



PETERBOROUGH WOLVERINES FOOTBALL CLUB CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

Updated: Jan.13.2016

SECTION I

1. The Organization shall be known as the Peterborough Wolverines Football Club. The Board of Directors which includes the Executive Officers (President, Vice President, General Managers, Treasurer, Secretary and Volunteer Coordinator) and Directors shall be known as the “Board”. Note Head Coaches are automatically considered Directors. In addition, this Constitution was amended at the 2015 AGM and the KMFL President will now be a member of the Wolverines Executive.

2. Membership is available to players and family members that have been involved with the organization for not less than one year and are in good financial standing with the club.

ARTICLE II – AFFILIATIONS

SECTION I

2. The Peterborough Wolverines shall be a member of the Ontario Football Conference and the Ontario Football Alliance, or its successor as the Provincially sanctioned amateur football association.

SECTION II

3. The Peterborough Wolverines will affiliate itself with other organizations as decide by the Board for the benefit of amateur football in Peterborough.

ARTICLE III – PURPOSES

SECTION I

4. To increase participation in amateur football in Peterborough to the next level above the Kinsmen Minor Football League by operating an organization not in competition with the KMFL.

SECTION II

5. To increase the caliber of football in Peterborough by upgrading players so that they may

have the opportunity to go to the next level, as well as coaches, trainers, officials and administrators.

SECTION III

6. To establish conditions conducive to the safety and enjoyment of the participants.

SECTION IV

7. To establish high standards of moral development and citizenship through participation in minor sports.

SECTION V

8. To obtain the funds for the successful operation of the Peterborough Wolverines.

SECTION VI

9. To provide direction to those who wish to pursue football beyond the Peterborough Wolverines.

ARTICLE IV – AMENDMENTS

SECTION I

10. This constitution may be altered, amended, added to or repealed at the Annual General Meeting, or any other general meeting, by a vote of not less than two thirds, (2/3) of the Board and Membership, provided all Board members and Membership have received notice of the proposed changes. This constitution should be reviewed every five (5) years.

BY – LAWS

1. SEAL

The corporate seal of the Peterborough Wolverines shall be such as the Board may by resolution, from time to time approve.

2. LOGO

The logo of the Peterborough Wolverines shall be such as the Board may be resolution from time to time approve.

3. BOARD

The affairs of the Peterborough Wolverines should be managed by the Board.

4. RECRUITMENT AND SELECTION OF BOARD MEMBERS

New members should at all times be actively sought from the ranks of coaches, parents,

and the community at large. A candidate, once nominated shall be approved by a simple majority vote at the Annual General Meeting of the Board and the Membership.

5. REMOVAL OF BOARD MEMBERS

The Board of the Peterborough Wolverines may, by resolution of at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such a resolution has been given, remove any Board member.

6. QUORUM AND MEETINGS

Two thirds of the Board shall form a quorum for the approval of all motions. Except as otherwise required by law, the Board may hold its meetings at such place or places as it may from time to time determine. Formal Executive meetings may be called by the President, the Vice President or the Treasurer. Notice of such meetings shall be delivered by telephone or emailed to each Board member not less than twenty-four (24) hours prior to the meeting being called to order. The statutory declaration of the President or the Secretary that notice has been given pursuant to this by-law shall be efficient and conclusive evidence of the giving of such notice.

7. VOTING; BOARD MEETINGS

Motions arising at any meeting of the Board shall be decided by two thirds of the votes. In case of an equality of votes, the Chairman, in addition to his/her original vote, shall have a second or casting vote. All votes at any such meeting shall be taken by ballot if so demanded by any Board Member present, but if no demand is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairman that resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prime facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the case of a resolution for the purchase of goods or services, any Board Member having a conflict of interest due to he/she or a member of his/her family having an interest in the company supplying the goods or services, or for any other reason, shall; declare his/her conflict of interest, or refrain from voting.

8. RENUMERATION OF EXECUTIVE MEMBERS

The Board Members shall receive no remuneration for acting as such.

9. ANNUAL MEETING

The Annual General Meeting (AGM) must be held by November 30th each calendar year. At the AGM, in addition to the regular business, there shall be; a review of and/or the election of Officers, the presentation of the annual financial statements and a forecast for the next season.

10. Agenda – The agenda for the Annual General Meeting will at least include:

- a) Call to order
- b) Establishment of Quorum
- c) Approval of the Agenda
- d) Adoption of Minutes of the previous Annual Meeting
- e) Report of Auditors
- f) Appointment of Auditors
- g) Business as specified in the meeting notice
- h) Election of new Directors
- i) Adjournment

11. OFFICERS OF THE CORPORATION

The Board shall at the annual meeting elect a President, Vice-President, Secretary, Treasurer, General Manager(s) and Volunteer Co-ordinator. They shall also name a Past-President, who shall be the most recent President who does not hold office.

No two of the aforesaid offices may be held by the same person. The Board may also elect or appoint such other as it shall deem necessary, who shall have such authority and who shall perform such duties from time to time, shall be prescribed by the Board. In the event of a vacancy occurring in any office, for whatever reason, the Board may elect or appoint a replacement at the next general meeting.

12. DUTIES OF THE OFFICERS

PRESIDENT – The President is the Chief Executive Office of the Organization. He/She should chair all meetings of the organization, and prepare the agenda for said meetings. He/She will also represent the Wolverines at meetings of the Ontario Football Conference (OFC). He/She should be aware of the goals and objectives of the organization and act as a liaison between the Wolverines and other organizations. He/She should exercise the

powers of the executive in times of emergency, and delegate authority/responsibility to other executives.

VICE-PRESIDENT – The Vice-President, in the event of the absence of the President should assume the right to exercise the powers of President. The Vice President will also act as the Registrar for the club. He/She should assist the President in communications, publications and administration of the organization, in addition to any other duties/responsibilities delegated by the President.

SECRETARY – The secretary should perform all general secretarial duties, attending all meetings and keeping minutes of said meetings and distributing same to all members by either email or posting on Club website within 7 days of the meeting. He/She should also maintain up to date records of the Officers and Board Members, and any changes to the Constitution or By-Laws.

TREASURER - The Treasurer is responsible for all moneys received or disbursed. He/She should maintain chequing and/or savings accounts in the name of the Peterborough Wolverines and present periodic financial statements to the Board reflecting the status of said accounts. In addition he/she should present an annual financial statement at the annual meeting with suggestions as to how the organization can best save and/or use its money. Upon leaving this post the Treasurer shall turnover all documents to his/her successor.

GENERAL MANAGER(S) – The General Manager(s) work with each team with regards to non-game requirements, which shall include media info, game time score and stats for the OFC, set up of busing, coordinating stats from each team statistician, working with each teams Team Managers.

VOLUNTEER COORDINATOR – The Volunteer Coordinator will organize the home game day volunteers for the Concession stands, clean up, BBQ, Field set-up, 50/50 draws and any other event that requires coordination of volunteers for Wolverine events.

PAST PRESIDENT – The Past President should sit in on all executive meetings to give the President and other members the benefit of his/her experiences as President of the Peterborough Wolverines. In addition he/she should perform any other duties delegated by the President.

13. INDEMNITIES TO BOARD MEMBERS, OFFICERS AND OTHERS

Every executive member or officer of the corporation or other person who has undertaken or is about to undertake any liability on behalf of the corporation or any controlled by it and their heirs, executors and administrators, and estate and effects, respectively shall from time to time and at all times, be indemnified and saved harmless out of the funds of the corporation, from and against;

- a) All costs, charges and expenses whatsoever which such Board Member, Officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him, in or about the execution of the duties of his/her office or in respect of any such liability;
- b) All other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are
- c) occasioned by his/her own act, neglect or default, if such act, neglect or default is both willful and wrongful.

14. FOR THE PROTECTION OF BOARD MEMBERS AND OFFICERS

No Board Member or Officer for the time being of the corporation shall be liable for the acts, receipts, neglects or defaults of any other Board Member or Officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the order of the Board of the Corporation for or on behalf of the Corporation or for the insufficiency or deficiency of any security in our upon which any of the moneys of or belonging to the Corporation shall be place out of or invested or for any loss or damage arising from bankruptcy, insolvency or felonious act of any person, form or corporation including any person, firm or corporation with whom any moneys, securities or effects shall be lodged or deposited or for any damage resulting from any dealings with any moneys, securities or other assets belonging to the Corporation or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his/her respective office or trust or in relation thereto unless the same shall happen by or through his/her own act, neglect or default if such act, neglect or default is both willful and wrongful.

The Board Members for the time being of the Corporation shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into the name or on behalf of the Corporation, except such as shall have been submitted to an authorized or approved by the Board. If any Board Member or Officer of the Corporation shall not disentitle such Executive Member or Officer of such firm or company, as the case may be, from receiving proper remuneration for such services.

15. DUES AND FEES

No Board Member, Coach, Manager, Trainer etc. shall be charged any membership fees or dues by the Wolverines organization. Players will be charged a registration fee (which includes a non-refundable try out fee), the amount of which should be reviewed at the annual meeting or; from time to time to reflect the costs of operating the league.

16. STANDING COMMITTEES

The Board shall have the ability to appoint committees when deemed applicable.

The standing committees shall be responsible for providing the Board with direction, planning and development in their particular area of concern.

17. AD HOC COMMITTEE

The Board may establish Ad Hoc Committees upon such terms and for such purposes as the Board may deem necessary from time to time.

18. POWERS OF THE BOARD

The Board may from time to time enact resolutions and by-laws not contrary to law and provided that such said resolution or by-law receives an affirmative vote of a majority considering such by-law or resolution, unless such greater majority is required by law.

19. EXECUTION OF DOCUMENTS

Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by any two of the Officers or the Board.

Any two of the Officers of the Board may transfer any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustee or otherwise and may accept in the name and on the behalf of the Corporation transfer of shares, bonds or other securities from time to time transferred to the Corporation, and may affix the Corporate Seal to any such transfers or acceptance of transfers, and may make, execute and deliver under the Corporate seal any and all instruments in writing necessary or proper for such purposes including the appointment of an attorney or attorneys to make or, accept transfers of shares, bonds or other securities on the books of any company or corporation.

Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board may at any time by resolution direct the manner in which, and the person or persons by whom any particular instrument contract or obligations of the Corporation may or shall be executed.

20. BANKING

One or more bank accounts should be kept for the Peterborough Wolverines in chartered Canadian banks, cheques of the bank accounts shall be signed by two Officers of the Board. Three Executive Members, to be determined at the AGM, will have signing authority. Cheques for deposit to the credit of the bank accounts should be stamped "For deposit only to the credit of the Peterborough Wolverines Football Organization"

21. INTERPRETATION

In these by-laws and in all other by-laws of the Peterborough Wolverines hereafter passed unless the context otherwise requires, words imparting the singular number or the masculine gender shall include the plural number or the female gender, as the case may be

and vice versa, and references to persons shall include firms, associations, leagues and corporations.

22. RULES AND REGULATIONS

PART ONE – COACHES AND MANAGERS

- a) Applications (which includes the Code of Conduct) must be filled out for all coaching positions on a yearly basis.
- b) Team Managers are selected by the Head Coach based on applications received and are subject to the same standards as the coaching staff.
- c) Team Managers and coaches must supply a valid police check every 2 years
- d) Coaches and Managers shall set a good example to their teams regarding sportsmanship, character, language and behavior. Penalty for violation shall be dismissal from coaching or from managerial responsibilities under the discretion of the Executive.
- e) A team may not play without an NCCP sanctioned head coach.
- f) The President shall present a list of potential coaches for each team. All coaches must be approved by two thirds of the vote of the Board.
- g) Notwithstanding (d) above, the head coach shall decide who he/she shall have as his/her assistant(s) and manager.
- h) All coaches should attend clinics as approved under the Clinic Policy. By-Law #23.

PART TWO – EQUIPMENT

- a) Before a player is issued equipment it must be confirmed that a valid registration is in the possession of the Wolverines organization. That registration must include the player, the player's parents or guardians commitment to pay the replacement cost of all equipment lost or damaged due to neglect or misuse, and a list of the replacement prices.
- b) Equipment lost due to the lack of a valid registration as described in (a) is the responsibility of the issuer.

- c) Control of the organizations equipment is to be under the Board who with the assistance of each team's manager and coaches will supervise the distribution, maintenance, and collection of equipment.
- d) The organization expects all coaches to return equipment to the storage room by a specific date determined by the Board.
- e) All equipment is lent to the Player solely for the purpose of playing for the Wolverines and should be used for absolutely no other purpose.
- f) No equipment may be altered in any way i.e. decals without permission of the Organization, and then only under the supervision of an organization Officer.
- g) A player may not play or practice in any equipment as a substitute for the league's equipment unless that equipment has been approved by his/her team's coach or that equipment has been tested to meet or exceed organization standards.
- h) Footwear must be worn as provided in the C.I.A.U. rules and is NOT supplied by the league. Each player will be provided with game socks and MUST be worn on game days.
- i) Although game jerseys become the property of the individual players at the conclusion of the season, during that season they are to be worn only during scheduled league games.
- j) Coaches will advise the team's manager to recover the equipment of a player immediately upon determination of the players desire to withdraw from the team.
- k) Players must wear helmets with face guards, shoulder pads, football pants with pads and team sweaters as supplied by the organization with no alterations unless approval has been given by the organization.
- l) Mouth guards must be worn during all games and practices.
- m) A player neglecting, damaging or loaning equipment, or using equipment for activities other than sponsored events will be suspended indefinitely pending a review by the Executive.
- n) A committee will be appointed to do an annual inventory and make recommendations as to what new equipment should be purchased.

PART THREE – CONTRACT AND ELIGIBILITY

Section I- Player Eligibility

- a) Player age eligibility is as follows for the 3 Wolverine teams.
 - BANTAM – Cannot turn 15 at any time in the year of play.
 - JUNIOR VARSITY – must be turning 15 at any time in the year of play and cannot turn 17 at any time in the year of play.
 - SENIOR VARSITY – must be turning 17 at any time in the year of play and cannot turn 20 at any time in the year of play.Exceptions to these age requirements can be made under the very specific circumstances found in **PART THREE – CONTRACT AND ELIGIBILITY Section 2- Moving a Player Up**
- b) A player playing in any other football league during the same season will be ineligible to play for the Wolverines.
- c) All registrations must be completed before the date set by the Board.
- d) Notwithstanding Part Two (a) no player may participate in any league contest or playoff unless he/she is registered by the Wolverines prior to the date set by the Ontario Football Conference.
- e) To be considered registered a player must supply:
 - i) an official birth certificate or passport.
 - ii) a contract by the organization and signed by player of legal age, a parent or guardian, assuring his/her permission to play and holding the league's officers, coaches, managers etc. harmless from the results of any injuries which may occur.
 - iii) the appropriate registration fee
- f) It is the obligation of the Coaches and Managers of each team to see that all players turn in proof of age as per PART THREE (e) i.
- g) Coaches will take it as personal obligation never to allow any player to compete in any game unless:
 - i) the Wolverines Organization is in possession of a contract (registration) that ensures the parent's or guardian's permission to play and holds

the Organizations Officers, Coaches, Managers and other staff harmless from the results of any injuries that may occur.

- ii) his/her team has the player properly registered with the Wolverines.
- iii) his/her proof of age is registered with the organization prior to the first game.
- iv) his/her registration fee is paid prior to the first game, or arrangements are made previously.

Section II- Moving a Player Up

1. Moving a Player Up
 - a. The Player must be an EXCEPTIONAL athlete
 - i. Is he physically able to compete at that level?
 - ii. Does he have the skills and ability to compete at that level?
 - iii. He needs to be a starter (Game experience is essential)
 - b. To fill a position vacancy due to injury, according to OFC regulations
 - c. To allow a player to gain experience for the future
2. What to consider
 - a. What is the best for the player and his development
 - b. What is best for the organization and the teams involved?
 - c. How will it affect both teams with the player moving up?
3. Who Determines the Move Up
 - a. Player's current coach identifies that player has the ability and skills to play at a higher level
 - b. Initial conversation between coaches of the teams involved
 - c. Both coaches approach player and parents to discuss
 - d. If all parties involved agree, player may move up to the next level

PART FOUR – REFEREES AND OFFICIALS

- a) Officials will be supplied by Kawartha Football Officials Association or as assigned by the Ontario Football Conference and cannot have any relative registered with the Wolverines organization participating in the game being officiated.

- b) Officials will have full support of the Board
- c) If the Officials removes a player from the game he/she will note it on the game sheet.
- d) Officials should notify coaches of injured players.
- e) Officials must be informed by a team head coach if a game is being played under protest.
- f) All Officials will be responsible to the referee in chief.
- g) The referee in chief shall appoint referees to handle each game. The Board may request that the referee in chief appoint, or not appoint a particular referee.
- h) Three competent persons, preferably parents, will handle the yard sticks and down boxes at each game.
- i) A competent person will handle the clock/scoreboard at each game. Should the referee request the clock be handled by one of the on field officials, the timekeeper will yield.
- j) Players, other than captains may not question an official. These captains will be designated by the Head Coach and will address the referees as “SIR” or “MR REFEREE”.

23. COACHING POLICY

REQUIREMENTS:

- a) All Head Coaches, Offensive Coordinators and Defensive Coordinators shall require a minimum Level 1 NCCP certification.
- b) Positional Coaches are not required to have Level 1 Certification, but it is recommended that each coach work towards gaining their Level 1.
- c) All Coaches are subject to the requirements mandated by the Ontario Football Alliance (OFA) and the OFC.
- d) Reference – 22 Part One (a) for the expectations of a coaches actions and responsibilities.

24. COACHING CLINIC POLICY

OBJECTIVE:

The objective of coaching clinics should be two fold:

- Expose our coaches to both new and established techniques and theories which will improve their abilities to provide safe and technically correct coaching
- The second objective should be to have each coach progress as quickly as with his/her NCCP certification.
- An up to date record will be kept of the each coaches certification level and clinics attended.

POLICY:

Each Coach should try to attend 1 clinic every two years and strive towards getting at least their level one certification. The Wolverines organization will look at contributing up to \$50.00 annually for a coach to attend a clinic based on the financial position of the organization in that given year.