

# SUDBURY GIRLS SOFTBALL CONSTITUTION & BY-LAWS

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# SUDBURY GIRLS SOFTBALL CONSTITUTION

## I. NAME:

As of March 21, 2019 this organization shall be known as Sudbury Girls Softball (SGS).

## II. AIM:

To provide a wholesome softball experience not only for the players participating, but also for the team officials, league officials and parents.

Our main interest shall always be in player development and not in her softball ability.

Sportsmanship, fair play, good citizenship, friendly competition, enjoyment and full participation for all team members shall be our highest priorities.

## III. PURPOSE:

This organization shall:

1. Foster, promote and develop the sport of fastpitch softball to female athletes who would like to play the game at a recreational level.
2. It will promote only the highest standards of behaviour and will make every effort to ensure the full safety of its participants.
3. It will stress respect for all officials.
4. It will stress to league officials and team officials their obligation to set a good example.

## IV. STRUCTURE:

### 1. SGS Executive Committee:

- a) There shall be an Executive Committee comprised of elected officers, elected at the Annual General Meeting to serve for a two year term (effective 2017).
- b) The elected Executive Committee include the positions of President, Vice-President, Secretary, Treasurer, Field/Tournament Scheduling Coordinator, Fundraiser, Division Convenors, Banquet Coordinator, Equipment Manager, Website Developer/Webmaster and Registrar/Communications Officer. The Past President will serve as an advisor to the league as a non-voting officer.
- c) In addition, each division (Mite, Squirt/Novice, Bantam/Midget, Ladies) must have a representative (convenor) on the Executive, who will be voting members.
- d) Non-voting positions will be appointed and include: Umpire-In-Chief.
- e) Elections will take place every two years at the AGM. AGM will be held annually by the end of October. Should an executive member resign early the executive shall appoint a replacement for the remainder of the term.
- f) The Executive Committee shall meet as often as they deem necessary prior to and during the softball season.
- g) The Executive Committee shall appoint any other Committee(s) that may be deemed necessary.
- h) The SGS Executive Committee reserves the right to suspend or ban participants, coaches,

spectators, etc. for conduct deemed detrimental to the league and contrary to the Code of Conduct.

ALL DECISIONS OF THE EXECUTIVE COMMITTEE SHALL BE FINAL.

2. Meetings:

- a) A quorum for the purpose of conducting the business of the organization shall consist of:
  - i. One-third of the eligible voting members at a General Meeting (GM) or Annual General Meeting (AGM)
  - ii. 50% plus one of the voting members at the Executive Committee meetings.
- b) There shall be an Annual General Meeting on or about the 15th of October each year, but no later than the end of October. This will ensure that business for the softball season is concluded and to have an active executive in place for the following season.
- c) General Meetings may be called at the discretion of the President.

3. Amendments to the Constitution and By-Laws:

- a) Written proposals to amend the Constitution, By-Laws or SGS league play rules must be received 2 weeks prior to the Annual General Meeting by the President of SGS. They shall be distributed prior to the Annual General Meeting to the Executive Committee. These proposed amendments would be voted on at the Annual General Meeting.
- b) The Constitution can be amended by a two-thirds vote of the total voting members present at the Annual General Meeting.
- c) A By-Law or league play rule can be amended or instituted by a majority vote of the total voting members present at any Annual, Executive or General Meeting.
- d) The constitution shall be given a general review every two years.
- e) All approved amendments to the SGS "Constitution and By-Laws" will be included in the updated version of the document posted on the website, which will form the basis for the operation of the league for the following season.

## SUDBURY GIRLS SOFTBALL BY-LAWS

### 1. DUTIES OF OFFICERS

- 1.1. The President shall preside at all meetings of the organization and to ensure that all members and committees are performing their duties. In the absence of the President, this role will be carried out by the Vice-President.
- 1.2. The Past President will serve as an advisor to the Executive Committee in order to ensure some continuity from year to year in the operation of SGS.
- 1.3. The Vice-President will assist the Scheduler and fulfill duties of President in his/her absence. (If the position of Scheduler is not filled, the Vice-President assumes that responsibility). The Vice-President shall be responsible for coordinating all disciplinary matters and the issuing of all suspensions, in accordance with league rules and procedures. The Umpire-In Chief shall provide rule interpretations regarding suspensions as required. The Vice-President shall have the power to suspend or take any other disciplinary action as may be deemed necessary against any player, coach or other team official in accordance with the league rules and by-laws. Any disciplinary decision made by the Vice-President shall remain in effect until the final disposition of any appeal.
- 1.4. The Secretary shall:
  - 1.4.1. record the minutes of all Executive Committee, Annual and General Meetings,
  - 1.4.2. update the Constitution and By-Laws for the following year,
  - 1.4.3. perform administrative duties as assigned.
  - 1.4.4. In the absence of the Secretary, this role will be appointed.
- 1.5. The Treasurer shall:
  - 1.5.1. establish and maintain a bank account;
  - 1.5.2. provide the general membership with an annual statement, that has been reviewed by the Executive Committee;
  - 1.5.3. receive, record and deposit all monies. (Example: registration, protests, appeals, and bonds)
  - 1.5.4. pay all invoices received or expenses incurred by the league (example: field costs, storage space)
  - 1.5.5. issue cheques to officials.
  - 1.5.6. Payments for approved league purchases can only be made when provided with an official receipt. Purchases made without a receipt will be reimbursed only by approval by the executive.
  - 1.5.7. To mitigate bank charges for e-transfers, only payments of \$250 and over will be reimbursed by e-transfer. All other reimbursements will be made by cheque
- 1.6. The Field/Tournament Scheduling Coordinator duties include:
  - 1.6.1. scheduling ball field time for practices, games, tournaments, playoffs, etc., with help from the Vice-President.
  - 1.6.2. act as league contact to the city regarding all ball field issues

- 1.7. The Division Convenors shall be responsible for the following:
  - 1.7.1. check the players' list for eligibility, registration, and inform Coaches and Executive Committee of any discrepancies;
  - 1.7.2. keep and record all player transfers once they are complete
  - 1.7.3. keep a record of coaches and their levels
  - 1.7.4. keep a record of all suspensions issued to players and coaches
  - 1.7.5. inform all coaches/ team managers of all decisions pertaining to rule changes, by-laws and constitution amendments, results of protests and appeals and decisions affecting the teams, coaches and managers.
  
- 1.8. Banquet Coordinator shall be responsible for the following:
  - 1.8.1. securing date and location of year end banquet
  - 1.8.2. organizing all aspects of year-end banquet including prizes, trophies, food, decor etc.
  - 1.8.3. ensuring banquet costs stay within approved budget
  
- 1.9. Equipment Manager shall be responsible for:
  - 1.9.1. equipment inventory
  - 1.9.2. equipment storage
  - 1.9.3. ensuring that league equipment is maintained or replaced when necessary and as approved by executive.
  
- 1.10. Website Developer/Webmaster shall be responsible for:
  - 1.10.1. maintaining current information of league website
  - 1.10.2. scheduling email newsletters when necessary
  - 1.10.3. maintaining the league Facebook page, responding to questions/comments etc.
  
- 1.11. Registrar/Communications Officer shall be responsible for:
  - 1.11.1. registration and payment details of all players
  - 1.11.2. coordinate player evaluations (forms etc)
  - 1.11.3. provide evaluation summary and recommendations for draft
  - 1.11.4. collect and review coaching applications/police checks
  - 1.11.5. managing the day-to-day emails and questions received by the league
  
- 1.12. The positions of Mites Convenor and Select Convenor were added on an AD HOC basis in 2019 and will be re-evaluated at the conclusion of the season (October 2019).

During the season members of the Executive Committee will monitor games wherever possible.

All Executive Committee members will be responsible for registration. They will also be responsible along with coaches for coordinating team formations in each division, in preparation for season start.

It is important that committee members' conduct when dealing with money is beyond reproach. It is not enough to be honest; there must never be any way in which anyone, whether inside or outside of Sudbury Girls Softball, could question that honesty.

## 2. ELECTION OF OFFICERS

- 2.1. The members of the Executive Committee, with the exception of the Past President as per constitution item IV. 1b, shall be elected at the AGM and shall assume office following the adjournment of the AGM.
- 2.2. Should an officer resign before the expiration of his/her term, the Executive Committee shall have the right to appoint a replacement to serve until the next election.

## 3. TEAM OFFICIALS (COACHES, ASSISTANT COACHES AND MANAGERS)

- 3.1. All teams must register the names and contact information of their team officials by the first Friday in May to the Executive Committee.
- 3.2. All coaches of Mite, Squirt and Bantam teams shall be at least eighteen (18) years of age.
- 3.3. Any team official or player displaying improper conduct in accordance with the Code of Conduct will be subject to disciplinary action by the Executive Committee.
- 3.4. All coaches and assistant coaches, including all bench staff, must provide a current police check (vulnerable sector) certificate. Any volunteers under the age of sixteen (16) assisting with a team must be a registered player with SGS.

## 4. ELIGIBILITY

- 4.1. The SGS Executive Committee reserves the right to allocate players where necessary.
- 4.2. All persons wishing to participate in SGS activities must register within the registration timeframes
- 4.3. Each player must be registered with their age verified by one of the following:
  - 4.3.1. Birth Certificate
  - 4.3.2. Birth Registration Card
  - 4.3.3. Lawyer's Affidavit
  - 4.3.4. Baptismal Certificate (only if others are unavailable)
- 4.4. Prior to the Spring Tournament, the Division Convenor will check game sheets for unregistered players to ensure the player has been properly registered and payment has been received by SGS. Unregistered and or unpaid players will not be permitted to participate in the Spring Tournament and will be removed from that team. A complete list of players must be sent to PWSA in accordance with the deadline set out by the insurance provider (usually by June 15th).
- 4.5. All late registrations must be approved at the next Executive Committee meeting or by a quorum of Executive Committee members. The player cannot play until her late registration has been approved.
- 4.6. The SGS schedule will include the following age divisions when league registration numbers permit:
  - Mite will be 7 to 10 years old
  - Squirt/Novice will be 11 to 13 years old

- Bantam/Midget players will be 14 to 18 years old
- Ladies' teams are registered as a group, ages will not be considered. It will be at the discretion of that executive to include underage players capable of competing in the Ladies Division (age 16 or 17)

All ages will be determined as of December 31st of the current playing season.

- 4.7. Any player who for whatever reason is to play as an underage player in a division with a higher aged designation needs approval to play by a majority vote of the Executive Committee, prior to playing her first game. The Executive Committee approval may be reviewed at any time during the regular season, tournaments or play-offs, upon just cause being shown.
- 4.8. Any player who for whatever reason is to play as an over-aged player in a division with a lower aged designation needs approval to play, by a majority vote of the Executive Committee, prior to playing her first game. The Executive Committee approval may be reviewed at any time during the regular season, tournaments or play-offs, upon just cause being shown.
- 4.9. All transfers from one team to another team must be approved by the Division Convenor. Such transfers shall only be granted if the move is considered to be in the player's best interest and will not be detrimental to the league.
- 4.10. Special requests regarding players must be put in writing to the Division Convenor and the League Secretary.

## 5. PLAYING RULES AND REGULATIONS

- 5.1. All teams shall observe the rules of SGS.
- 5.2. If a ruling is not covered by SGS Rules of Play, then the SOFTBALL CANADA rulebook will apply.
- 5.3. No player shall be cut from a team due to lack of softball ability. If a player no longer participates on a team for any reason, the Division Convenor must be notified.
- 5.4. All players must line up at the end of each game on the field to exchange handshakes/high-fives with the opposing team.
- 5.5. As this is a skills development league, scores will be recorded during the regular season games to facilitate game play but will not be submitted or tracked by the league. All teams will be invited to the Spring and Year End Tournament regardless of their performance during the regular season.

## 6. EQUIPMENT

- 6.1. All batter and runners must wear the following equipment:
  - 6.1.1. C.S.A. approved face protection attached to the helmet, which will protect the area from the top of the forehead to just below the nose secured by a chin strap.
  - 6.1.2. Full length or mid-length ball pants, shorts are not allowed (Ladies division excluded), skin on legs must be covered and protected.
  - 6.1.3. Softball/baseball cleats (no metal cleats)

- 6.1.4. Pitchers under the age of 18 must wear an approved protective mask when on the pitcher's mound.
  - 6.1.5. Catchers are required to wear C.S.A. approved face protection, chest protector and shin guards.
  - 6.1.6. All ball caps must be worn properly, with the beak facing forward.
- 6.2. Bases, approved catcher's gear, game balls and jerseys will be provided to all divisions except the Ladies division.

## 7. CANCELLED OR DEFAULTED GAMES

- 7.1. Cancellation of a game must be made at least 48 hours in advance of the game, except in the case of inclement weather or a similar "Act of God". It is the responsibility of the team official (coach) to notify their opponents and the Umpire-In-Chief of the cancellation, giving as much lead-time as possible.
- 7.2. Failure of any team field at least seven (7) players by the start of the game will result in that team forfeiting the game.
- 7.3. SGS stands by and respects all decisions made by our umpires. The Umpire-In-Chief monitors our umpires and will attempt to provide top quality officiating for all league games. Comments or concerns in writing from players, coaches and/or spectators will be heard by the SGS Executive Committee. The Umpire-In-Chief will take appropriate action if the umpire is not performing in a professional manner.
- 7.4. An umpire's decision may not be protested.

## 8. GENERAL PROVISIONS:

- 8.1. The league registration fee will be retained by SGS to cover league expenditures incurred during the softball year. This fee will be determined by the Executive Committee at the beginning of the season.
- 8.2. Refunds: Any refund approved by the Executive for medical reasons is subject to an administrative fee of \$25. Approval of refund will be determined at the next scheduled Executive meeting. Final decision will be delivered by the division convenor.
- 8.3. Playing for more than one association: Some players from SGS may also be registered as players in other leagues. During invitational tournaments players will play for the team in the association from the same city in which they reside.

## 9. FORMAL COMPLAINTS and INCIDENT REPORTING

All formal complaints must be submitted in writing to a member of the executive or by email to [sudburygirlssoftball@gmail.com](mailto:sudburygirlssoftball@gmail.com). Complaints received will be discussed by the executive and a decision/outcome will be provided within 3 days.

Injuries during league play or practice must be reported by head coach using incident report form and

witnessed by presiding umpire (when appropriate). Report must be submitted to a member of the executive or by email at [sudburygirlssoftball@gmail.com](mailto:sudburygirlssoftball@gmail.com).

## 10. BULLYING, HARASSMENT AND SOCIAL MEDIA

Games/Practices: Positive cheering only. The conduct of the team, its spectators and the coaches are the responsibility of the team coaches. In the event of harassment or derogatory remarks originating from the players, coaches or fans, the umpires will issue warnings. If these warnings are not heeded, it will lead to the ejection of the individual(s) involved, and the umpire may call the game awarding the non-offending team with a default win.

Social Media: The executive of SGS will not tolerate social media used to bully, harass, insult, belittle or criticise other teams, players, officials or umpires of the league. Any complaints received will be considered by the executive and warnings, suspensions or ejections will be imposed accordingly.