she abstains from voting on the approval of the proposed contract or transaction or unless,
 - d) the contract or transaction was reasonable and fair to the Niagara Varsity Football Club at the time it was entered into, and
 - e) after full disclosure of the nature and extent of his/her interest in the contract or transaction, it was approved.
- 5. 12** A Director with an interest in a proposed contract or transaction with the Niagara Varsity Football Club shall not be counted in the quorum at a meeting of the NVFC Executive at which the contract or transaction is approved.

COMMITTEES

- 6. 01** The Executive may, from time to time, establish various committees of the Executive, in carrying out their administrative functions.
- 6. 02** The Executive shall specify and may amend the duties and powers of each committee that is appointed.
- 6. 03** Committee recommendations must first be approved by a majority vote of the Executive.
- 6. 04** Every standing committee will be chaired by a member of the Executive, or a delegate thereof.

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PERSONNEL COMMITTEE

- 6. 05** The Executive shall establish a Personnel Committee comprised of the President, all governors and, at the discretion of the Executive, additional non-coaching Directors. Responsibilities of the Personnel Committee shall:
- a) posting of details regarding coaching vacancies
 - b) receive, process and shortlist applications for all vacancies
 - c) conduct interviews
 - d) provide assessment and/or recommendations for selection to the Executive
 - e) ensures that Head Coaches hold regular and year-end coaches meetings and they conduct a peer-to-peer review and coaches complete a self-evaluation. Governors gather feedback from the players and parents from their team (ex. anonymous survey, interview with parent reps) and that the results of this process be forwarded to the Personnel Committee prior to them making a recommendation
 - f) perform a year end review with the Head Coaches, taking into consideration of the results of the 360-Degree Evaluation, conduct a private, in-depth interview with each Head Coach and submit recommendations and findings to the executive.
 - g) receive and attempt to resolve concerns expressed by members, players and the general public, regarding coaching issues. The Personnel Committee will investigate and submit their findings and recommendations to the Executive at the earliest convenience. The Executive will, by majority vote, decide on appropriate action.
 - h) all governors must disclose if they have a personal relationship with a coach under review and may be asked to recuse them self from the review process if there is a possible conflict of interest.

COACHING STAFF

- 7. 01** No person shall enter into a coaching position with the NVFC, who has a criminal record for offences pertaining to crimes against persons of an assaultive or sexual nature. The Executive may refuse coaches convicted of other criminal acts, if the said behavior conflicts with the objectives of the NVFC.
- 7. 02** Head coaches shall recommend a minimum of four assistant coaches to be on staff. The resumes and histories of the assistant coaches will be reviewed by the Personnel Committee who shall provide assessment and/or recommendations for selection to the Executive. A majority vote is needed for any and all applicants to be allowed to coach. If a Head Coach cannot continue in their role as Head Coach, or is removed by the executive for any reason, the interim position will be occupied until the Head Coach returns or the end of the current league season
- 7. 03**
- a) All coaches and will be appointed for a one-year term. The Executive may extend a coach's appointment for a further year, if they are deemed to be working within the mandate and expectations of the NVFC. The Executive may, at any time, remove a coach, where the Executive, by a majority vote, rules that a coach/ is not fulfilling his/her duties. The Executive may, by majority vote, appoint an interim coach until such time as they can conduct a competition to fill a vacancy.
 - b) All Head Coach seasons are deemed to be successful after a positive review by the personnel committee. If a successful season is confirmed by the personnel committee, the current Head Coach will be offered the right to retain their position for the next season. No Head Coach may challenge for another Head Coach position unless it is vacant. All current Head Coaches will be offered first opportunity to apply

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for any newly vacant Head Coach positions in any division. All new Head Coach applicants must go through the interview process.

7.04

Head Coaches must have completed, or are in the process of completing or are willing to complete during their tenure the National Coaching Certification Program (NCCP) and the Safe Contact training. Head Coaches shall be eligible to receive a \$200 honorarium at the beginning of each season to cover a partial reimbursement of their NVFC- related training.

7.5 Each Governor shall ensure their parent/player body for their team, is routinely and in a timely manner be provided information with regards to the NVFC, OVFL and any other issues that maybe penitent to the their team. This may take the form of but not limited to: use of multimedia (Spears Web Page, Facebook, and email group), conducting player and/or parent meetings as required, use of NVFC resources such the Player Handbook, Constitution and the use of parent reps. Each Governor shall ensure that NVFC, team standards and expectations are clearly explained and communicated to their player/parent body.

7.6 Each Coach shall at the start of their season outline the Complaints and Concerns policy to their parents and players.

a) Player First

If a player has a concern or complaint, they are encouraged to first speak with their positional coach, then Coordinators, then the Head Coach, in that order. In all cases players are encouraged to resolve problems on their own.

b) 24 Hour Rule

If a parent / player have a concern or complaint, they are encouraged to first follow the “24 hour rule”. If after that period they still have the same concerns or complaints and the player resolution outlined in Sec. (a) has been unsuccessful or not applicable the parent / player is encouraged to speak with their Parent Rep. then the Team Governor. The Governor and Parent Reps will keep the Head Coach advised of all complaints and concerns.

c) Protecting of Positional Coaches

Parents are not to approach positional coaches with concerns or complaints. If this occurs positional coaches are to refer them to the Governor or Head Coach.

d) Reporting Obligation

Any Coach aware of any problems or concerns is obligated to and shall notify the Head Coach and Governor of their Team. If the complaint or concern pertains to another, the team Governor shall notify the “Complaints Officer” on the Executive and the appropriate team Governor.

e) Early Resolution & Player Involvement

The Governor and Head Coach will make all attempts to resolve the complaint or concern, by providing insight, advice, and an explanation or by restating Team, NVFC and OVFL Policy and Procedure. The player should be present in these discussions, as their wellbeing and development is the focus of the NVFC.

f) Witnessing Policy

All conversations with a Parent with regards to problems or complaints should involve two members of the Team Staff (e.g. Head Coach / Governor and another member of the Staff) when possible.

g.) Complaints Officer Involvement

If the concern or complaint is unable to be resolved at the team level, the Governor shall report the complaint or concern to the “Complaints Officer” on the Executive. The Complaints Officer shall make all attempts to resolve the complaint or concern and report the problem or concern to the

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Executive Body within 3 Days or receiving the Complaint and report the resolution if adequately addressed.

h) Executive Involvement

Any Complaint or Concern not resolved by the Complaints Officer shall become an issue for the Executive to address and resolve.

i) League Involvement

The President shall notify the OVFL if the Complaint or Concern involves OVFL policy and procedures or involves another team.

j) Legal Authorities Involvement

If the Complaint or Concern involves criminal activity the Executive shall notify the appropriate agency that has jurisdiction over these matters.

AFFILIATION, ORGANIZATION AND ADMINISTRATION

8. 01 The Corporation considers itself to be affiliated with and will at all times act in accordance with the regulations and by-laws of Ontario Football Alliance, the Ontario Varsity Football League and The Ontario Minor Football Club. Should a possible conflict arise between the by-laws of the corporation, the corporation's playing rules and any of the regulations or by-laws of the aforementioned organizations, the Executive shall review the matter and determine appropriate action.

SIGNING AUTHORITY

9. 01 All cheques must be signed by two Directors, who have been granted signing authority by the Executive. All cheques must include the name of the payee, date and amount of funds, prior to signing and distribution.

9. 02 The NVFC shall have at all times a minimum of two and a maximum of four signing officers. In the event of a resignation of a signing officer, their signature shall be removed from the bank's records immediately following their resignation.

LIABILITY / INDEMNITY

10. 01 Any damage, injury or loss suffered by any person or organization as a result of any direct or indirect actions of the corporation or anyone acting on behalf of the corporation, shall be the sole liability of the corporation and no member of the corporation shall be held personally liable. No members of the corporation are authorized to act on behalf of the corporation without formal consent of the corporation, granted by a majority vote of the Executive. Any member or person purportedly acting on behalf of the corporation, without necessary authorization, does so strictly at his own risk and liability. Should the corporation contribute or loan property or equipment to individuals or organizations, such is done with the understanding that the receiver will utilize the property at his own risk and agrees not to hold the corporation, or any members thereof, liable for any damages that may result from any defect or shortcoming in the aforementioned property. The NVFC will carry Liability Insurance to protect the members of the Executive committee.

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REGISTRATION

11. 01 No player shall be given equipment or engage in team activities, unless he has completed a registration form with the corporation / respective league and paid any and all fees due, in full. The Executive may waive payment of fees, in whole or in part, on a case-by-case basis, by majority vote. No player shall be accepted for registration on a team that has already played its first game, unless such a registration is consented to by a resolution of the Executive.

REGISTRATION REFUNDS

11. 02 Partial refunds for registration, non injury, will only be considered until June 1st of the playing year and will be assessed on a case-by-case basis. Any requests for a refund premised on an injury must be submitted, in writing, to the Governor before June 30 of the playing year, in order to receive consideration. All requests for a refund must be presented at an Executive meeting by the respective Head Coach or Governor, subject to a majority vote by the Executive. Initial try-out fees are non-refundable.

CLOTHING

- 12. 01** All articles of clothing obtained by individuals or teams operating under the auspices of the corporation shall be obtained through the corporation and approved by the Executive.
- 12. 02** The official colors of the NVFC are Cardinal and Vegas Gold. Any changes to the NVFC's colors must be presented to the Executive and are subject to a majority vote, and is subject to approval by each team's respective league.

MEDICAL SUPPORT

- 13. 01** Every effort shall be made to ensure that no team shall participate in a practice, scrimmage or game, without there being at least one certified Athletic Therapist or Paramedic on site to tend to players.
- 13. 02** In the event of an injury requiring the transportation of a player to a medical facility, the NVFC shall:
- a) Ensure that a parent / guardian is attending the medical facility with the injured player, or
 - b) In the event that there is no parent / guardian, a member of the NVFC shall attend the medical facility with the injured player.
 - c) In the event that there is a parent / guardian attending with the injured player, a member of the NVFC may also attend, or at least follow-up either in person, or by telephone, on the condition and needs of the player.
 - d) Assist in any way possible, given the location, feasibility and resources available to the affected team.

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TRANSPORTATION OF PLAYERS

14. 01 The NVFC, through each team's respective league, will be responsible for transportation to league-scheduled games. In the event that there is a need to obtain alternate or additional transportation scrimmages, exhibition games or league-scheduled games, it will only be done with the written consent of the parents or guardians of the players under the age of eighteen. Players aged eighteen or older may consent to the alternate transportation of their own accord. Such alternate transportation must also be approved through majority vote of the Executive.

VOLUNTEERS

15. 01 The NVFC may retain the use of volunteer staff, to help with all aspects of the corporation's business. Where deemed appropriate by the Executive, volunteers shall be insured through the teams/ league insurance, at the expense of the corporation.

BUDGET

16. 01 The Corporation shall establish and make every attempt to operate within their budget and present a balanced budget at the end of the fiscal year. Expenditures will be entertained having regard to the needs and commitments of the corporation and its ability to pay for the said expenditure. In the event of a shortfall of funding, priority will be given to those commitments that must be addressed in order to maintain the operation of the corporation.

CUSTODY OF SECURITIES

17. 01 All shares, certificates, bonds, debentures, notes or other obligations must be purchased through a chartered bank, held in the name of Niagara Varsity Football Club and be secured in a safety deposit box owned by the Niagara Varsity Football Club.

EQUIPMENT

18. 01 All equipment issued by the NVFC shall meet all safety requirements, as prescribed by law or regulation. Any and all equipment issued by the NVFC remains the property of the NVFC. Any loss of, or willful neglect of issued equipment, will require that the player or his parent/guardian (depending on age) reimburse the NVFC for the full replacement cost.

18. 02 Any player who is in default of payment may be subject to enforcement action and the said player shall not be allowed to register with the NVFC for the following season, until all outstanding debts have been settled.

18.03 The corporation shall set aside monies for the refurbishment and/or replacement of equipment in a reasonable amount, having regard to the yearly budget of the NVFC. No damaged or unsafe equipment will be distributed to any player of the NVFC. All equipment shall be inventoried and inspected at the end of the respective team's season.

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APPEAL PROCESS

- 19. 01** Decisions made by the NVFC Executive shall be considered final. Should a member wish to appeal a decision, they may do so through the governing body Ontario Football Alliance. The appeal process is outlined in the Ontario Football Alliance constitution, available on their website.
- 19. 02** Decisions rendered by the Ontario Varsity Football League and Ontario Minor Football League are subject to appeal, as per the OVFL constitution, should the NVFC Executive deem it necessary.

SUSPENSIONS / SANCTIONS

- 20. 01** All members will recognize suspensions and sanctions set forth by member organizations of Ontario Football Alliance. No player, coach or volunteer shall participate in any Niagara Varsity Football Club game, if suspended by another member of Ontario Football Alliance.

FAIR PLAY STATEMENT

- 21. 01** The Niagara Varsity Football Club Code of Ethics has been developed to protect and promote the best interests of the game. Its primary purpose is to clarify and distinguish ethical and approved professional practices from those, which are detrimental, and to promote the principles of fair play in football. Its secondary purpose is to emphasize the purpose and value of football, and to stress proper function of all those involved in relation to schools, public and the players. The ultimate success of the principles and standards of the Code depends upon the football coaches, administrators, and players of the game. Individuals should never place the value of a win above that of instilling the highest desirable ideals and character traits in the players. The safety and welfare of the players should always be uppermost in their minds, and they must never be sacrificed for any personal prestige or selfish glory.
- 21. 02** In teaching the game of football, coaches must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in the game of football, nor have any coaches, guilty of such teaching, the right to call themselves coaches.

GENDER EQUITY / ACCESS TO PERSONS WITH A DISABILITY STATEMENT

- 22. 01** Niagara Varsity Football Club promotes the principles of Gender Equity throughout its organizations and volunteer committees, by demonstrating a commitment to equity and access for women as athletes, coaches, officials, volunteers and leaders. Representation of Niagara Varsity Football Club's committees and administrations is of paramount importance to reflect the individuals participating in tackle football programs in Ontario.
- 22. 02** Access to all programs and committees are to be provided on a fair and equitable basis to all individuals wishing to volunteer their time and effort. Approval to participate in any program or committee will be based on the individual's ability to contribute to the program or committee and not on his/her gender, ethnicity, colour, religion, or physical ability. The

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Niagara Varsity Football Club is totally committed to a complete range of opportunities and choices to achieve personal, social and economic benefits from all our programs.

DRUG-FREE STATEMENT

- 23. 01** It is the position of Niagara Varsity Football Club to oppose the use of Banned and Restricted Doping Classes and Methods and to be proactive in the area of education to discourage their use. This position is based on the fact that banned substances, which artificially enhance performance in training and competition, are harmful to health, ethically wrong, and ultimately a threat to amateur sport today.
- 23. 02** The Niagara Varsity Football Club is unequivocally opposed to the use of any Banned and Restricted Doping Classes and Methods in contravention to the rules, and is equally opposed to any encouragement of the usage of such substances by individuals in positions of leadership, such as coaches, medical practitioners, sports scientists, the athletes themselves, or by any other members of the Niagara Varsity Football Club.
- 23. 03** The Niagara Varsity Football Club agrees to adopt and follow the Canadian Policy on Penalties for Doping Sport and the Canadian Doping Control Regulations as endorsed and provided by Sport Canada and the Canadian Centre for Ethics in Sport.

ATHLETE INVOLVEMENT IN DECISION MAKING

- 24. 01** It is the policy of the Niagara Varsity Football Club that, wherever possible, athletes are encouraged to provide input regarding policies and procedures, as they pertain to the governance of rules and play.

HARRASSMENT POLICY

- 25. 01** The Niagara Varsity Football Club will follow the policies as set out in the Ontario Football Alliance Policy and Procedures Manual and shall abide by all applicable Provincial and Federal Statutes.

ISSUES OF INTERPRETATION OR CONTRADICTIONARY LANGUAGE

- 26 01** Where inadvertent issues of interpretation or contradictory language within the by-laws, or policies of the Corporation are brought to the attention of the Executive, they shall be resolved and clarified through a two-thirds majority vote of the Executive.