



HCM

SOCCKER LEAGUE

CONSTITUTION

2025

LIVunLtd Management Group:

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1.0 - HCM SOCCER LEAGUE OVERVIEW

1.1. NAME

The name of the league shall be the HCM Soccer League, herein after referred to as the HCMSL.

1.2. AUTHORITY FOR ESTABLISHMENT AND OPERATION

The league shall be operated by the professional HLWC staff, represented by the HLWC General Manager and Recreation Department. The General Manager in turn shall report to HCM, Associate Services. It shall operate in accordance with regulations and orders governing the operation of sports. The By-laws will amplify the constitution and form the operating rules for the conduct of the league. The league and its committee will operate under the HLWC Recreation staff and will abide by the HLWC Recreation Centre's rules and regulations.

1.3. PURPOSE

The purpose of the recreation league shall be to promote fun, fitness, friendly competition, and fair play. This will be achieved by providing opportunities of lifelong recreation experiences that enhance individual and community wellbeing through enjoyable, high quality, sustainable, and accessible recreational programs.

1.4. ADVISORY COMMITTEE

- a. LIVunLtd Management Group - The League shall be operated by the LIVunLtd Management Group, who in turn shall report to and be held accountable to HCM Associate Services.
- b. Team Captains/Representatives - The LIVunLtd Management Group shall periodically seek the advice of Team Representatives for the purpose of receiving recommendations for rule or Constitution changes that will better meet the purposes of the League.

1.5. DISCIPLINARY COMMITTEE

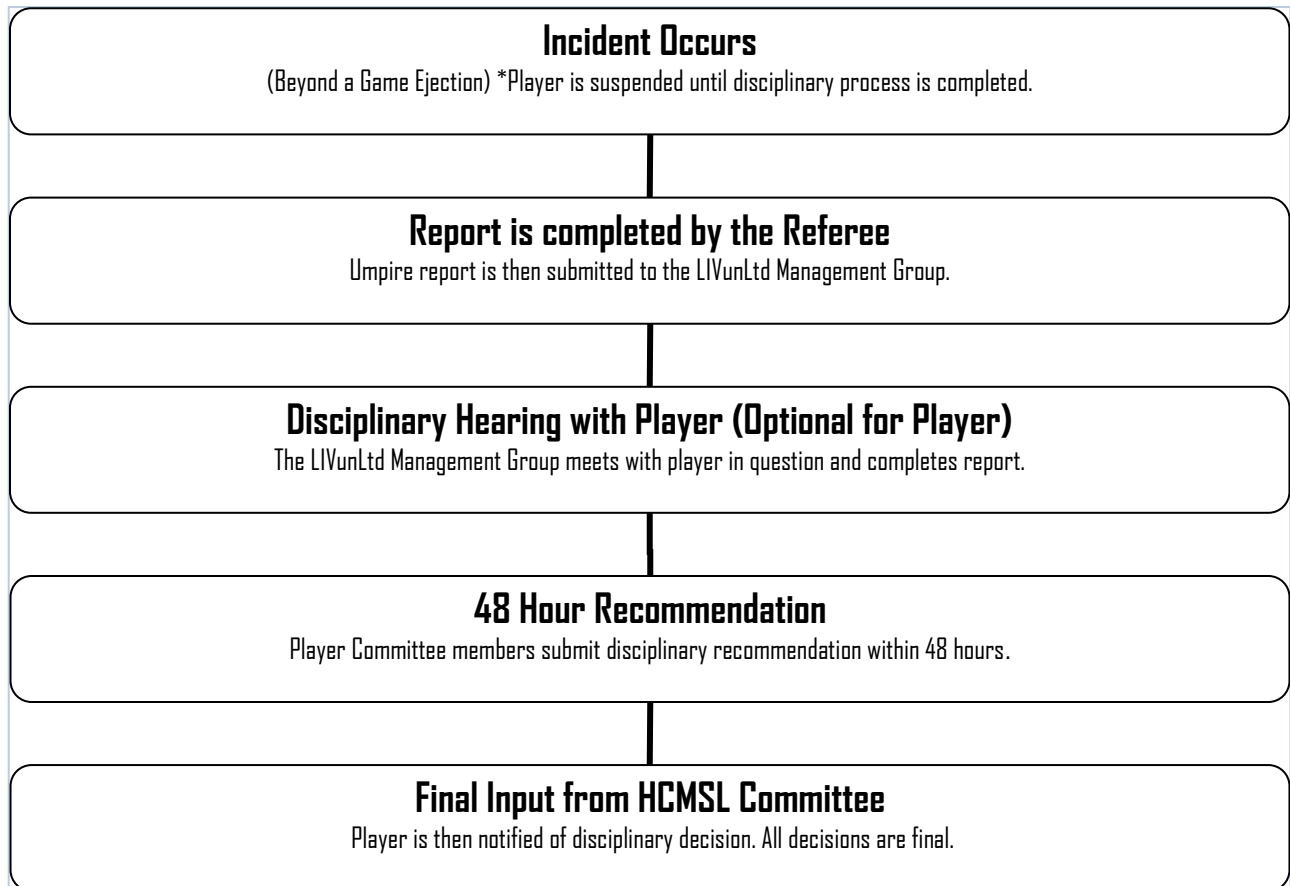
- a. The Disciplinary Committee shall have input determining the extent of penalty for Associates when incidents requiring disciplinary action occur at HCMSL events; these decisions are final and are not subject to appeal.

1.6. DISCIPLINARY OF CAPTAINS AND PLAYERS

- a. All players shall be subjected to the rules and disciplinary action while at a HCMSL event.
- b. Any official or player who knowingly makes false representation to the HCMSL shall be suspended for a period of time to be determined by the League Hearing Committee.
- c. Any player endangering the safety of any player or official or making a mockery of the game shall be ejected from the game and given a suspension for a period not less than two (2) games as determined by the League Hearing Committee.
- d. Any player with a complaint about the league, officials, etc. must submit this in writing to the Recreation Coordinator.

- e. NO appeal will be considered. One (1) scheduled meeting only with HCMSL Disciplinary Committee.
- f. Please see Disciplinary Committee Process Outlined below:

1.7. DISCIPLINARY COMMITTEE PROCESS



1.8. CAPTAINS MEETINGS/ATTENDANCE

- a. The Captain or Player Representative of a team MUST attend each scheduled Captains' Meeting throughout the season.
- b. The initial meeting of the League shall be held prior to the start of League play to inform Captains of any changes made to the League and to discuss any changes the Captains would like to see made.
- c. The date, time and place of the meetings shall be determined by the LIVunLtd Management Group.
- d. Notice to all meetings shall be posted for all team members of the League no less than seven (7) days prior to the meeting and shall state the agenda to be transacted.

1.9. AMENDMENTS

Constitutional amendments may be submitted to the LIVunLtd Management Group as a recommendation for approval.

2.0 - ROLES AND RESPONSIBILITIES

2.1. LIVunLtd MANAGEMENT GROUP (LIVunLtd REPRESENTATIVES)

- a. Preside over all meetings.
- b. Be responsible for carrying out the duties and responsibilities of the HCMSL.
- c. Cast the deciding vote in the case of a tie vote at any meeting.
- d. Be empowered to deal with special cases (e.g. eligibility of players).
- e. Chair all hearings and meetings of the HCMSL
- f. Be directly responsible to Associate Services.
- g. Create and distribute the League schedule.
- h. Communicate League updates in a timely manner.
- i. Keep track of the forfeits.
- j. Maintain League budget.

2.2 OFFICIALS

- a. A one-person system shall be used in all games.
- b. Honda Associates shall not be permitted to Umpire HCMSL games.
- c. Referees will not be permitted to tolerate any abuse from players.

2.3. CAPTAINS/ TEAM REPRESENTATIVES

- a. MUST attend the pre-season meetings to have their team considered as part of the League for that season, or a substitute representative may attend.
- b. Attend all HCMSL meetings by sending a team representative (not necessarily the team captain).
- c. Be the communication link between the HCMSL committee and their teams
- d. Be responsible for ensuring their players are aware of all rules, regulations and suspensions regarding the HCM Soccer league.
- e. Act as the on-field mediator between players and officials.
- f. Ensure all complaints are in WRITING and addressed to the Rec Coordinator.
- g. Ensure that jerseys are appropriate.
- h. Ensure that team names are appropriate.
- i. Ensure all players on the game sheet are on the roster and are eligible to play.

3.0 - LEAGUE ADMINISTRATION

3.1. PLAYER FEES

- a. Players will be charged \$65.00 upon registration (includes Year-End Tournament)
- b. NOTE: Fees are based on the number of players and teams, and therefore, may be subject to change from year-to-year.
- c. Players who are not registered for the League but play in a game prior to registering will result in their team receiving a forfeit regardless of if they win or not. There will be NO warnings.

3.2. REGISTRATION ELIGIBILITY

- a. Registration in the League shall be open to all HCM Associates, HCM Retirees, and Summer Students
- b. Terminated/Inactive Associates are ineligible to play in the League effective of their termination date. No refunds will be provided.
- c. Only HCM Full-Time Associates are eligible to be a Soccer Captain
- d. **ONLY REGISTERED PLAYERS ARE PERMITTED TO PLAY IN THE HCMSL**

3.3. GUESTS ON SITE

- a. Associates are more than welcome to invite their friends and family to watch the hockey games. A sign-in sheet is available at the front desk, which must be signed by guests upon each visit.

Associate and Guest Rules and Regulations:

- i. A sign-in sheet is available at the front desk, which must be signed by guests upon each visit.
- ii. Associates are responsible to ensure that all guests are signed in.
- iii. Associates must arrange for proper care for children while at the Honda Recreation Centre. Failure to do so will result in the Associate being removed from the event they are participating in.

CHILDREN 12 YEARS AND UNDER:

- Must be supervised by an adult at all times.

CHILDREN 13 TO 17 YEARS OF AGE:

- Are permitted to view soccer games without adult supervision.
- Must remain seated in the stands while viewing. If the child leaves the stands, wanders the facility, or disrupts others, the Associate will be removed from their game and be asked to supervise the child or leave the facility altogether.
- Are not permitted to supervise other children.

18 YEARS AND ABOVE:

- Are permitted to supervise younger children.

- If they are unable to properly supervise any child in their care, the Associate will be removed from their game and asked to supervise the child or leave the facility altogether.

3.4. PLAYER REGISTRATION

- Prior to their first game, players must complete registration form on the Living Well Hub. Players are charged League fee individually via payroll deduction.
- Players will be charged in full upon registration.
- The onus is on the individual player to find a team to play on.
- Playing a game prior to payment is forbidden. In these instances, the Captain and the player will be subject to disciplinary action by the Disciplinary Committee.
- NO REFUND POLICY:*** No refunds will be given after the player removal date- **Friday, June 14th, 2024**. Any player who has played a game is ineligible for a refund (circumstantial- exceptions for injuries and work-related instances).
- Players are only allowed to register on **ONE TEAM**. A player may change teams for the following reasons: Shift change, job change, i.e. promotion. The HCMSL committee must authorize all team changes.
- No player shall be allowed to play for two (2) teams in the year-end tournament.
- No player shall be allowed to transfer teams after the end of June 2024. The LIVunLtd Management Group shall be responsible for the compilation of complete team lists of eligible players who may participate in the year-end tournaments.
- All players must complete registration on the Living Well Hub to be eligible to participate in the league

3.5. TEAM REGISTRATION

- All teams must have a minimum of 12 Associates and no limit on maximum registration.
- It is the responsibility of team representatives to form his or her team and register their team before the registration deadline.
- Last day to add a player will be **Friday, July 5th, 2024 (exceptions will be made for new hires)**.
- The Recreation Coordinator shall be responsible for the compilation of a complete list of eligible players who may participate in the playoffs.
- Once team registrations have been submitted, they will be distributed to each team representative. It will be the responsibility of team representatives to check the eligibility of players if they wish to use this as the subject for a protest. All pertinent information must be obtained prior to the protest hearing. It will be the responsibility of team representatives to check the eligibility of their own players.
- Team names should be provided the day of registration. Team names will be subject to approval by the LIVunLtd Management Group before the start of the season. Any inappropriate team names will require a substitute (this includes jerseys and logos). The Team Captain will be notified if there is a need for a team name substitute.

3.6. PROTESTS

- Protests must be submitted in writing to the LIVunLtd Management Group. The protest shall set out the regulation (s) and rule(s) by the number under which the protest is laid and shall be signed by the team representative of the protesting club. Accompanying the protest shall be a summary of the evidence to be

- submitted. At the hearing where witnesses are not to be called, documentary evidence may be submitted and must be supported by the representative team.
- b. A team with a protest regarding the game being played shall notify the official immediately.
 - c. All protests shall be in writing and supported by evidence and shall be in the hands of the Recreation Coordinator within two (2) business days. A protest regarding the eligibility of a player shall be submitted to the Recreation Coordinator no later than two (2) business days after the end of the game.
 - d. Both teams will be notified of the date and place of the hearing and maybe the League Hearing Committee of the HCMSL within two (2) weeks of the protest date and both teams will be notified of the decision.
 - e. Protests on officials' decisions will not be considered.
 - f. If the protest is valid, the protesting team shall win the game protested by a score of one (1) to zero (0) and any further disciplinary action deemed necessary by the HCM Disciplinary Committee. If the protest is not valid, the game results shall stand.

3.7. ALCOHOL AND SUBSTANCE USE POLICY

Honda of Canada Manufacturing and the Honda Living Well Centre have a strict no tolerance alcohol or drug use policy. *The policy states: "There is to be no alcohol at any HCM League event. No alcohol is permitted on HCM or HLWC property. If any player is found to have alcohol on their possession the entire team will face a season-long suspension."*

This policy includes but is not limited to the following:

1. Consumption of alcohol or drugs on HCM/HLWC property
 2. Possession of alcohol or drugs on HCM/HLWC property
 3. Arriving on HCM/HLWC property already under the influence of drugs or alcohol.
- Other items that are prohibited from being used in the HLWC facility are:
1. Chewing tobacco
 2. Cigarettes/Cigars
 3. Vapes, edible cannabis

3.8. PLAYER SAFETY

Player safety is a primary concern of HCM and LIVunLtd; as such, the league will be subject to a self-reported Concussion Protocol in order to prevent further injury and promote the recovery of players. This protocol aligns with standards handed down from the Ontario Ministry of Tourism, Culture and Sport.

During play, if a player receives a blow to the head, face or neck, the player should be assessed for signs or symptoms of a concussion. Symptoms could include:

Physical Symptoms – such as headache, dizziness, blurred vision, nausea or vomiting, poor balance.

Emotional Symptoms – such as irritability, moodiness, becoming nervous or anxious, sudden aggression or other uncharacteristic changes in behavior.

Cognitive Symptoms – such as memory loss, not thinking clearly or having illogical thoughts, loss of coordination (hand/eye) or appearing clumsy, problems concentrating, speaking, or performing simple tasks like tying skates.

Red Flags – loss of consciousness or being “knocked out” or seizures/convulsions.

The player, officials, and teammates are encouraged to look for these symptoms and decide what first aid would be appropriate.

Recommended Action:

- If a player is rendered unconscious:
 - Activate 911.
 - Keep the player still, leave equipment on.
 - Follow instructions from 911 dispatch.
- If a player begins to have a seizure:
 - Activate 911.
 - Protect the players head but do not restrict their movements, do not hold them down or put anything in their mouth.
 - Follow instructions from 911 dispatch.
- If a player is experiencing any other concussion symptoms:
 - Take the player out of the game immediately, further activity could be dangerous.
 - Decide how to reach medical attention (should be an emergency room). Do NOT let the person drive themselves.
 - Complete the “Injury Report” section on the back of the game sheet and deliver it to the Living Well Centre or send it to rec@hcmlivingwell.ca

A “Return to Sport” policy dictates that an athlete must not resume unrestricted participation in practice, competition, or training until they have received medical clearance. **This must be in writing from a medical professional.**

4.0 - LEAGUE RULES

4.1. GENERAL RULES

- a. Any team with less than eleven (11) signed players can add up to two (2) HCMSL players to avoid forfeiting and get to the minimum of 11, or to a maximum of 11 total players. In the event of a forfeit, the game sheet will note the forfeited team (Regular season only).
 - i. Players must be registered in the HCMSL
 - ii. Players must be from the same division or lower
 - iii. Additional Players must sign the bottom of the game sheet
 - iv. Rule only applies to regular season games
- b. Once team registrations have been submitted, they will be distributed to each team representative. It will be the responsibility of team representatives to check the eligibility of players if they wish to use this as the subject for

a protest. All pertinent information must be obtained prior to the protest hearing. It will be the responsibility of team representatives to check the eligibility of their own players.

- c. Teams can add non-roster players during the regular season to avoid forfeit. To bring them up to **ELEVEN (11)** players.
- d. If a team plays with an illegal player (e.g. that player is not registered in the League, has not paid, or is playing under suspension) the team loses that game and will be subject to the discipline of the LIVunLtd. Management Group. The illegal player and Team Representative will be subject to the discipline of the LIVunLtd. Management Group.
- e. **GAME SHEETS**- the refs will NOT start the second half of the game until all players have signed the game sheet.

In Game:

- f. **FIELD** - Maximum eleven (11) players will take the field.
- g. **SLIDE TACKLING** - Is not permitted
- h. **GAME TIME** - Length of halves will be 25 minutes long running time.
- i. **GAME SHEETS** - Will be sent to captains via e-mail, prior to their game(s). They shall be returned to the Honda Living Well Centre by the home team the same day or the day after the game. Players are responsible for signing beside their name that is already printed out for them. This will indicate that the player is present at the game.
- j. **BALLS** - The Home Team is responsible for picking up the game balls.
- k. **Red Card/Yellow Card** - If a player receives two yellow cards (equivalent to a red card) or a straight red card, they must sit out the next game.
- l. **TOURNAMENT** - In order to play in the tournament EVERY player on the roster must have played two games during the regular season even if they were on the roster from the beginning of registration.
- m. **RAINDOUTS**- will be called if:
 - Thunder or lightning during game time. Must be clear for 30 minutes prior to games resuming
 - Visible water build-up on the field which could cause injury
 - Steady rain with considerations for expected forecast
 - If game is postponed due to inclement weather, the game will be rescheduled for a later date

4.2. UNIFORM AND EQUIPMENT

- a. All players are expected to wear appropriate athletic clothing in relation to a soccer uniform. Team uniforms must have appropriate graphics and must be within the **same colour range** so that teams may be able to distinguish from one another. The Honda Living Well Centre has the right to request to see uniforms at anytime
- b. Exposed jewelry such as wristwatches, bracelets, any type of earrings, neck chains or any other items judged dangerous by the officials may not be worn during the game. Medical Alert (bracelets/necklaces) is not considered jewelry. If you are unable to remove an item, you must tape it so it is not exposed.

4.3. FORFEITS AND CANCELLATIONS

- a. **ANY TEAM** - With less than seven (7) players by the start of the second half will forfeit the game. In the event of a forfeit, the game sheet will note the forfeited team.

- b. **FORFEITS** - Any team that forfeits three (3) games will automatically be removed from the HCMSL season and tournament. **There will be no 24 hour cancellation rule. A cancellation is considered a forfeit.**
- c. Games that are forfeited will not be made up at a later date

4.4. **PLAYOFFS (Tournaments)**

- a. In order to play in the tournament EVERY player on the roster must have played two games during the regular season even if they were on the roster from the beginning of registration.
- b. Playoff format will be dictated by the number of teams in the League and will be decided upon at a general meeting of the HCMSL prior to the playoffs.
- c. All rules and regulations of the HCMSL Constitution and by-laws shall apply to both the regular season and playoffs, unless specified otherwise.
- d. Teams can NOT add non-roster players during the playoffs to avoid forfeit
- e. Players MUST register and be a rostered player before the deadline of **Friday, July 21st, 2024 (exceptions will be made for new hires).**
- f. The following criteria shall be followed for the breaking of ties between teams in the standings at the end of the regular season:
 - i. Win/loss record of the two teams played head-to-head during the regular season.
 - ii. If the tie still exists or if there are more than two (2) teams involved, each team's goals against shall be divided into the total goals for, and the team with the highest quotient shall be awarded the higher final standing position.
- g. The home team designation during the playoffs will be based off league standings to determine playoff seeding
- h. During the playoffs, if at the end of regulation, the game is tied, the game shall move into a sudden death shoot-out.
 - i. The team who misses the penalty shot when the other team scores loses the match
- j. Both teams will shoot **simultaneously** and no player shall shoot twice before all players have played their shot.
- k. **A FORFEIT** - In the tournament without one (1) week's notice may result in disciplinary action for entire team.

ALCOHOL AND/OR DRUGS- NOT PERMITTED AT HCM FUNCTIONS