

# **H.T.F.A. CONSTITUTION**

## **ARTICLE #1 - NAME:**

THIS ORGANIZATION SHALL BE KNOWN AS THE HAMILTON TOUCH FOOTBALL ASSOCIATION, HEREINAFTER REFERRED TO AS THE ASSOCIATION OR THE LEAGUE.

## **ARTICLE #2 - PURPOSE:**

THE PURPOSE OF THE ASSOCIATION SHALL BE TO PROVIDE ORGANIZED RECREATIONAL TOUCH FOOTBALL FOR MEN 18 YEARS OF AGE OR OLDER (MUST BE 18 AS OF THE FIRST GAME OF THE SEASON).

## **ARTICLE #3 - AFFILIATION:**

1. THE ASSOCIATION SHALL OPERATE AS AN INDEPENDENT LEAGUE IN AFFILIATION WITH THE ONTARIO AMATEUR FOOTBALL ASSOCIATION & THE CANADIAN AMATEUR FOOTBALL ASSOCIATION.
2. ANY PROPOSED AFFILIATION WITH OTHER LEAGUES MUST BE APPROVED BY THE ASSOCIATION.

## **ARTICLE #4 - MEMBERSHIP:**

MEMBERSHIP IN THE ASSOCIATION SHALL BE COMPOSED OF SUCH TEAMS AND INDIVIDUALS WHO, SHALL AGREE TO AND ABIDE BY THE CONSTITUTION AND COMPLY WITH THE RULES AND BY-LAWS OF THE ASSOCIATION.

## **ARTICLE #5 - EXECUTIVE:**

1. THE EXECUTIVE OF THE ASSOCIATION SHALL CONSIST OF  
A) PRESIDENT, B) SECRETARY, C) TREASURER, D) DIRECTOR, E) DIRECTOR AND ADDITIONAL DIRECTORS AS SEEN NECESSARY BY THE EXECUTIVE.
2. EXECUTIVE SHALL BE ELECTED EVERY TWO (2) YEARS AND SHALL HAVE VOTING POWER SHOULD ANY EXECUTIVE MEMBER NOT STAY ON THE EXECUTIVE FOR TWO YEARS, THE REMAINDER OF THE EXECUTIVE SHALL APPOINT A REPLACEMENT FOR THE BALANCE OF HIS TERM.
3. THE EXECUTIVE SHALL BE THE RULING POWER OF THE ASSOCIATION, BUT ANY POLICY OR CHANGES WILL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE COLLECTIVE MEMBERSHIP FOR A FINAL VOTE.

4. NO ONE MAY BE NOMINATED FOR ELECTION TO THE EXECUTIVE UNLESS HE HAS SERVED AT LEAST (1) YEAR IN THE ASSOCIATION AS A REPRESENTATIVE, OR TO THE DISCRETION OF THE EXECUTIVE IN POWER.

5. ANY UNUSUAL OR CONTRADICTIONARY ACTS TO LEAGUE POLICY OR TO THE CONSTITUTION AND BY-LAWS ARE TO BE BROUGHT TO THE LEAGUES ATTENTION AT ONCE, BY CONDUCTING A MEETING.

**ARTICLE #6 - DUTIES OF THE EXECUTIVE:**

THE EXECUTIVE SHALL BE RESPONSIBLE FOR THE DISBURSEMENT OF ALL LEAGUE FUNDS, I.E. TOTAL EXECUTIVE COMMUNICATION SHALL BE A PRIORITY WITH REGARD TO LEAGUE FUNDS. THE PRESIDENT SHALL GOVERN THE WORK OF THE EXECUTIVE IN PERFORMING THE FOLLOWING FUNCTIONS.

1. PREPARING ANNUAL BUDGET, FEES, TIMETABLE FOR PAYMENT OF FEES.
2. SCREENING LEAGUE APPLICANTS.
3. DRAFTING UP THE LEAGUE PLAYING SCHEDULE.
4. SECURING PLAYING FIELD PERMITS.
5. DISTRIBUTING LEAGUE EQUIPMENT.
6. HANDLING LEAGUE CORRESPONDENCE.
7. RELEASING LEAGUE CORRESPONDENCE.
8. DECIDING GAME PROTEST AND PLAYER SUSPENSIONS.
9. MAINTAINING RECORD OF LEAGUE FINANCES.
10. MAINTAINING UP TO DATE RECORDS OF TEAM ROSTERS, GAME SCORES AND LEAGUE STANDINGS.
11. LEAGUE ACCOUNT SHALL BE OPENED BY TWO (2) MEMBERS OF THE EXECUTIVE. PRESIDENT MUST AND SHALL BE ONE OF HE SIGNATURES ON THE CHEQUES. THE SECOND SIGNATURE CAN BE ANY ONE LEFT ON THE EXECUTIVE.
12. THE TREASURER SHALL HAVE ALL INFORMATION, ACCOUNT NUMBERS AND HAVE FREE AND ALL ACCESS TO THE KNOWLEDGE OF THE LEAGUES FUNDS.
13. THERE WILL BE NO EXCEPTIONS TO LEAGUE CHEQUE DISBURSEMENTS. ALL CHEQUES MUST HAVE RECEIPTS TO BALANCE THE LEAGUE BOOKS.
14. RECEIPTS, CHEQUE AMOUNTS AND REVENUES CAN BE SHOWN TO ANY REP. IN THE LEAGUE AT ANY TIME.
15. FINANCIAL STATEMENTS WILL BE PROVIDED AT THE BEGINNING, MIDDLE AND AT THE END OF EACH SEASON

OF PLAY. (I.E. JANUARY, JULY AND SEPTEMBER, THERE SHALL BE NO EXCEPTIONS.)

**ARTICLE #7 - MEETINGS:**

1. AN ANNUAL GENERAL MEETING OF THE ASSOCIATION SHALL MEET ONCE PRIOR TO THE BEGINNING OF EACH YEAR (SEASON).
2. A GENERAL MEETING SHALL BE HELD AT THE END OF THE SEASON TO REVIEW, AND ELECT NEW EXECUTIVES IF REQUIRED.
3. EXECUTIVE MEETINGS WILL BE HELD PRIOR TO EACH GENERAL MEETING.
  - A) THE PRESIDENT SHALL ORGANIZE A MEETING PRIOR TO THE GENERAL MEETING WITH A MINIMUM OF THREE (3) MEMBERS PRESENT.
  - B) IF AN UNFORESEEN PROBLEM OCCURS WHERE THE EXECUTIVE CAN'T MEET, THE PRESIDENT SHALL PHONE THE EXECUTIVE AND MAKE THEM AWARE OF THE UP COMING AGENDA.
4. MEETINGS WILL BE HELD AT SPONSORSHIP'S PLACE, SO TIMES AND DATES WILL VARY FROM TIME TO TIME.
5. NO ITEM SHALL BE DISCUSSED OR VOTED UPON AT AN ANNUAL GENERAL MEETING UNLESS RECEIVED 14 DAYS IN ADVANCE IN WRITING.
6. EACH TEAM SHALL BE NOTIFIED PRIOR TO ANNUAL GENERAL MEETING REGARDING ITEMS TO BE DISCUSSED OR VOTED UPON.

**ARTICLE #8 - RULES AND REGULATIONS:**

1. THE PRESIDENT OR HIS DESIGNATE SHALL PRESIDE AT ALL MEETINGS OF THE ASSOCIATION AND EXECUTIVE.
2. A MAJORITY OF TEAMS MUST BE IN ATTENDANCE TO CONDUCT A GENERAL AND ANNUAL MEETING.
3. THE QUORUM MUST ALL BE IN GOOD STANDING WITH THE ASSOCIATION, IF NOT THE MEETING IS INVALID.
4. EACH MEETING MUST HAVE AN AGENDA TO HANDOUT OR SUBMIT ONE.
5. ALL RESOLUTIONS MADE AT A MEETING SHALL BE DECIDED BY A MAJORITY VOTE AND IN THE EVENT OF A TIE, THE PRESIDING OFFICER SHALL CAST HIS VOTE TO BREAK THE TIE. ALL TEAMS MUST BE IN GOOD STANDING. EACH TEAM IN GOOD STANDING, INCLUDING THE REP. OF THAT TEAM SHALL HAVE ONE VOTE ONLY. THE PRESIDING OFFICER SHALL DICTATE WHO HAS THE VOTING POWER OF THAT TEAM.

6. ONCE AN ISSUE HAS BEEN VOTED ON, IT CANNOT BE RE-VOTED ON IN THAT SAME YEAR.

7. THE PRESIDING OFFICER AT ANY MEETING SHALL HAVE THE POWER TO ESTABLISH ANY OTHER PROCEDURAL RULES OF ORDER TO BE FOLLOWED DURING THE MEETING.

**ARTICLE #9 - AMENDMENTS TO THE CONSTITUTION:**

1. ANY AMENDMENTS TO THE CONSTITUTION SHALL BE MADE AT THE ANNUAL MEETING, IF INVALID THE NEXT MEETING SHALL BE ALLOWED.

**ARTICLE #10 - PAYMENT TO '1 HL LEAGUE:**

1. FEES WILL BE DETERMINED BY THE LEAGUE PRESIDENT PRIOR TO LEAGUE START.

2. PAYMENT TO LEAGUE (FEE'S) AND RATIO BREAKDOWN WILL ALSO BE DETERMINED PRIOR TO THE LEAGUE START.

3. PAYMENT TO THE LEAGUE IN FULL IS A MUST PRIOR TO SEASON START.

4. FAILURE TO PAY THE LEAGUE IN FULL PRIOR TO SEASON START WILL INCUR A DEFAULT FINE FOR EVERY GAME MISSED ON TOP OF OUTSTANDING FEE'S.

5. AFTER FIVE (5) GAMES THAT TEAM WILL BE DISMISSED FOR THE REMAINDER OF THE SEASON WITHOUT REFUND OR PREVIOUS FUNDS PAID.

6. ANY SURCHARGES APPLIED FROM THE LEAGUE, FOOTBALL ONTARIO AND FOOTBALL CANADA WILL BE PAID IN FULL 3 TO 5 WEEKS AFTER NOTIFICATION TO THE LEAGUE REP'S (PHONE CALL OR MEETING).

**H.T.F.A. BY-LAWS**

1. ESTABLISHED TEAMS MUST SUBMIT A REGISTRATION FEE OF \$100.00. NEW TEAMS MUST ALSO SUBMIT A FEE OF \$100.00 TO ESTABLISH A SPOT IN OUR LEAGUE. IF A TEAM IS REJECTED BEFORE THE START OF THE SEASON THEIR \$100.00 WILL BE REFUNDED. THE BALANCE OF THE MONEY OWED WILL BE PAID PRIOR TO THE START OF EACH NEW SEASON.

2. EACH TEAM MUST IN WRITING SUBMIT A ROSTER, AND WAIVER FORM FULLY COMPLETED AND SIGNED. THE FINAL ROSTER MUST NOT

EXCEED TWENTY-THREE (23) PLAYERS. TO ADD OR DELETE PLAYERS BEFORE THE FINAL ROSTER IS DUE, IT MUST BE IN WRITING, THEN SUBMITTED TO THE EXECUTIVE BEFORE THE NEXT GAME. NO ROSTER ADDITIONS WILL BE PERMITTED AFTER FOUR GAMES INTO THE SEASON, OR ANY OTHER DATE CONFIRMED BY LEAGUE EXECUTIVES.

3. AFTER THE FINAL ROSTER IS DUE, THE OFFICIAL ROSTER WILL BE HANDED OUT TO EACH TEAM.

4. THE ASSOCIATION AND/OR ITS AGENTS SHALL NOT BE HELD RESPONSIBLE FOR PERSONAL INJURY OR OTHER PHYSICAL, MATERIAL LIABILITY. THIS WAIVER DULY SIGNED MUST BE RECEIVED BY THE EXECUTIVE PRIOR TO ANY GAMES PLAYED IN THE LEAGUE.

5. A PLAYER MUST HAVE SIGNED A WAIVER, AND MUST BE ON THE FINAL ROSTER TO BE ELIGIBLE TO PLAY IN LEAGUE.

6. ANY TEAM THAT USES INELIGIBLE PLAYERS, SHALL FORCE THE EXECUTIVE TO:

A) DEFAULT ANY GAMES OR GAMES THEY PLAY IN

B) FINE TEAM \$50.00 FOR EACH GAME ON TOP OF THE DEFAULT FINE (I.E. \$50 + \$75=\$125.00)

7. PLAYOFF ELIGIBILITY WILL BE EIGHT (8) GAMES IN WHICH WILL BE VERIFIED BY LEAGUE EXECUTIVE.

8. ANY REP CAN ASK FOR I.D. OF ANY PLAYER OR PLAYERS IN QUESTION. A REFEREE WOULD BE NICE TO SIGN THE GAME SHEET TO SOLIDIFY YOUR CLAIM.

9. PLAYERS MUST BE 18 YEARS OF AGE OR OLDER THE PLAYER MUST BE 18 BEFORE THE START OF SEASON.

10. ANY QUARTERBACK REGISTERED AS A SENIOR PLAYER WITH THE O.A.F.A. OR THE C.A.F.A. OFFICES WILL BE LIMITED TO THROW A FORWARD PASS IN (A) DIVISION ONLY.

11. A PLAYER REGISTER WITH O.A.F.A. AS "AA" WILL BE ELIGIBLE TO PLAY ON A TEAM IN ANOTHER DIVISION. (ART. #9 STILL APPLIES)

12. H.T.F.A. MEMBERS WHO ARE REFEREES WILL NOT BE PERMITTED TO OFFICIATE IN THEIR OWN DIVISION IN REGULAR, AND POST-SEASON PLAY.

13, ANY PLAYER INJURED DURING SEASON PLAY, CAN PLAY IN PLAYOFF GAMEs PROVIDING HE WAS IN ATTENDANCE AT GAME AND MARKED INJURED ON GAME SHEET.

14. H.T.F.A. MEMBERS *ARE* ONLY ALLOWED TO PLAY IN ONE (1) DIVISION, THIS DOESN'T APPLY TO "AA" DIVISIONS.

## **#2 GAME SHEETS**

1. GAMES SHEETS ARE TO BE FILLED OUT IN ADVANCE OF GAMES AND WILL BE EXCHANGED BY TEAM REPS PRIOR TO THE START OF EACH GAME. AT GAME END, SHEETS ARE TO BE RETURNED SIGNED, AND LATE PLAYERS ADDED BY OPPOSING REP. THIS MUST BE DONE IN FRONT OF OPPOSING REP.

## **SUSPENSIONS**

1. ANY PLAYER OR PLAYERS, EXECUTIVE, OFFICIAL, AND REP., OF A TEAM FOUND GUILTY, OR WHO DOES ANY KIND OF DETRIMENTAL ACTION TO THE LEAGUE WILL BE HANDLED BY VOTE.

a) A MEETING WILL BE HELD, THE SITUATION DEALT WITH TO THE LEAGUES BEST INTEREST.

b) FINES, SUSPENSIONS, EJECTIONS, AND/OR DISMISSAL WILL BE *VOTED ON FIRST* BY THE EXECUTIVE.

c) THE EXECUTIVE THEN WILL PROPOSE THE SANCTIONS TO THE LEAGUE FOR AMENDMENTS, THEN VOTE.

2. THE CONDUCT OF THE PLAYERS MUST BE SUCH AS TO BE AN ASSET TO THE ASSOCIATION. ANY PLAYER, REP., OR EXECUTIVE FOUND GUILTY OF CONDUCT UNBECOMING AND DETRIMENTAL, TO THE LEAGUE WILL BE SUSPENDED BY THE EXECUTIVE. A SUSPENDED PLAYERS' TEAM WILL BE REQUIRED TO PAY A FINE BEFORE THAT PLAYER WILL BE ALLOWED TO RETURN TO LEAGUE PLAY.

3. PLAYER EJECTIONS MUST BE REPORTED BY THE REFEREE TO THE EXECUTIVE WITHIN 72 HRS OF THE GAME IN QUESTION.

4. TEAMS WILL BE HELD RESPONSIBLE FOR THE CONDUCT OF THEIR PLAYERS. TEAMS AND PLAYERS CAN BE EJECTED FROM THE LEAGUE AT THE DISCRETION OF THE EXECUTIVE FOR PERMITTING CONDUCT BY THEIR PLAYERS WHICH IS DETRIMENTAL TO THE LEAGUE.

5. ALL SUSPENSIONS APPLY TO SEASON AND POST-SEASON PLAY. THE YEAR FOLLOWING MAY ALSO APPLY.

## **#3 PROTESTS**

ANY TEAM PROTESTING A GAME, PLAYER OR ANY OTHER MATTER MUST SUBMIT A WRITTEN PROTEST TO THE EXECUTIVE WITHIN 48 HRS OF THE GAME. A PROTEST LOSS WILL BE SUBJECT TO A FINE.

#### **#4 ROSTERS**

1. MINIMUM OF PLAYERS NEEDED TO PLAY IS SIX (6). ALSO TO START A GAME.
2. A DRAFT WILL BE HELD IF NEEDED, IF A TEAM HAS FOLDED. THE DRAFT DEADLINE WILL BE AUGUST 1.

#### **#5 FORFEITS**

1. THE SHOW TEAM WILL BE AWARDED WITH A 30-0 WIN. NO SHOW 30-0 LOSS IN ADDITION TO THE SET FINE FOR THAT YEAR.
2. TEAMS THAT FORFEIT 2 LEAGUE GAMES SHALL APPEAR IN FRONT OF THE EXECUTIVE. FAILURE TO DO SO WILL RESULT IN IMMEDIATE EJECTION FROM THE LEAGUE WITHOUT REFUND.
3. THEIR SUBSEQUENT GAMES ARE AWARDED TO THEIR OPPONENTS 30-0. PRIOR GAMES REMAIN AS IS.

#### **#6 PLAYOFF REGULATIONS**

1. PLAYOFF STRUCTURE WILL BE FINALIZED PRIOR TO POST-SEASON PLAY.
2. TEAMS THAT ARE TIED IN FINAL STANDINGS, THE ORDER OF FINISH WILL BE :
  - 1) GAME RESULTS OF TIED TEAMS
  - 2) RECORD AGAINST TEAMS IN OWN DIVISION
  - 3) OVERALL POINTS FOR, AGAINST TIED TEAMS
  - 4) POINTS FOR, AGAINST
  - 5) POINTS FOR
3. STANDINGS WILL BE CALCULATED EMPLOYING THE CURRENT C.F.L. POINT METHOD.
4. PLAYOFF TIE GAME. TWO TEN MINUTE OVERTIME PERIODS WILL BE PLAYED TO DETERMINE THE VICTOR

#### **#7 RESCHEDULING**

1. LEAGUE ALLOWS TEAMS TO RESCHEDULE ONE (1) GAME ONLY, OTHER THAN TOURNAMENT PLAY. THE REQUESTING TEAM MUST ADVISE THE EXECUTIVE MEMBER 2 WEEKS PRIOR TO THE GAME. THE TEAM MUST THEN ADVISE OF THE BEST TIME TO RESCHEDULE THAT PARTICULAR GAME. IT MUST BE REPLAYED WITHIN 2 WEEKS.

## **#8 EQUIPMENT**

ONLY LEAGUE EQUIPMENT SHALL BE USED BY ANY TEAMS, OR INDIVIDUALS IN THE ASSOCIATION.

1. EACH TEAM MUST USE PROPER UNIFORMS, NUMBERS MUST APPEAR ON THE SHIRT.
2. NO PLAYER IS PERMITTED TO WEAR STEEL CLEATED FOOTWEAR.
3. TEAM SWEATER COLOURS MUST BE CLEARED BY THE EXECUTIVE PRIOR TO THE START OF LEAGUE PLAY.
4. ALL TROPHIES REMAIN LEAGUE PROPERTY. THEY MUST BE RETURNED ON DEMAND.
5. EACH TEAM MUST USE A C.F.L., J5V, OR AN N.F.L. WILSON BALL. EACH TEAM MUST SUPPLY THEIR OWN KICKING TEES FOR START OF EACH GAME.
6. EACH TEAM MUST HAVE ITS GOAL POST PADS TO PLAY ANY GAME. FAILURE TO DO SO WILL RESULT IN DEFAULT FINE, ALSO A LOSS. THE ASSOCIATION HAS PAID FOR THESE PADS THEREFORE THEY REMAIN THE PROPERTY OF THE LEAGUE. IF A TEAM FOLDS THEY MUST GIVE THE GOAL POST PADS BACK TO THE ASSOCIATION.

## **#9 PERFORMANCE BOND**

1. PERFORMANCE BONDS WILL BE \$150.00 PER TEAM.
2. A TEAM WILL ONLY BE ALLOWED TO RENEW THEIR BOND ONE TIME ONLY.
3. IF A PERFORMANCE BOND REACHES THIRTY (30) DOLLARS, THE TEAM REP. MUST REPORT TO THE EXECUTIVE AND ANSWER TO THE EXECUTIVE. THE SECOND TIME A PERFORMANCE BOND RUNS OUT, THAT TEAM WILL BE EJECTED FROM THE LEAGUE PLAY WITHOUT REFUND.

## **TOURNAMENTS**

1. THE LEAGUE AND/OR TOURNAMENT COMMITTEE WILL BE APPOINTED OR ELECTED TO PERFORM THE TASK OF SECURING A TRILLIUM, LEAGUE, OR NATIONAL TOURNAMENT.
2. THE COMMITTEE WILL HAVE TOTAL COMMUNICATION WITH REPS AND LEAGUE EXECUTIVE OF PROGRESS AND FINANCIAL SITUATION.
3. THE FINANCIAL ACCOUNT(S) SHALL BE SEPARATE OF ALL LEAGUE ACCOUNTS.
  - A) THE ACCOUNT MUST HAVE TWO (2) SIGNATURES.
    1. PRESIDENT OF COMMITTEE OR LEAGUE



2. ANY OTHER PERSON ON COMMITTEE

B) THE ACCOUNT(S) SHALL BE OPEN TO THE LEAGUE AT ANY GIVEN TIME. THE ACCOUNTS CAN BE ACCESSED BY ANY REP. OR LEAGUE EXECUTIVE REQUESTING INFORMATION.

4. THE SEPARATE ACCOUNTS SHALL HAVE SEPARATE CHEQUES TO AVOID DISCREPANCY WITH LEAGUE AND TOURNAMENT FUNDS. ALL CHEQUES WILL BE FOLLOWED BY RECEIPTS TO PROVE AMOUNT OF CHEQUES.

A) IF NO RECEIPT IS AVAILABLE THE PAYING PARTY SHALL OBTAIN A NAME, AMOUNT, SIGNATURE AND COMPANY NAME ON A PIECE OF PAPER. THIS IS A MUST!

5. A BUDGET BEFORE AND AFTER THE TOURNAMENT MUST BE PRODUCED OF GAIN OR LOSS OF REVENUE.

**TOURNAMENT TEAMS AND LEVELS**

1. ANY TEAM IN "C" OR "D" DIVISIONS ENTERING ANY TOURNAMENT IN ONTARIO MUST PLAY IN "B" DIVISION OR HIGHER.

2. ANY "C" OR "D" DIVISION ENTERING ANY TOURNAMENT AT LEVEL OF REC IN ONTARIO WILL BE ALLOWED TO REMAIN IN THEIR RESPECTIVE DIVISION.

**\*\*\*\*\*FINES\*\*\*\*\***

|                        |         |
|------------------------|---------|
| FIGHTING               | \$100.0 |
| GAME DEFAULT           | \$75.00 |
| EJECTION FROM GAME     | \$50.00 |
| SUSPENSION FROM LEAGUE | \$50.00 |
| MISSED MEETING         | \$30.00 |
| PROTEST                | \$10.00 |
| GAME SHEET MISSING     | \$10.00 |

FAILURE TO PAY LEAGUE FEE'S PRIOR TO SEASON START \$75.00 PER GAME. AFTER FIVE (5) GAMES EJECTION FROM LEAGUE WITHOUT REFUND!!!!!!

