

SCUGOG SOCCER ASSOCIATION

ADMINISTRATIVE POLICIES AND PROCEDURES

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The subsequent policies & procedures shall be used in conjunction with and to elaborate upon items included in the SCUGOG SOCCER ASSOCIATION CONSTITUTION and BY-LAWS. Amendments to the SSA Policies & Procedures may occur with a vote exceeding 75% of the Board of Directors.

ARTICLE 1 – Purpose of the Scugog Soccer Association

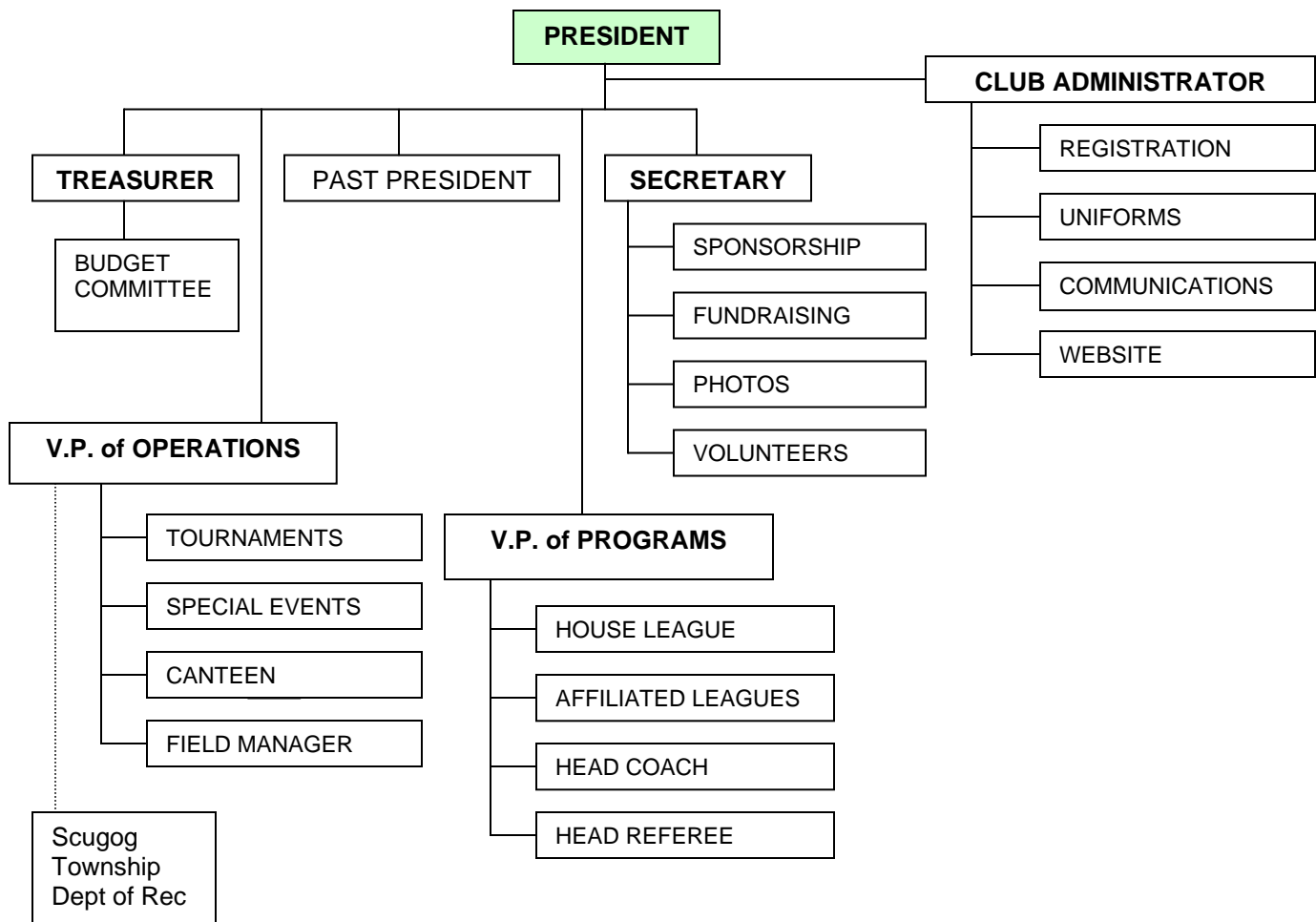
- 1.1 The purpose of Scugog Soccer Association (hereafter referred to as SSA) is to organize the league play of soccer on all levels.
- 1.2 Scugog Soccer Association shall be located in the Township of Scugog with center of operations within the boundaries of Port Perry, Ontario.

ARTICLE 2 – Use of Names, Logs, etc.

- 2.1 The use of the name of the Association or the official abbreviation of the same shall be limited to the Association only.
- 2.2 The official abbreviation for the name of the Association shall be “SCUGOG SOCCER ASSOCIATION or SCUGOG SOCCER, or SSA” and use of such abbreviations shall be promoted and encouraged whenever possible.
- 2.3 The use of the official logo of the Scugog Soccer Association shall be limited to the Association. Use or supply of any item bearing the official logo must receive approval by the Board of Directors.

ARTICLE 3 – Structure of the Board

- 3.1 The following structure shall be referred to regarding the level of responsibility and flow of information. Only members of the SSA in good standing shall be deemed eligible for the following duties; Names in Bold make up the Executive.



- 3.2 Functions of the Board can be assigned to the executive member directly or any other member in good standing. Board members may also assign a function to a committee with executive approval.
- 3.3 Executive and Board members are required to be members in good standing. Members in good standing are defined by the following:
 - 3.3.1 Have himself or herself or an immediate family member actively participating in the game of soccer within the Association or be an honorary member as granted by a majority of the Board of directors.
 - 3.3.2 Meet the requirements for the Board, and/or the Executive, and/or the responsibilities of the position held by the member.
 - 3.3.3 Not be under suspension by the SSA or any of its affiliated leagues or associations.
- 3.4 Any member of the Board and/or Executive can be removed from either to allow for a replacement. The Executive has the right to require the member in question to resign the position upon majority vote of the Executive.

ARTICLE 4 – Function of the Board

4.1 President

- 4.1.1 Shall act as the Chief Executive Officer of the SSA. He/she is required to attend all meetings of the Board, Executive, Annual General Meeting & all meetings requiring his/her presence with affiliated leagues of play.
- 4.1.2 Shall supervise overall operations of the Board.
- 4.1.3 Shall execute and administer the policies of the SSA as established by the membership and the Board of Directors.
- 4.1.4 Shall be elected in an even numbered year and shall hold office for a period of two (2) years.
- 4.1.5 May hold office for a period of two (2) terms. Extending term of office beyond the two terms will require approval by 75% of the Board members in good standing.
- 4.1.6 Shall be a member in good standing with the Board of Directors & the Executive.

4.2 Club Administrator

- 4.2.1 Club Administrator (CA) will be a contracted position for a term equal to one (1) year less than or greater than the term of the presiding President.
- 4.2.2 Position is to be advertised within the local media for a period determined by the Board.
- 4.2.3 The Executive shall conduct interviews of candidates. Hiring will be based on knowledge of the game, organizational skills, experience in a task oriented atmosphere and people skills. The executive has the right to ask for references.
- 4.2.4 The Executive will put forth its recommendations to the Board for approval. Approval shall be by a majority vote.
- 4.2.5 The CA will not have voting privileges, however reserves the right to bring forth motions deemed supportive in the continued growth of the SSA.
- 4.2.6 Commencement of term will be one (1) month preceding the AGM.
- 4.2.7 The departing CA will be required to tutor the in-coming candidate for a period not less than six (6) weeks to insure minimal disruptions to the functions of the Board.

- 4.2.8 The hourly rate of the CA will be determined by the board and will be based on the objectives of the SSA during said term.
- 4.2.9 A review of the CA's performance may be filed to the Executive at any time. The Executive will make every effort to insure the CA has the resources necessary to complete the tasks assigned.
- 4.2.10 The CA will be required to submit to the Board billing and monthly reports of the tasks completed.
- 4.2.11 Duties included but not limited to:
 - 4.2.11.1 Shall coordinate the registration of players, coaches & referees within the parameters of the Ontario Soccer Association (OSA). Assurance of compliance is a vital obligation of the Administrator's position.
 - 4.2.11.2 Shall coordinate the tenders required for the purchase of all players, referees uniforms & etc... shall work with the Executive to research tenders if required; work with the Treasurer to ensure invoicing, packing slips & the delivery of items are within the parameters set by the Board; shall oversee the distribution of the uniforms with the assistance of all Conveners involved.
 - 4.2.11.3 Shall provide a means of communication with affiliated leagues including the Durham Region Soccer Association (DRSA). Notwithstanding the President, all pertinent communications outside the SSA must be coordinated thru the CA to insure the suitable flow of information can be maintained.
 - 4.2.11.4 The CA, along with the secretary, will be responsible for the continued monitoring & updates as required of any forms of public communication including any website hosted by the SSA.
 - 4.2.11.5 The CA will assist the Executive in carrying out its duties as determined from time to time. Any overindulgence by a Board member of this privilege will not be tolerated.

4.3 Secretary

- 4.3.1 Shall be a member in good standing with the Board of Directors & the Executive.
- 4.3.2 Shall serve a term of two years beginning in an odd numbered year. At no time shall the President & Secretary be elected during the same season.
- 4.3.3 Shall be the custodian of all papers, books, contacts, correspondence and any other documents considered ownership or an asset to the SSA.
- 4.3.4 Shall attend all meetings of the Board, Executive and may attend other board related functions if requested by the Executive and record all facts and minutes of all proceedings in a 'minute book' kept for that purpose.
- 4.3.5 Shall oversee sponsorship requirements of all teams as required. The Secretary has the option of appointing these duties to a member in good standing. Majority approval by the Executive will be required.
- 4.3.6 Shall play an active role in all fundraising activities promoted by the SSA as a whole organization. Any team of the SSA wishing to participate in fundraising for its independent means must do so with the parameters established by the Executive and monitored by the Secretary.
- 4.3.7 Shall organize with the assistance of all involved Conveners, the photographs of players & teams. The secretary reserves the right to request volunteers assistance to insure all photograph activities are completed in a timely fashion.
- 4.3.8 Shall carryout such duties as assigned by the Board.

4.4 Treasurer

- 4.4.1 Shall be a member in good standing with the Board of Directors & the Executive.
- 4.4.2 Shall serve a term of two years beginning in an even numbered year.
- 4.4.3 May hold office for a period of two (2) terms. Extending term of office beyond the two terms will require approval by 75% of the Board members in good standing.
- 4.4.4 Shall attend all Executive, Board and General Meetings of the Corporation.
- 4.4.5 Shall be responsible for the financial affairs of the Association and shall keep the Board of Directors informed of the state of the finances of the Association. He/she will be required to provide up-to-date statements of all activities at each monthly Board meeting. If the Board meets more than once a month, he/she will only be required to provide financial statements at the regular meetings.
- 4.4.6 It is preferred all received billings, invoicing & funds collected for the purpose of the SSA are sent directly to the Treasurer, however, from time to time members of the Board may acquire these items. Therefore, all Board & Executive members are required to deliver all received billings, invoicing & funds to the Treasurer within seven (7) days of their receipt.
- 4.4.7 Shall have signing authority along with one of two Executive or Board members selected annually after the AGM regarding all financial matters.
- 4.4.8 Shall be required at the end of each year to prepare and present a professionally prepared financial statement of Income and Expense and a Balance Sheet to the board as soon as it is available.
- 4.4.9 Shall have the Financial Statements available by year end for review by an appointed Auditor. The Auditors Report will be made available to the Budget Committee & the Executive for consideration.
- 4.4.10 Carry out such other duties as assigned by the Board of Directors.
- 4.4.11 The Treasurer will form a budget committee to prepare yearly budget of the Association. The committee will have a minimum of four SSA members outside of him/herself but including the President, the Secretary and one member from the Board. If a SSA member outside of the Board is available, he/she should be considered.
- 4.4.12 Shall be the Chairperson of the Budget Committee.
- 4.4.13 Duties of the Budget Committee:
 - 4.4.13.1 Assist the Treasurer in reaching the financial objectives of the SSA as outlined by the Board of Directors.
 - 4.4.13.2 Critically analyze the proposed budget to be submitted to the Board.
 - 4.4.13.3 Draft recommended policies regarding membership dues and registration fees.
 - 4.4.13.4 Draft recommendations from time to time regarding the accounting procedures and the day to day financing of the Association and present to the Board for consideration.
 - 4.4.13.5 Shall assist the Board in seeking funds from Government Assistance/Grant Programs that the SSA may be eligible for.
 - 4.4.13.6 Carry out such other duties as assigned by the Board of Directors.

4.5 Vice President of Operations

- 4.5.1 Shall be a member in good standing with the Board of Directors & the Executive.
- 4.5.2 Shall serve a term of two years beginning in an even numbered year.
- 4.5.3 May hold office for a period of two (2) terms. Extending term of office beyond the two terms will require approval by 75% of the Board members in good standing.
- 4.5.4 Shall be responsible for & overseeing:

- 4.5.4.1 The regular maintenance of the fields and clubhouse including;
- 4.5.4.2 Putting out tenders for the grass cutting as required. Length of cut should be as per specifications set forth by the Ontario Soccer Association at the time of tender.
- 4.5.4.3 Organize the cleaning of the Clubhouse on a regular basis. Outside contracts are advisable.
- 4.5.5 Observe fields' conditions thru out the playing season(s) to make note of any condition(s) with may affect the safe play of the game. Any condition observed to require immediate attention; the V.P. of Operations is required to notify the executive of the condition and the action taken.
- 4.5.6 Maintain communications with the Township of Scugog Recreation Office regarding garbage schedules or any other duties. The V.P. of Operations will also notify the Township of any special requirements including extra garbage pick-ups due to tournaments, etc...
- 4.5.7 Obtain tenders for rented portables toilet facilities for each of the seasons as required.
- 4.5.8 Prepare budgets for the maintenance and any field improvement program deemed to be beneficial to the operations of the field. Budgets are to be made available to the Budget Committee prior to presentation of the Budget to the Board for consideration.
- 4.5.9 Shall work with the Volunteer Director to insure the smooth operation of the Canteen. It is recommended the V.P. of Operations appoint a volunteer, under his/her direction to oversee the assigning of duties to the canteen. Other duties include proposals to be presented to the Board regarding upkeep, new purchases and suggestions to improve its operations.
- 4.5.10 Shall play a major role in organizing any special events and tournaments. It is recommended the V.P. of Operations is not to chair any of these events, but rather required to sit in on their organizational meetings to offer his/her support in their success.
- 4.5.11 Shall work together with a selected volunteer to aid in the organization & running of all tournaments held at the Scugog Soccer Fields.
- 4.5.12 Carry out such other duties as assigned by the Board of Directors.

4.6 Vice President of Programs

- 4.6.1 Shall be a member in good standing with the Board of Directors & the Executive.
- 4.6.2 Shall serve a term of two years beginning in an odd numbered year.
- 4.6.3 May hold office for a period of two (2) terms. Extending term of office beyond the two terms will require approval by 75% of the Board members in good standing.
- 4.6.4 Shall be responsible for & overseeing:
 - 4.6.4.1 Programs set forth by the Board for the development of both players & coaches within the House League of the SSA.
 - 4.6.4.2 Any programs set forth by the Board or affiliated league the Board wishes to participate in for the development of players and coaches of the SSA participating within an affiliated league, i.e. DRSA.
 - 4.6.4.3 Shall be responsible for the implementation of the First Aid requirement for all traveling teams as set forth by the Board.
- 4.6.5 Shall recommend a list of candidates to the board for the position of Head Coach. The Head Coaches shall:
 - 4.6.5.1 Be elected to the position by a majority vote of the board of directors.
 - 4.6.5.2 Shall serve a term of two years.

- 4.6.5.3 May hold office for a period of two (2) terms. Extending term of office beyond the two terms will require approval by 75% of the Board members in good standing.
- 4.6.6 Duties of the Head Coach in include:
 - 4.6.6.1 Play a key role in the selection of Coaching Staff for Rep, Select and teams traveling outside of the SSA.
 - 4.6.6.2 Organize coaching development programs to maintain coaches who are capable of their tasks.
 - 4.6.6.3 Represent the SSA as deemed necessary at various functions within the Leagues of play and the DRSA.
 - 4.6.6.4 Develop and implement coaching development programs, as offered by the DRSA & OSA.
 - 4.6.6.5 Review and make recommendations to the SSA coaching manuals and to these Policies and procedures as they pertain to Coaching.
- 4.6.7 Shall recommend a list of candidates to the board for the position of Head Referee. The Head Referee shall:
 - 4.6.7.1 Be elected to the position by a majority vote of the board of directors.
 - 4.6.7.2 Shall serve a term of two years.
 - 4.6.7.3 May hold office for a period of two (2) terms. Extending term of office beyond the two terms will require approval by 75% of the Board members in good standing.
- 4.6.8 Duties of the Head Referee to include:
 - 4.6.8.1 Oversee the development & progress of all referees within the SSA.
 - 4.6.8.2 Work with SSA volunteers to organize game assignments. The selected volunteer(s) will maintain communication with DRSA as required to organize game assignments and insure conflicts are minimum. It is recommended this position be not assigned to the Head Referee.
 - 4.6.8.3 Maintain & implement the mentor program to offer assistance on a game-to game basis. The objective with the mentor program is to develop individual confidence within the play of the game.

ARTICLE 5 – Rules and Regulations

5.1 General

- 5.1.1 These Rules and Regulations may be modified at any time by a majority vote of the Board of Directors.

5.2 All Members

- 5.2.1 All Members are responsible to obey and follow the Constitution of the SSA and these Rules and Regulations as interpreted by the Board and its Directors.
- 5.2.2 No Member shall act or conduct himself/herself in any way so as to bring the SSA into disrepute.
- 5.2.3 Conduct by a Member that is to the prejudice of good order and discipline.
- 5.2.4 Conduct that is in contempt of the Constitution as interpreted by the Board and its Directors.
- 5.2.5 Failure to adhere to these Rules and Regulations as interpreted by the Board and its Directors may constitute an offence punishable by loss or denial of membership or such lesser sentence as shall be administered in Article 9 of these Rules and Regulations.

5.3 Players

- 5.3.1 Complete and sign and if a minor, a parent/guardian must sign instead, an application form as the SSA shall take into current use.
 - 5.3.1.1 Supply government issued proof of age.
 - 5.3.1.2 Pay the registration and all late fees.
 - 5.3.1.3 Sign a statement of agreement in which the player and if a minor, parent/guardian must sign instead, agrees to obey the Constitution and all policy and procedures of the SSA as interpreted by the Board and its Directors.
- 5.3.2 No player who is under suspension by the SSA or any affiliated league or association may be registered.
- 5.3.3 No player shall be eligible to play unless fully registered.
- 5.3.4 The SSA reserves the right to require a player to produce a certificate of medical fitness, by a qualified Ontario physician, either prior to registration or at any time during the season of play before they partake in any practice, try-out or game. Players must inform their coach and the board of directors (via the office) of any medical condition that may jeopardize the safety of themselves or of others.
- 5.3.5 The SSA reserves the right to deny registration to any player who is medically unfit to play in the opinion of the majority of the board of directors.
- 5.3.6 Refunds will not be given to players after the 15th of June of the current year.
- 5.3.7 All refunds are subject to a twenty-five dollar (\$25.00) administration fee.
- 5.3.8 A youth player shall play only for the team to which he/she has been assigned.
- 5.3.9 A youth player may not be transferred to another team by authority other than that of the House League Head Convener in consultation with the Board of Directors.
- 5.3.10 No player shall be permitted to play wearing footwear other than soft running shoes or soccer boots. Players of all age groups are permitted to wear soccer boots provided they conform to Law 4 of FIFA.
- 5.3.11 A youth player reaching the limiting age of the league in which he/she is registered on or after January first of the current year will be eligible to play in that league for the remainder of the season.
- 5.3.12 Players may not play for another Club, league or team concurrently without the written consent of the respective Convener, except for players on a house league and an all-star, Select or Rep team within the SSA. All players within the house league(s) are eligible to try-out for an all-star, or facsimile thereof, tournament team. Upon completion of such duties must return to the team he/she has been assigned prior to.
- 5.3.13 Players will conduct themselves in a respectful and responsible fashion at all times and will observe and obey the laws of the game, the Constitution of the SSA as interpreted by the Board and its Directors, and these Rules and Regulations as interpreted by the Board and its Directors.
- 5.3.14 All players must wear shin guards under their socks.
- 5.3.15 If a player has a conflict between a Representative / Select / All-Star game and a House League game, then unless stipulated by the conveners, the House League game takes precedence.
- 5.3.16 Before trying out for a Select Rep or All-Star team a player must be OSA insured (registered with and OSA affiliated club in the current year or the previous year).
- 5.3.17 Players on House-League teams are expected to play all positions on an equal time basis over the course of the season, if asked to do so by their coaches.

5.4 Coaches & Team Officials

- 5.4.1 Coaches are expected to follow the guidelines of SSA Coaches Manual for their age division.
- 5.4.2 Coaches and Team Officials shall be registered annually on appropriate forms that the SSA shall take into current use.
- 5.4.3 All Coaches and team officials shall be screened by the SSA Screening officers as per the OSA/DRSA policies and procedures. This usually includes a current police check, 3 references from the coaching application and a short interview. The timeframes for House league, Rep and certain age division varies. Please consult the Screening policy and/or Screening Handbook.
- 5.4.4 Head Coaches are responsible to ensure that all players under his/her charge are properly registered (this includes being paid up) before they play or practice.
- 5.4.5 Head Coaches are responsible for communications within the team from other authorities (i.e. convener, club head coach, head referee, board members & executive) in the SSA.
- 5.4.6 Head Coaches shall be responsible for the completion and return of all SSA reports and documents (i.e. player progress reports) as shall from time to time be required.
- 5.4.7 Head Coaches are required to submit to the SSA a full accounting of any money raised by the team for its own use within 2 weeks of the completion of that team's last game or tournament. Failure to do so will result in disciplinary action taken against the coach and/or manager as outlined in Article 9
- 5.4.8 Team Officials shall be responsible to ensure that all players and parent/guardians are aware of the Rules and Regulations of the SSA.
- 5.4.9 Team Officials shall ensure that all players, parents/guardians, and spectators associated with the team, conduct themselves in a way that is consistent with the Constitution of the SSA, these Rules and Regulations, the Laws of the Game, and the generally accepted norm of good sportsmanship.
- 5.4.10 The conduct of Team Officials shall be exemplary in accordance with the Aims and Objectives of the SSA as laid down in the Constitution.
- 5.4.11 Team Officials (head coach, assistant coach, manager, and trainer) must refrain from smoking, using any intoxicating substances or consuming alcohol while on the soccer field, and from being under the influence of any intoxicating substances or alcohol while at the soccer fields.
- 5.4.12 Any Team Officials found to have a criminal record involving the physical or sexual abuse of children shall be immediately removed from that position by the Board.
- 5.4.13 Head Coaches shall ensure that all house league players who are present and properly dressed for a league and cup match, play an equal amount of time in that match.
- 5.4.14 Coaches may "bench" players who are in violations of these rules and regulations (see section 5.3) as they see fit to protect the safety of other players, game officials or themselves. The reasons for their actions must be conveyed to the players parents (if under 18) at the conclusion of the game and a written report given to a board member or emailed to the office.
- 5.4.15 Head Coaches shall not play nor conceal from officials of the SSA any ineligible player.
- 5.4.16 Team Officials shall not leave any youth player unattended at a field or gymnasium following a practice or game.
- 5.4.17 Team Officials shall ensure that all facilities are left in a clean and proper condition after use.
- 5.4.18 Team Officials are responsible for the team's participation in any SSA fund raising activities. Approval must be obtained from the majority of the board of directors before any fundraising activities are undertaken as Insurance regulations must be reviewed.

- 5.4.19 Team Officials are responsible for the team's participation in any work projects the SSA may from time to time undertake.
- 5.4.20 All House League Head Coaches shall submit a fully completed and signed game sheet to the referee before the game begins. Failure to comply with this rule may result in disciplinary action.
- 5.4.21 All House League Head Coaches of teams at U7 and older are expected to have their net and corner flags in place prior to the kick-off. Failure to comply will be reported by the referee and may result in disciplinary action.
- 5.4.22 In a House League age division, an individual cannot be a Head Coach for more than one team within the same division of the same gender age group.

5.5 Head Referee and referees of SSA Leagues & Tournaments

- 5.5.1 Head Referee shall be responsible for the development of all referees within the SSA.
- 5.5.2 All SSA assigned referees, 16 years of age or older as of April 1st of the current year, shall be screened by the SSA Screening officers at least every three years. This includes a current police check, 3 references from the referee application and a short interview.
- 5.5.3 The Referee shall be responsible for the conduct of a game from the time he/she enters the playing area and until such time as he/she leaves the vicinity of the playing area. His/her authority shall extend to offences committed when the game is in progress or when the game is stopped. His/her decision on points of fact connected with the play of the game shall be final.
- 5.5.4 Referees must be registered for the current year with the Ontario Soccer Association (OSA).
- 5.5.5 Referees shall ensure that they are present at the field at least 15 minutes prior to kick-off.
- 5.5.6 From the time a Referee assumes control he/she shall be responsible for the enforcement of field regulations.
- 5.5.7 In the event of serious injury to a player or spectator it is the responsibility of the Referee to stop, suspend or terminate the game as he/she sees fit.
- 5.5.8 The Referee will ensure that conditions of both field and weather are safe prior to the start of play.
- 5.5.9 Referees shall be dressed in accordance to OSA regulations at all games.
- 5.5.10 Red and Yellow cards issued during a game and any incidents reported to the referee by SSA members present must be reported on SSA approved forms to the Head Referee or board member, who will pass them on to the Office and Discipline Chair.
- 5.5.11 Referees shall be paid in accordance with a scale of pay as established by the Board. Payments shall only be made to referees, following receipt and approval of House League game sheets or SSA referee invoices by the SSA Referee Scheduler.
- 5.5.12 The Head Referee shall be responsible for the scheduling of Referees. These duties may be passed onto an individual(s) by the board working with the Head Referee. This person(s) will be under the direction of the Head Referee.
- 5.5.13 It is the responsibility of Referees to follow the Referee Assignment Process to confirm or decline his/her assignments.

5.6 Conveners of SSA Leagues

- 5.6.1 Conveners will ensure that all reports and documents required by the SSA are promptly completed and returned.
- 5.6.2 If in attendance, Conveners shall oversee the conduct of team members and spectators.

- 5.6.3 Conveners shall be responsible for the gathering of statistics and the transmission of the same to the Head Convener.
- 5.6.4 Conveners are responsible for receiving and administering protests.
- 5.6.5 Conveners through the Head Convener are responsible for the arranging of the rescheduling of games.
- 5.6.6 If in attendance, Conveners are responsible for the enforcement of field regulations but may not overrule decision of referee.
- 5.6.7 If in attendance, Conveners are responsible for the conduct of cup/playoff games and attendance at cup/playoff games.
- 5.6.8 The Convener shall assist their Head Convener at the coaches meetings.
- 5.6.9 Conveners are responsible for the transmission of information from the Board and/or the Head Convener to the Coaches.

5.7 Teams

- 5.7.1 All players on each team except the goalkeeper shall be dressed alike. Goalkeepers must wear colours, which are distinguishable from all other players on both teams.
- 5.7.2 The number of players assigned to each team shall be a maximum of 12 for U4, U5 and U6; 14 for U7 to U10.
- 5.7.3 Sponsors may assign a player or a coach but not both a player and a coach to a team provided the assignment is made before the teams have been selected.
- 5.7.4 The Convener and Head Convener will carry out the selection of the House League teams. In the age groups where applicable, the player progress sheets are utilized in an attempt to balance the selected teams.
- 5.7.5 The Board of Directors must approve the following requests:
 - 5.7.5.1 For players to play up one age group. The player's current ranking should be a factor in making the decision;
 - 5.7.5.2 For players to play up more than one age group;
 - 5.7.5.3 For players to play down an age group for medical or physical reasons only;
- 5.7.6 Special requests to place players on specific teams for the following reasons:
 - 5.7.6.1 Requests for playing with friends or other family members that are not siblings;
 - 5.7.6.2 Requests that involve transportation sharing will be considered on a case-to-case basis if a request in writing is submitted indicating the reason. Decisions of the Board of Directors with regards to these requests shall be final.
- 5.7.7 Requests for Micro's (Under 4, Under 5 and Under 6) and Mini's (Under 7 – 9) will be honored provided the following criteria are met:
 - 5.7.7.1 A maximum of 3 separate requests per team for a total of 6 players in Micro's and a maximum of 1 request for Mini's.
 - 5.7.7.2 Each request must be a match between both registration forms.
- 5.7.8 The Board through its Directors shall have the right to arbitrarily reallocate or add players to or from any SSA team, as it deems necessary.
- 5.7.9 Teams considered too strong for meaningful competition shall have players reallocated or realigned to another team within the SSA.
- 5.7.10 Realignment or re-balancing of teams if deemed necessary by the respective Vice President for the age group will occur after the second game and before the forth game.

- 5.7.11 SSA teams must receive consent from the club administrator before playing exhibition games.
- 5.7.12 No team shall raise funds for its own use without submitting a written proposal and receiving written consent of the SSA's Board of Directors.
- 5.7.13 Any house league or all-star team raising funds for its own use will submit a full accounting of money raised and spent and will turn over any surplus funds to the Treasurer within two weeks after the last game played by respective team.
- 5.7.14 Any representative or select team-raising funds for its own use will submit a full accounting of money raised and spent to the Treasurer within two weeks after the last game is played by that team. Any surplus must be turned over to the SSA Treasurer immediately.

ARTICLE 6 - Leagues

6.1 Externally Administered Leagues

- 6.1.1 SSA teams playing in leagues that are not administered by the SSA are bound by the Constitution, Rules and Regulations of the External League as interpreted by the External League Executive and its Officials.
- 6.1.2 External leagues are responsible for the administration of discipline over SSA teams while playing under their authority. Any and all disciplinary action taken by such leagues against SSA members shall be reported to the SSA.
- 6.1.3 External leagues shall be accountable to the SSA for the correct use of SSA facilities.
- 6.1.4 All leagues using facilities mandated to the SSA must post a listing of all Executives of the league with the Secretary of the SSA.
- 6.1.5 The SSA reserves the right to refuse any external league the use of its facilities for any reason.

6.2 Internally Administered (House) Leagues

- 6.2.1 House Leagues shall be organized as mixed (boys and girls) for outdoor U4 to U10 divisions unless the Board decides otherwise.
- 6.2.2 House Leagues shall be organized and named according to the Ontario Soccer Association Age Eligibility Schedule.
- 6.2.3 The V.P. of Programs, through his/her Conveners and the Head Convenor shall be directly responsible for the administration of any House League.
- 6.2.4 The Board shall decide each year, which leagues shall be competitive and which shall be non-competitive. Normally U4 to U10 divisions are non-competitive.
- 6.2.5 For House Leagues designated non-competitive no statistics shall be published, however team standing may be kept in order to seed teams for the year end Cup Day tournament
- 6.2.6 The use of a year end "play-offs" or "cup" tournament shall be decided annually by the Board. Further the Board is empowered to permit such a tournament for some age groups and not for others.
- 6.2.7 In the event no playoff takes place or is cancelled due to weather or any other circumstances, completed Cup games plus regular league play will be used to determine a champion and reserve champion. The board may also allow the top teams to play for a division championship at a later date agreed upon by all the coaches involved. Tie breaker process as detailed below will be used to determine the top 4 teams. It is still possible to have teams tied and so they will be recorded as tied.

6.3 Playoffs and/or cup tournaments:

- 6.3.1 The Round-Robin Format shall be used for weekend or one day tournaments. This format guarantees that each team will play a certain number of games.
- 6.3.2 Teams in the league are divided into divisions of equal numbers of teams. Four divisions are best if the numbers warrant, but any number will do. The placement of teams in these divisions may be done by random draw or by use of team standings throughout the year.
- 6.3.3 Each team play the other teams in the same division once. The scores are recorded and standings kept. No overtime or other tiebreakers are used during round-robin games, as ties are counted in the standings.
- 6.3.4 The winners of each division (3 points for a win, 1 for a draw and 0 for a loss), or possibly the top 2, 4 or 8 point getting teams (ie wildcards) across all divisions now enter a single knockout competition.
- 6.3.5 Any ties in points between teams to determine placing will be broken using the Tie Breaking Process
- 6.3.6 If **two teams** accumulate the same number of points, the higher standing shall be awarded to:
- a) the team winning the match(es) between the tied teams, failing which:
 - b) the team with the fewest goals against.
 - c) the team with the highest **goal difference** (determined by deducting the "*goals against*" from the "*goals for*"), failing which:
 - d) the team with the most goals scored, failing which:
 - e) the team which, in the "*drawing of lots*", draws the higher placing, in accordance with **6.3.8 (Tie Breaker Process)**.
- 6.3.7. If **three or more teams** accumulate the same number of points, the team position standings shall be determined by the following:
- As soon as the position of a team is determined, the position of the remaining teams is determined by referring to 6.3.6 above)**
- a) the team with the fewest goals against.
 - b) the team with the highest **goal difference** (determined by deducting the "*goals against*" from the "*goals for*"), failing which:
 - b) the team with the most goals scored, failing which:
 - c) the team which, in the "*drawing of lots*", draws the higher placing, in accordance with **6.3.8 (Tie Breaker Process)**.
- 6.3.8. **TIE BREAKER PROCESS:** In the event that two or more teams are still tied after applying all other criteria listed above, the "*drawing of lots*" shall be handled as follows:
- a) the name of each team will be placed on a small piece of paper;
 - b) each team name will be placed in a bowl or similar object;
 - c) the first team to be drawn from the bowl shall be awarded the "*higher group standing*";
 - d) the next team to be drawn from the bowl shall be awarded the next highest placing;
 - e) If applicable, the remaining team shall be awarded the next highest placing.

ARTICILE 7 - Games of Outdoor House Leagues & SSA Tournaments

- 7.1 The SSA shall take into use the Laws of the Game as established and recognized by FIFA except as shall be ordered and allowed by the OSA or overridden by the rules below.
- 7.2 The duration of halves and the size of the ball to be used in games shall be according to the following table:

Age Division	Half	Game Duration	Ball Size
U4	Drills/Game	30 minutes	3
U5	Drills/Game	30 minutes	3
U6	Drills/Game	30 minutes	3
U7	25 minutes	50 minutes	4
U8	25 minutes	50 minutes	4
U9	25 minutes	50 minutes	4
U10	25 minutes	50 minutes	4

- 7.3 For the U4, U5 and U6 divisions each team may not play more than 5 players including the goalkeeper at a time. For the U7, U8, U9 and U10 divisions each team may not play more than 7 players including the goalkeeper at a time. For all other divisions, on full size fields, each team may not play more than 11 players including the goalkeeper at a time. On $\frac{3}{4}$ fields each team may not play more than 9 players including the goalkeeper at a time.
- 7.4 In U7 and older age groups, there is no limit to the number of substitutions to be made during the game, but substitutions can only be made with the referee's permission:
- 7.4.1 After a goal has been scored.
 - 7.4.2 At any goal kick.
 - 7.4.3 On either team's throw/kick in.
 - 7.4.4 At the beginning of the second half or the first and second half of overtime.
 - 7.4.5 When a player is injured.
 - 7.4.6 Substitutions may not be made during a corner kick.
- 7.5 Goalkeepers can change places with any player on the field at any stoppage in play, provided the referee is informed.
- 7.6 No substitutions will be allowed for a player ordered from the field by the referee.
- 7.7 No games shall be started or continued unless both teams can field at least 7 players for U12 and older, and four players for U10 and under. Any team failing to field the required number of players within 15 minutes of the scheduled game start time shall forfeit the game to its opponent by a score consistent with FIFA rules. A friendly game can then be played until the next scheduled game is due to start.
- 7.8 The presence of any ineligible players, coaches or other members must be reported to the Referee who will make note of the complaint in the game report.
- 7.9 The SSA, through the Convener has the authority to order a game played to its completion.
- 7.10 Games may be cancelled only by:
- 7.10.1 Order of the Head Convener
 - 7.10.2 Order of a Director
 - 7.10.3 The Referee
 - 7.10.4 Mutual consent of the two coaches, ONLY in divisions where the games are not formally refereed.
- 7.11 The Referee may cancel or abandon a game if in his/her opinion:
- 7.11.1 Conditions of play are unsafe
 - 7.11.2 Damage is likely to occur to facilities
 - 7.11.3 A serious injury has occurred resulting in a player or spectator's need for medical assistance
 - 7.11.4 Disruptive conduct on the part of players, coaches, managers or spectators has made the continuation of the game difficult.

- 7.12 The game will be replayed in full if less than fifteen (15) minutes of the second half has been played, after which time the results of the match and the time of the stoppage shall stand. The referee shall be the sole judge of the time elapsed.
- 7.13 Coaches do not have authority to alter playing schedules or unilaterally withdraw from league or cup games. Doing so will result in automatic forfeiture.
- 7.14 In the absence of a Referee the Coaches of the respective teams shall agree and appoint a Referee for the game. If no agreement can be reached then the home team shall appoint the Referee in the first half and the away team shall appoint the Referee in the second half. All such appointed Referees shall have the full power of any Referee appointed by the SSA.
- 7.15 Should a cup/playoff game continue to be drawn after the overtime period then the draw shall be broken by penalty kicks.
 - 7.15.1 Each team shall take five penalty kicks alternately
 - 7.15.2 If still drawn then alternate kicks shall be taken until the draw is broken
 - 7.15.3 No player shall kick a second time until all eligible players of his/her team have kicked
 - 7.15.4 Only players on the field at the end of the overtime period shall be eligible to take the penalty kicks
- 7.16 For U4, U5, U6 and U7 league games, only one coach from each team is allowed on the field to direct their players. Coaches on the field refereeing Under 7 games shall empower another coach or parent with the substitution decisions. All other coaches and parents must remain on the sidelines. For league games of all other divisions and for all cup/playoff games regardless of division, only the referee and the players are allowed on the field, and no one will be allowed behind the goal area.
- 7.17 All spectators for teams U7 up to Senior, and all Rep, Select and All-Star teams, from both teams shall remain on the opposite side of the field from the player's technical area.
- 7.18 For teams in age groups U7 to Senior, and all Rep, Select and All-Star teams, all substitutes, coaches and assistant coaches must remain in the technical area (3 meters on the side of and behind the bench). In the case where there is no bench both coaches are required to decide on the side of the field to be used and must remain on that side for the duration of the game.

ARTICLE 8 – Fields / Gymnasiums

- 8.1 The SSA reserves the right to exercise discipline over users of any field for which the SSA holds a permit during the hours for which the permit is effective.
- 8.2 No game shall be played on any field that is muddy or on which standing water exists.
- 8.3 All pitches, grounds, or surrounding areas are to be left clean of litter and garbage.
- 8.4 The installing of corner poles and their removal and return to safe storage shall be the responsibility of the home team coaches.
- 8.5 No SSA member shall have direct contact with the Scugog Recreation and Parks Department. The Director responsible for the fields shall be the only to make requests for facilities or alteration of arrangements. Failure to adhere to this rule shall be an offence.
- 8.6 The SSA reserves the right to stipulate the conditions of use to any organization or team using any field mandated to the SSA.
- 8.7 Any organization, team or group outside of the SSA must use the SSA Field Rental Agreement
- 8.8 The SSA reserves the right to close any field at any time even if written consent has been given for its use. Failure to give adequate notice shall not be reason to alter the application of this rule.
- 8.9 It is the responsibility of any user to check with the Director responsible for the fields to determine if a field has been placed out of service.

- 8.10 Any person or persons who use any field mandated to the SSA in violation of these regulations and whose use of a field caused damage such that the Township of Scugog holds the SSA financially responsible for the cost of repair, shall in turn be held responsible by the SSA for whatever damages it sustains.
- 8.11 Enforcement of field regulations shall be as follows:
 - 8.11.1 Referees shall be responsible for the closing of fields prior to a game.
 - 8.11.2 The Convener shall have authority to close any field at any time.
 - 8.11.3 Coaches and managers shall have responsibility to not use any field for a practice if the use is likely to result in damage to the field.
- 8.12 A scheduled or rescheduled House League game takes precedence over any other permitted uses.

ARTICLE 9 – Discipline, Protests, Hearings & Appeals

- 9.1 Discipline will be administered as follows:
 - 9.1.1 Red and Yellow cards issued during a game must be reported on SSA approved forms by the Referee assigned to the game. The forms must then be passed on to the Head Referee, who will pass the report on to the Board.
 - 9.1.2 Receiving a red card or two yellow cards in one game, or three yellow cards in one season will result in an automatic one game suspension. Receiving a second red card or the accumulation of six yellow cards in one season, will result in an automatic further two game suspension. Receiving three red cards or accumulating nine yellow cards in one season, will result in a disciplinary hearing. All automatic suspensions are to be served in the game or games immediately following the game in which the red card or accumulation of red or yellow cards is reached.
 - 9.1.3 All other incidents of gross misconduct by coaches, players or spectators must be reported to the Referee after the game has completed, so that it may be included in the Referee's report of the game. The complaint must also be made in writing to the Vice President Programs within 48 hours of the incident occurring (except weekends and statutory holidays). The Vice President Seniors will then decide if any further disciplinary action is required. The Vice President Programs will not make any ruling until both the Referee's report and the written complaint are received.
 - 9.1.4 Disciplinary action may be taken against a player whose parent/guardian or friends not directly associated with the team conduct themselves in a manner deemed unsuitable through (9.1.3) above.
 - 9.1.5 Procedures concerning the further administration of Discipline shall be in accordance with the appropriate article of the OSA Policies.
- 9.2 Hearings are held under the following circumstances:
 - 9.2.1 The Vice President of Programs, rather than make a direct ruling on a matter of protest or discipline, decides to hold a hearing on the matter. The request for a hearing must be made in writing to the Club Administrator within 5 days (except weekends and statutory holidays) of the occurrence of the original incident.
 - 9.2.2 One of the parties in a matter of discipline wishes to appeal a direct ruling by the Vice President of Programs. That appeal must be heard in a hearing. A request for a hearing must be made, in writing, to the Club Administrator within 5 days (except weekends and statutory holidays) of the ruling by the Vice President.
- 9.3 An appeal of a decision made on a matter of administration by a Director or other member of the SSA must be heard in a hearing. The request for a hearing must be made in writing to the Club Administrator within 5 days (except weekends and statutory holidays) of the decision being appealed.
- 9.4 Hearings shall be conducted in the following manner:

- 9.4.1 The Club Administrator shall establish a committee of three neutral persons to hear the matter, and shall be responsible for all arrangements for the hearing, including the maintenance of disciplinary records and the publishing of the findings of the hearing.
 - 9.4.2 Presence at the hearing by all parties involved is mandatory. Failure to appear will result in additional punishment being awarded in absentia.
 - 9.4.3 No more than three witnesses may accompany any parties directly involved in a hearing.
 - 9.4.4 All findings of the committee must be published and distributed to all parties directly involved in the hearing within five days (except weekends and statutory holidays) of the completion of the hearing.
- 9.5 The decision of any hearing may be appealed to the Board. The appellant must make a written request for an appeal to the Club Administrator within five days (except weekends and statutory holidays) of receiving the written findings of the hearing committee. Accompanying the request must be a certified cheque payable to the SSA or cash in the amount of \$100.00, which will be fully refunded if the Board decides in the appellant's favor. The appeal will be heard at the next Board meeting. The Club Administrator will notify the appellant in writing of the decision of the board within five days (except weekends and statutory holidays) of that decision.
- 9.6 The Board shall reserve the right to refuse to hear any appeal.
- 9.7 Decisions of the Board may only be appealed to the Durham Region Soccer Association.

ARTICLE 10 – Representative, Select & All-Star Players/Teams

- 10.1 Representative, select and all-star players shall also be registered (complete with photograph) on the appropriate competitive registration form of the Ontario Soccer Association (hereinafter referred to as the OSA).
- 10.2 Players may not play for another Club, league or team concurrently without the written consent of the respective Director, except for players on a house league and an all-star team within the SSA.
- 10.3 Any SSA Representative team, U15 and younger, must be comprised of a minimum of 9 players who reside in the Township of Scugog.
- 10.4 A Carded Official (Coach, Assistant Coach, Manager or Trainer with an RDS number) with the SSA cannot be a Carded Official with another Club for the same season without the permission of a majority the SSA Board of Directors.
- 10.5 All Representative (competitive) teams will be named Lakers.
- 10.6 All players trying out for a Select, Rep or All-Star teams must be fully registered under the OSA (via the SSA or any other OSA affiliated club) for the duration of the tryout period and not be under any suspension from any OSA affiliated club, league or association .
- 10.7 All players must be fully registered (all registration and additional select/rep fees paid) with the SSA to play for any SSA Select, Rep or All-Star team.

ARTICLE 11 – Zero Tolerance for Abusive Conduct

- 11.1 An objective in the SSA's Constitution is "to develop, encourage and promote community spirit, sportsmanship and good fellowship among all Members." In order to endorse this objective and demonstrate support for our referees, the following policy is in place and will be enforced as required.
- 11.2 The Scugog Soccer Association is a strong supporter of making sport safe for our youth. Over the last couple of years, verbal abuse directed towards referees has been a particular problem.

Accordingly, SSA has set up the following program to help ensure the safety and enjoyment of all.

11.3 Policy

11.3.1 Any coach, parent, grandparent or guardian determined by the SSA Discipline Committee to be guilty of abusive conduct towards a game official during a SSA House League game will be reprimanded in writing. A second offence, during the same season will result in all playing members of the immediate family in question being de-registered from the SSA. In extreme cases, as determined by the Discipline Committee, the de-registration process may be evoked after the first offence. This policy applies to all non-playing attendees (i.e. spectators) at SSA house league games.

11.4 Procedures:

11.4.1 When a game official feels that they are being abused, as per the scope of this policy, by either a coach or spectator, the official may suspend the playing of the game. The official will then verbally advise both coaches that the game has been suspended due to the abuse, and inform both coaches as to the source of the abuse. If the source is one of the coaches, the official will advise the coach that the next occurrence of a similar nature will result in the abandonment of the game and that a report to the SSA Discipline Committee will be sent in for review. If the source is a spectator, the appropriate coach will provide the official with the name of the spectator and the coach must advise the spectator that the next occurrence of a similar nature will result in an abandonment of the game. Further, a report to the SSA Discipline Committee will be sent in for review. If the spectator is not associated with either team, both coaches are asked to speak to the spectator and ask the individual to leave. Once the prescribed action has been completed, the game will restart with a dropped ball between the two teams at the location where the play was stopped. If the abuse continues, the official may stop any further playing of the game and advise the coaches that the game has been abandoned and that a Special Incident Report will be forwarded to the Durham Region Soccer Association and a copy to the SSA Discipline Committee. The official must clearly indicate on the game sheet the reason the game was abandoned.

11.4.2 If the abuse is physical, the game official is advised to inform the coaches that the game has been abandoned and then proceeds with the following steps:

11.4.2.1 Step 1: The game official must contact the SSA Head Referee and the District Referee Co-coordinator to verbally report the incident within 24 hours of the incident.

11.4.2.2 Step 2: A Referee Assault Report (white form) must be forwarded to the Durham Region Soccer Association, the District Referee Co-ordinator and the SSA within 48 hours of the incident.

11.4.2.3 Step 3: The SSA Discipline Committee will then review and deal with the report as appropriate and report the decision to the District Referee Co-coordinator.

11.4.2.4 Step 4: If the game was abandoned due to the conduct of a spectator not associated with either team, the SSA Executive will determine the status of the game.

11.4.3 If the game continues without any further incident, the game official is advised to inform the SSA Head Referee that the game was temporarily suspended due to abuse towards a game official. Further, a note must be made on the game sheet.

11.5 1st Conviction: A typical 1st offence will result in the following penalties:

11.5.1 The coach, parent, guardian or spectator will not be allowed to attend the next 1 to 3 games depending upon the seriousness of the offence,

11.5.2 In extreme cases, as determined by the Discipline Committee, the de-registration of all playing members of the immediate family in question may be evoked after the 1st offence.

- 11.6 2nd Conviction – Same coach, parent, guardian or spectator during the same season will result in:
 - 11.6.1 All playing members of the immediate family in question being de-registered from the SSA.
 - 11.6.2 Neighboring soccer clubs will be advised of the de-registration.
 - 11.6.3 The team is automatically eliminated from any Playoff / League Cup competition,
 - 11.6.4 The team is warned that upon a 3rd offence the team could be disbanded.
- 11.7 2nd Conviction – A different coach, parent, guardian or spectator during the same season will result in:
 - 11.7.1 The coach, parent, guardian or spectator will not be allowed to attend the next 1 to 3 games depending upon the seriousness of the offence,
 - 11.7.2 The team is automatically eliminated from any Playoff / League Cup competition, and
 - 11.7.3 The team is warned that upon a 3rd offence the team could be disbanded.
- 11.8 3rd Conviction – Same team during the same season will result in:
 - 11.8.1 The team could be disbanded, and
 - 11.8.2 The possibility of placing the players on all remaining teams will be considered only if there are spaces available.
- 11.9 Policy Procedures:
 - 11.9.1 1st Incident of Harassment or Abuse:
 - 11.9.2 Game is stopped: When a referee or game official feels that they are being harassed or abused, as per the scope of this policy, by either a coach or spectator, the referee will be allowed to suspend the playing of the game. If the abuse is physical, the referee or game official is advised to inform the coaches that the game has been abandoned and then proceed with step 2.0.
 - 11.9.3 Referee to Advise Coaches: The referee will then verbally advise both coaches that the game has been stopped due to the harassment or abuse and inform both coaches as to the source of the abuse.
 - 11.9.4 Source is a Coach: If the source is one of the coaches, the referee will advise the coach that the next occurrence of a similar nature will result in an abandonment of the game and that a report to the SSA Discipline Committee will be sent in for review.
 - 11.9.5 Source is a Spectator: If the source is a spectator, the appropriate coach will provide the referee with the name of the spectator. The coach must advise the spectator that the next occurrence of a similar nature will result in an abandonment of the game and a report to the SSA Discipline Committee will be sent in for review. If the spectator is not associated with either team, both coaches are asked to speak to the spectator and ask the individual to leave.
 - 11.9.6 Restart the Game: Once the prescribed action in steps 1.1 through 1.4 has been completed, the game will restart as per the Laws of the Game.
 - 11.9.7 Referee's Duty to Inform: If the game continues without any further incident, the referee or game official is advised to inform their referee scheduler that the game was temporarily suspended due to abuse towards a game official. Further, a note should be made on the game sheet.
- 11.10 Harassment Continues or Physical Abuse
 - 11.10.1 Game Abandonment: If the harassment continues or there is physical abuse, the referee will be allowed to stop any further playing of the game and advise the coaches that the game has been abandoned. Further a Special Incident Report will be forwarded to the SSA Discipline Committee. The referee must clearly indicate on

the game sheet that the game was abandoned due to harassment or abusive conduct.

- 11.10.2 Referee's Duty to Inform: The referee must contact either their referee scheduler or the head referee to verbally report the incident within 24 hours.
- 11.10.3 Special Incident Report: A Special Incident Report, with the assistance of the referee scheduler or head referee, must then be forwarded to the head of the Discipline Committee within 72 hours.
- 11.10.4 SSA Discipline Committee: The SSA Discipline Committee will then review and deal with the report as per their guidelines.
- 11.10.5 Physical Abuse: Any incidents of physical contact with the referee must be reported on a Referee Assault Form and sent to the Durham Region Soccer Association (D.R.S.A.) with copies to the SSA Discipline Committee.
- 11.10.6 Status of Game: If the game was abandoned due to the conduct of a spectator not associated with either team, the Convener responsible for that House League division will determine the status of the game.

ARTICLE 12 – Other

- 12.1 It is mandatory, when a Member of the Board is performing a function of the SSA within the boundaries of the canteen. It is a requirement that individual shall be accompanied by another non-related adult, if the work is completed in an area of the canteen not in public view. If a member of the Board discovers he/she is working under these conditions, it is their responsibility to immediately open the area to public view.