



ODFL

OTTAWA DISTRICT FUTSAL LEAGUE

Rules and Regulations

1 August 2013

Article 1. Categories and Divisions

Subject to Ontario Soccer Association (OSA) Published Rules, the Ottawa District Futsal League Inc. (ODFL) may operate U10 to U21 competitive divisions. For fall/winter 2013-14, the Ottawa District Futsal League intends to operate the following divisions:

Boys:	Girls:
U10	U10
U12	U12
U14	U14
U16	U16
U18	U18
U21	U21

Article 2. General

2.01 A copy of the current Rules and Regulations shall be posted on the ODFL web site.

2.02 The current FIFA Futsal Laws of the Game applicable in the Province of Ontario as described by the OSA will be used, except as noted in the one-page Rules Summary for U10 and U12 as published by the ODFL.

2.03 The ODFL Board shall inform Members, through posting on the ODFL web site, of any changes to the Rules and Regulations within seven (7) days of their adoption. A consolidated copy of the amended Rules and Regulations, if any were adopted during the year, shall be provided to Members at the subsequent Annual General Meeting (AGM) of the ODFL or a Special General Meeting (SGM) convened to review League matters.

2.04 All fines resulting from breaches of rules identified in these Rules and Regulations, including those published in the ODFL Fine Schedule shall be assessed against the Club.

2.05 All matters not included in these Rules and Regulations shall be dealt with in accordance with the OSA Published Rules.

Article 3. Membership Applications and Fees

3.01 For the 2013-14 season, each member Club shall submit its Team entries, including all team fees, no later than September 27, 2013, accompanied by the applicable registration fee for each team. Late entries may be accepted at the ODFL Board's discretion, and only upon receipt of a late fee of \$50 per team, to a maximum of \$200 per club.

3.02 Withdrawals must be made via e-mail to the ODFL Registrar.

3.03 For each Team withdrawn after September 27, the Club shall forfeit the full fees paid. For each team withdrawn after October 15th, the ODFL shall assess an additional fine equal to the Team registration fee.

3.04 Any Club whose cheque is returned by the bank will be charged an administrative fee in accordance with the ODFL Fine Schedule.

Article 4. Team Eligibility Rules

4.01 Subject to section 4.02, all Eastern Ontario District Soccer Association (EODSA) Clubs approved by the EODSA to operate Youth teams, may enter teams in any division of the ODFL. Clubs will self-select into which tiers and geographic groups they wish to enter teams.

4.02 Clubs may enter under-age teams into any division. Club decisions to move a team up to a Tier 1 division of a higher age group should generally conform to the guidelines in Appendix 6 to the OSA League Management Guide.

Article 5. Registration of Players

5.01 All players shall be registered with the EODSA, through their respective Clubs, in accordance with the OSA Published Rules.

5.03 The deadline for placing a player on the Team roster is January 31st of each season.

5.04 Players may transfer to a Team in accordance with OSA Published Rules.

Article 6. Coaches and Other Team Officials

6.01 Each Team must appoint a Head Coach. In accordance with OSA Policies, all Coaches and Assistant Coaches must be fully certified in any of the 3 following categories:

- OSA Senior Community Coach and “Respect in Soccer” , or
- For up to Male U11 and Female U10, the OSA’s “Learning to Train” and “Respect in Soccer” (RIS) and “Making Ethical Decisions” (MED) courses, or
- For Male U12 to U21 and Female U11 to U21 teams, the OSA’s “Soccer for Life” and “Respect in Soccer” and “Making Ethical Decisions” courses.

Note: To clarify, if you are coaching female players who turn 11 in 2014 (born in 2003) or male players who turn 12 in 2014 (born in 2002) and you do not have your senior diploma (from the old system), you will need to complete Soccer for Life , MED and RIS.

6.02 All Coaches and other Team Officials shall be registered with the EODSA in accordance with the OSA Published Rules and shall be identified in the Team section of the ODFL website.

6.03 The Head Coach is responsible for submitting, via e-mail, the OSA team roster report and assigned player jersey numbers on or before October 15 of each season to the ODFL Registrar. Failure to do so shall result in a fine as published in the ODFL Fines Schedule.

6.04 If the team roster is modified during the season, the Head Coach is responsible for submitting, via e-mail, the updated OSA team roster report and/or revised player numbers prior to any new players participating in a league game for the team. Sufficient time must be given for the revisions to be

entered into the ODFL league management web site. Failure to do so shall result in a fine as published in the ODFL Fines Schedule. The coach may also be subject to further disciplinary action players participate in a league game for the team prior to being entered in the ODFL league management web site.

Article 7. Playing Up and Temporary Registration Permits and Trial Permits

7.01 A Team may use players as “Call-ups” provided that:

- a) The player is not registered with another Team playing in the same Division of the ODFL;
- b) The player is registered with a team affiliated with one of the Clubs within the EODSA and is not currently suspended by any league or governing organization affiliated with the OSA;
- c) For U10 to U21 divisions, playing-up is controlled through the ODFL Management call-up procedure as published through the ODFL website. Once the player is approved by the Club, the club representative shall notify the league registrar, via e-mail, of the call-up including the team roster report for the team for which the player is registered. The registrar shall then enter the call-up player in the ODFL league management web site where their name will appear on the game sheet with an indication they are a Play Up. In addition to being printed on the game sheet, a valid OSA ID Card shall be presented at the game in order for the player to be eligible to play. If a team roster has a full slate of 14, the coach must identify the player(s) to be made inactive from the game sheet for the game by drawing a line through the name of the player not playing.
- d) All called-up players who are registered with a team in another Club must have a Temporary Registration Permit (TRP). A player called up under the TRP system can only be called up three times per season in the ODFL. In addition to the TRP, a valid OSA ID Card shall be presented at each game in order for the player to be eligible to play. TRPs may not be used after February 28th. The Head Coach is responsible for informing the league convener of the TRP call-up including the player name and OSA number. The convener shall then enter the player name in the ODFL league management web site. The call-up player is not eligible to play unless their name appears on the game sheet.
- e) Players in possession of an OSA issued Trial Permit are eligible to play in ODFL games. A Trial Permit is only valid for 2 games. In addition to the Trial Permit, a valid OSA ID Card shall be presented at each game in order for the player to be eligible to play. Trial permits may not be used after February 28th;
- f) In U10 to U21 divisions, a team may not use more than three (3) players, playing as call-ups, in any one League game. Players with a TRP or Trial Permit shall be included in the total of three (3) call-up players per game;
- h) An ODFL player may be called-up to any team in a higher-tiered division or higher age group than the team for which they are registered.
- i) Players registered to Teams not playing in an Ontario Soccer Association league are not permitted to play in the ODFL;

Article 8. Game Sheets

8.01 The names of all players and Team Officials participating in a game must be printed on the official game sheet as generated from the ODFL Management System web site. The ODFL will verify the registration status of any hand written player names once the game sheet is received. Players approved by their Clubs as call-ups will be printed on the game sheet once the league convener is notified by the club representative of the call-up.

8.02 Only 14 players may be listed on the game sheet and are eligible to play in ODFL games. Only four (4) Team Officials may be listed on the game sheet, and one Team Official must sign the Team's Game sheet; the signature shall certify the eligibility of all players and officials whose names appear on the game sheet, to participate in that game. The names of players and Team Officials not present at the game should be crossed out on the game sheet. All players, and team officials, including call-up's, whose names appear on the game sheet and are not crossed out, shall be deemed to have played, or participated in the game.

8.03 In the event that a game sheet cannot be printed from the ODFL Management System web site due to technical difficulties, the team shall inform the ODFL Office by e-mail or voice mail that the team was unable to print the game sheet. Notice of the difficulty must be received prior to the game start time. The team shall create a hand written game sheet, modify a copy of an old game sheet or use the OSA Team Roster Report and add the additional game information. The ODFL will manually verify the registration status of the players once the game sheet is received.

Article 9. Player Verification and Eligibility (U10 to U21 divisions)

9.01 The checking of each player's valid OSA ID Card (and OSA Team Roster Report for the team to which the player is registered), and applicable TRP's, or Trial Permits, against the game sheet is compulsory for all games in the U10 to U21 divisions, and shall be performed 10 minutes, or more, before the scheduled start-time of the game. Team Head Coaches are responsible to have each player's valid OSA ID Card (and the OSA Team Roster Report for the team to which the player is registered), and applicable TRP's, or Trial Permits, checked against the game sheet. Players not in possession of a valid OSA ID Card (with OSA Team Roster Report for the team to which the player is registered), and applicable TRP's, or Trial Permits, are considered to be ineligible to play and Articles 9.04 and 9.05 of the ODFL Rules and Regulations are applicable. There are no exceptions to this rule.

9.02 Each team will present its signed game sheet as well as all valid OSA ID Card (and the OSA Team Roster Report for the team to which the player is registered) and any TRPs, or Trial Permits, of those players participating in the game to a representative from the opposing team, who will verify the valid OSA ID Cards (and the OSA Team Roster Report for the team to which the player is registered) and any TRP's, or Trial Permits, against the names on the game sheet.

9.03 After completion of this procedure, a Team Official will initial the game sheet in the appropriate box to certify that the card checking procedures were followed, and return the game sheet to the Referee, who shall retain it.

9.04 The Referee will note all questions regarding a player's eligibility, or the validity of a player's OSA ID Card (and the OSA Team Roster Report for the team to which the player is registered) and any TRP's, or Trial Permits, on the game sheet, and the player concerned must sign the game sheet.

9.05 A player arriving after the player verification is completed may play but must first report to the representative from the opposing team.

9.06 In exceptional circumstances where a team official who is in possession of valid OSA ID Cards (and the OSA Team Roster Report for the team to which the player is registered) and any TRP's, or Trial Permits, fails to appear for inspection prior to the start of the second half, the game shall not continue. The ODFL will review these cases and may determine that the game shall be rescheduled to a later date.

9.07 Any player whose name does not appear on the game sheet and who does not have his/her valid OSA ID Card (and the OSA Team Roster Report for the team to which the player is registered), or applicable TRP, or Trial Permit, is ineligible to play. Such players must change out of uniform and leave the players' bench, or the Team's technical area.

9.08 Any Team that fails to produce the required valid OSA ID Cards (and the OSA Team Roster Report for the teams to which the player is registered), and any TRP's, or Trial Permits, will be subject to a fine as published in the ODFL Fine Schedule. The team Officials may also be required to attend a Discipline Hearing.

9.09 No more than 14 players may participate in any ODFL game.

9.10 Where it comes to the attention of the ODFL, through any means, that one or more unregistered or ineligible players have allegedly participated in a game, the ODFL may investigate and take appropriate disciplinary action.

9.11 Any team playing an unregistered player, or a player who is not registered with the team (excluding players playing with a valid TRP, or Trial Permit), or not eligible to play in that age division, or a player who is currently under suspension shall forfeit all the games in which such player participates and the game points shall be awarded to the opposing team(s). If both teams participating in a game fail to comply with this rule, no points shall be awarded to either team and each team will have one (1) loss added to its record.

9.12 Any Team playing an unregistered or ineligible player will be subject to a disciplinary hearing. The Team and its Officials will be assessed penalties that the Discipline Committee imposes in accordance with OSA Published Rules as well as any applicable fines as published in the ODFL Fine Schedule.

9.13 Any team playing an unregistered or ineligible or suspended player under the name of one of its other registered players shall forfeit any games where the unregistered or ineligible or suspended player participated using the assumed identity. Any person aiding or abetting such action shall be subject to a disciplinary hearing. The Team, its Officials or players will be assessed penalties that the Discipline Committee imposes in accordance with OSA Published Rules as well as any applicable fines as published in the ODFL Fine Schedule.

Article 10. Submission of Game Reports and Scores

10.01 For U12 divisions and below, there will be no standings kept and no recording of game results. There will only be a schedule, published in the usual way. Referees will file incident reports, and any incident reports will be forwarded for handling under the OSA discipline process.

10.02 The Referee must submit the game sheets, permits, any player documentation retained in accordance with Article 9.04 of the ODFL Rules and Regulations along with any applicable discipline and/or special incident reports, either by fax or e-mail to the ODFL secretary within forty-eight (48) hours of completion of the game. A Referee, who fails to submit the required documents and/or complete the game report electronically within 48 hours of the date of the game, may be reported to the EODSA for discipline.

Article 11. Equipment

11.01 At each ODFL game, both teams are required to put up the goals and nets. The two teams scheduled to play the last game of the day at a gym are required to take down the goals and nets and store them properly in the designated space provided. Failure of a team to assist with the proper setup and storage of the equipment as required shall result in fines as published in the ODFL Fine Schedule.

11.02 The home team shall provide the game ball.

11.03 The game balls shall meet the standard for futsal balls as specified in the FIFA Futsal Laws of the Game.

11.04 All Teams must register their regular team colours with the League prior to the start of the League schedule. Where the Referee decides that the colours of opposing teams conflict, the home team is required to change to an alternate jersey, providing that the visiting team's colours are as filed with the ODFL and if not, the visiting Team shall change its shirts. Each goalkeeper's jersey colour must be different from that of both teams. It is the responsibility of the coach of the team that is required to change, to have alternate shirts available at each game.

11.05 All players on the same team, except the goalkeeper, shall wear shirts of the same colour, which must be numbered on the back. Numbers must be at least eight inches in height. No two players on the same team may wear the same number. Players' numbers must be recorded on the game sheet and may not be changed after the start of the game without the referee's permission.

11.06 Safety or protective equipment may be worn after inspection by the Referee and only if the Referee deems that the wearing of such equipment will not constitute a danger.

11.07 All teams must have a First Aid Kit at every game.

Article 12. Duration of Games

12.01 Games shall consist of two equal halves of 25 minutes. The half time interval shall be a maximum of 5 minutes.

12.02 Game time shall be “running” – meaning that the game time shall not be stopped when the ball is out of play.

12.03 In the case where a game is started late, the referee shall shorten the game time so that the game finishes within the allotted time slot. The referee shall report the revised length of each half in the game report.

Article 13. Responsibilities of Coaches and Team Officials

13.01 The Home Team shall designate the bench or technical areas for each of the Teams, which shall be on the same side of the pitch.

13.02 Only players and Team Officials are permitted to sit on the Team bench or within the designated technical area. All substitute players and Team Officials shall confine themselves to their designated technical or bench area as defined in Article 13.01 of the ODFL Rules and Regulations.

13.03 No Coach or Team Official may enter the field of play at any time without the prior approval of the Referee.

13.04 No Coach or Team Official has the right to withdraw their Team or any of their players from the field of play without the prior approval of the Referee, except in accordance with the Substitution Procedure of Law 3 of the FIFA Futsal Laws of the Game.

13.05 Each Team shall ensure that its spectators remain on the side of the pitch opposite from the side where the players and Team Officials are located or in the designated spectator seating of the gym facility.

13.06 Clubs and Team Officials are fully responsible, at all times, for the conduct of their players, other Team Officials and spectators, at and in the vicinity of any game in which their Team participates.

13.07 A player, Coach or other Team Official who tries or does impede, harass or otherwise intimidate a game official or opposing Team Officials, shall be subject to disciplinary action. The Team and its Officials will be assessed penalties that the ODFL Discipline Committee imposes in accordance with OSA Published Rules, as well as any applicable League fines and bonds as published in the ODFL Fine Schedule.

13.08 In the event of an altercation on the field of play, anyone from the bench entering the field of play during the altercation, for whatever reasons, shall be subject to disciplinary action. The players and the Team Officials will be assessed penalties that the ODFL Discipline Committee imposes in accordance with OSA Published Rules, and any applicable fines as published in the ODFL Fine Schedule.

13.09 Any suspended Team Official may not be present at or in the vicinity of the pitch for any League game throughout the period of his/her suspension. Failure to comply with this rule shall result in further disciplinary action and a fine as published in the ODFL Fine Schedule.

Article 14. League Standings (U13 to U21)

14.01 In all League games U13 to U21, three (3) points shall be awarded for a win and one (1) point for a tie. The Team with the most points, in each Division, at the end of the regular League schedule for the season shall be declared the League Champion for that Division.

14.02 A Team forfeiting a game or that is found by the ODFL Board of Directors to have deliberately defaulted or forfeited a game, shall lose the game by a score of 2-0, and shall be subject to any applicable fines as published in the ODFL Fine Schedule.

14.03 If it becomes necessary to offer divisions where two age groups play an inter-locking schedule, each age group shall be deemed to be a separate Division for purposes of establishing League standings and determining the Division Champion. For greater certainty, if for example, the U16 and U18 age groups play an interlocking schedule, the U16 Team with the most points among the U16 Teams, at the end of the League schedule will be the U16 Division Champion. The same would apply to the U18 Teams where first place for the U18 Division will be decided based on the most number of points earned by a U18 Team.

14.04 If two or more teams in an age Division are tied in points at the end of the League schedule, then the tie-breaker shall be determined in the following order:

- a) The team with the most points in the games played between the tied teams from head to head competition shall be declared the tie-breaker winner.
- b) The team with the highest goal differential (GF minus GA) in games between the tied teams shall be declared the tie-breaker winner.
- c) The team with the highest goal differential (GF minus GA) in all regular season games (against all teams in the division) shall be declared the winner of the tie-breaker.
- d) If the position is relevant for determining the division champion or second place, and if steps a), b) and c) do not break the tie, co-champions shall be declared; and;
- e) In cases where the process above has decided the winner of a tie between three or more teams, then the process shall be repeated to break the tie between the remaining teams.

Article 15. Game Start Times and Abandoned Games

15.01 Teams are required to present themselves at the game pitch at least 15 minutes before the scheduled kick-off time.

15.02 Any team that fails to present itself at the game pitch within 10 minutes after the scheduled kickoff time or fails to field the minimum three (3) players, within 10 minutes after the scheduled kick-off time shall be considered to have failed to appear for a scheduled game. The Team must start the game immediately upon arrival of the minimum number of players if the said players arrive within the prescribed 10-minute grace period.

15.03 At the end of the grace period, the Team shall forfeit the game to the opposing Team by a score of 2-0, and be subject to a fine and costs as published in the ODFL Fine Schedule.

15.04 If both Teams fail to appear for a scheduled game, both teams will be fined as per Article 15.04 of the ODFL Rules and Regulations. There shall be no points and no score for the game but each team will have one (1) loss added to its record.

15.05 The ODFL Board of Directors may order a defaulted or abandoned game rescheduled where, in its opinion:

- a) the defaulting Team(s) benefits from having defaulted or abandoned the game; or
- b) a team other than the defaulting Team is adversely affected by the default.

15.06 If in the opinion of the Referee, a game should be abandoned due to unplayable pitch conditions, power failure, or some other unforeseen circumstance before the completion of $\frac{3}{4}$ of the total regular playing time as specified in Article 13 of the ODFL Rules and Regulations, the game shall be rescheduled. Games abandoned in the last $\frac{1}{4}$ of the regular playing time shall be deemed as complete.

15.07 If a Referee decides to abandon a game at any time due to the actions of players, officials or spectators/supporters of a Team, the said Team shall be deemed to have forfeited the game, subject to a discipline hearing. The game shall be awarded to the opposing Team by the score of 2-0 or the actual score at that time whichever is more advantageous to the opposing Team. The players and the Team Officials will be subject to a disciplinary hearing and will be assessed penalties that the ODFL Discipline Committee imposes in accordance with OSA Published Rules as well as any applicable fines as published in the ODFL Fine Schedule.

15.08 If a game is abandoned by the Referee at any time because a team is unable to field the minimum number of players, the said Team shall be deemed to have forfeited the game. The game shall be automatically awarded to the opposing Team by the score of 2-0 or the actual score at that time whichever is more advantageous to the opposing Team. The Club may also be assessed any applicable fines as published in the ODFL Fine Schedule.

15.09 If a game is abandoned by the Referee at any time because a team removes itself from the pitch, and said team is found by the ODFL Discipline Committee to have abandoned the game without valid justification, the said Team shall be deemed to have forfeited the game. The game shall be automatically awarded to the opposing Team by the score of 2-0 or the actual score at that time whichever is more advantageous to the opposing Team. Any applicable fines as published in the ODFL Fine Schedule shall also be assessed. The Team Head Coach or the next most senior Team Official whose name and signature appears on the game shall be deemed to have acted in a manner detrimental to the game and the applicable penalties as per the OSA Published Rules shall apply.

15.10 If a game is abandoned by the Referee before the completion of two halves for any reasons other than those published in Articles 15.07 to 15.10 of the ODFL Rules and Regulations, the ODFL Board of Directors shall rule on the status of the game.

15.11 In the event of a game postponement or abandonment due to a Referee failing to appear, an official of the home team shall be responsible for advising the League within twenty-four (24) hours of the scheduled start of the game.

Article 16. Schedules

16.01 The season shall begin in October on a date to be determined by the ODFL Board. Member clubs shall receive notice of the season start and end dates a minimum of three weeks prior to the season start date.

16.02 The rescheduling of games shall be in accordance with the ODFL Reschedule Policy.

Article 17. Substitutions

17.01 Player substitutions shall be permitted in accordance with the FIFA Futsal Laws of the Game.

Article 18. Referees

18.01 Referees shall be appointed in accordance with the ODFL Terms of League Operations.

18.02 Referees are required to be at the assigned game pitch a minimum of fifteen (15) minutes before the scheduled kick-off time to complete the standard pre-game procedures. Failure to do so will result in disciplinary action by the appropriate District Association.

18.03 Referees assigned for ODFL games, shall be paid for their services in accordance with the fee schedule detailed by the ODFL Board of Directors.

18.04 If one of the Teams raises objections concerning pitch conditions, goals, balls or team colours, the Referee may, at his discretion, require the responsible Team to correct the cause of the objection, if this is possible without unduly delaying progress of the game. The Referee shall be the sole judge as to whether the matters that gave rise to the objection by one of the Teams, is sufficient cause to abandon the game.

Article 19. Protests

19.01 Where a game is played under protest, such fact must be noted on the game sheet. Confirmation of the protest shall be a protest fee of one hundred and fifty dollars (\$150) in the form of a certified cheque or money order payable to the ODFL, which must be delivered by registered mail, recognized courier service or hand delivered to the League Office within 48 hours of the scheduled kick-off time of the game, not including weekends or statutory holidays. A date stamped receipt must be retained as proof of the date of mailing or delivery of the protest.

19.02 In dealing with any Protest, the ODFL or its Discipline Committee shall take into consideration the possession by the protesting Club or Team of any prior knowledge of the facts or allegations contained in the Protest, which if properly used, might have prevented the Protest.

19.03 Game points may be adjusted based on the decision of the ODFL on the said protest.

19.04 The \$150 protest fee shall be refunded if the protest is upheld.

19.05 Correctly submitted protests, delivered within the specified deadlines, shall be heard by the ODFL Discipline Committee. All other protests will be ruled out of order and will not be heard.

19.06 No protests pertaining to the decision of the game official shall be entertained.

19.07 Objections to pitch conditions, goals, balls or team colours, shall not be considered as grounds for a protest. Objections of this nature shall be brought to the attention of the Referee and noted in writing on the Game sheet. If in the opinion of the Referee, the objections do not constitute a valid reason for abandoning the game, no further action will be considered by the League. In all other cases, the league may take appropriate action based on a review of the Referee's written report.

Article 20. Discipline and Appeals

20.01 Disciplinary action shall be taken in accordance with the OSA Published Rules and the ODFL Discipline Policy.

20.02 Appeals of any decisions by the ODFL Board of Directors, a Disciplinary Panel of the ODFL or the EODSA shall be addressed in accordance with the applicable Published Rules.

Article 21. Club Representatives

21.01 A Club that is accepted into membership shall designate up to three individuals as its Club Representative(s). The Club Representative(s) shall be the official point of contact in dealings with the ODFL and will be available for duties in the operation of the League that may be assigned from time to time by the ODFL Board of Directors.

Article 22. Communications

22.01 The ODFL shall use the ODFL Management System for all communications with its member Clubs, and their team officials. Communications shall be by e-mail. Unless specified in these rules and regulations (e.g. rescheduling of games) communication by players, parents, team officials with the ODFL is not permitted. Questions, complaints, concerns, and other matters must be communicated to the appropriate club representative. If, in the opinion of the club, the matter should be addressed by the ODFL, the club shall forward the communication to the ODFL, requesting league action. Failure to follow this process will result in the communication being discarded by the League without further notice to the originator, and may result in a fine to the club as published in the ODFL Fine Schedule.

22.02 Clubs shall ensure that the ODFL Management System contains valid e-mail addresses, at all times, for the following positions, as a minimum:

- i. President;
- ii. Club Administrator;
- iii. Club Representative;
- iv. Treasurer;
- v. Discipline Representative; and
- vi. Scheduler.

22.03 Teams shall ensure that the ODFL Management System contains valid e-mail addresses applicable from September 1 until April 1 of each season for the following positions, as a minimum:

- i. Head Coach; and
- ii. Manager.

22.04 At a minimum, the Club President, Club Administrator and Club Representative shall be notified by e-mail, of all new general notices or notices that pertain to their Club teams that are posted from time to time on the ODFL web-site.

22.05 At a minimum, the Team Head Coach and Manager shall be notified by e-mail, of all new general notices or notices that pertain to their teams that are posted from time to time on the ODFL web site.

22.06 Notices of suspensions, penalties or fines levied on a Club, Club Administrator, Team Staff or Player as a result of discipline hearings shall be communicated to the Club.

22.07 The e-mail shall be deemed to have been received by Clubs:

- a) August 2 to March 31 - 72 hours after transmittal of the e-mail; and
- b) April 1 to August 1 - 7 days after transmittal of the e-mail.

22.08 The e-mail shall be deemed to have been received by Teams:

- a) October 1 to March 31 - 72 hours after transmittal of the e-mail; and
- b) April 1 to September 30 - no e-mails will usually be sent to teams other than for informational purposes.

Article 23. Pre-Season Meetings

23.01 Administrators Pre-season Meeting - In August or September of each season there will be a mandatory pre-season meeting for a minimum of one (1) Administrator from each member Club. Clubs failing to send a representative to the Administrator pre-season meeting shall be assessed a fine as published in the ODFL Fine Schedule.

23.02 Team Pre-season Meeting - In October of each season there will be a mandatory pre-season meeting for a minimum of one (1) team staff from each team. Clubs failing to send one (1) representative per team to the Team pre-season meeting shall be assessed a fine as published in the ODFL Fine Schedule.