

CONSTITUTION
BYLAWS
AND OPERATING RULES

LANGFORD
MINOR FASTBALL
ASSOCIATION

Revised June 2019

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CONSTITUTION

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CONSTITUTION

ARTICLE 1- NAME

The name of the society is Langford Minor Fastball Association, hereinafter referred to as the Association.

ARTICLE 2- PURPOSES

The purpose of the Association shall be:

- 1.** To enlighten the youth of the community on the ideals of good sportsmanship, honesty, loyalty, and respect, so that they will grow to be respectable, trustworthy citizens.
- 2.** To provide a supervised program of competitive fastball games under the rules and policies of South Vancouver Island Minor Fastpitch Association (S.V.I.), British Columbia Amateur Softball Association (Softball BC) and Softball Canada.
- 3.** To encourage participation in league and exhibition play, tournaments, championships and related activities associated with the Association.
- 4.** To administer the annual operations of the Association as may be required in the form of meetings, financing, organization, registration, scheduling and related matters.

BYLAWS

ARTICLE 1 – DISSOLUTION

In the event of winding up or dissolution of the Association, the liquidators appointed shall cause all assets of the Association available for distribution, to be transferred to an organization(s), situated in British Columbia and devoted to the advancement of similar or like objects as the Association. Such organization shall be chosen by a majority vote of the members attending the first meeting called by the liquidators.

ARTICLE 2 – MEMBERSHIP

1. Members of the Association are:

- (a) Regular Members – any parent or guardian of a minor player member or any person who volunteers their services in a coaching or Executive role;
- (b) Player Members – any player registered with the Association;
- (c) Volunteer Members – anyone volunteering in any capacity with the Association other than those considered Regular Members;
- (d) Honorary Members – for meritorious service to the Association, persons may be elected honorary members by the simple majority vote at an AGM. Honorary members shall have no voice in the operations of the Association. Such membership may be revoked for cause. The names of honorary members shall be announced at the Opening Ceremonies. Nominations for honorary members shall be submitted to the Executive for consideration and recommendation at the following Annual General Meeting;
- (e) Lifetime Members – for those who have served the Association as a regular member and shown exemplary service, may be elected lifetime members by a simple majority vote. Lifetime Members shall have voting rights at General Meetings of the Association. Such membership may be revoked for cause. The names of Lifetime Members shall be announced at the Opening Ceremonies. Nominations for Lifetime Members shall be submitted to the Executive for consideration and recommendation at the following Annual General Meeting.

2. Voting Members of the Association shall be:

- (a) Regular Members;
- (b) Lifetime Members;

(c) Player Members who have reached legal voting age in BC, provided that if a Player Member votes, their parent or guardian will not also have a vote.

3. All volunteers with the Association must be Members in good standing.

4. A Member is not in good standing when he/she engages in conduct which may be detrimental to the sport of fastball, the Association, or an affiliated league, and is accordingly determined not to be in good standing by the voting executive of the Association (the "Executive").

5. A person shall cease to be a Member of the society:

- 1) By delivering his resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
- 2) On being expelled by the Executive; or
- 3) On having been a Member not in good standing for 12 consecutive months.

6. Expulsion or Suspension:

- 1) The Executive may expel or suspend any Member or team from the Association for attitude or conduct detrimental to the sport of fastball or to the Association.
- 2) The process for expelling or suspending a Member shall be that the President will appoint a Discipline Committee of him or herself plus 4 other Voting Members, the Discipline Committee will consider the complaint or evidence that has led to the appointment of the Discipline Committee, will gather and consider such other information as it considers necessary, and will hear from the Member or Members being considered for expulsion or suspension prior to taking any action.
- 3) The Discipline Committee will notify the Member or Members being considered for expulsion or suspension of the Committee's Decision in writing.
- 4) In the case of a Discipline Committee investigating a player member, the Discipline Committee shall give notice to the coach of the team of which the player is a member and the player member's parents, and the coach and parents shall be entitled to appear with the player member in front of the Discipline Committee.

- 5) There shall be an Appeal Board and it shall consist of three Members:
 - a. (i) In the case of a Player Member, one person shall be duly appointed by the coach/manager of the player's team in conjunction with the parent/guardian of the player member.
(ii) In the case of a Regular Member, one person shall be appointed by said member.
 - b. One person shall be appointed by the Executive.
 - c. The two appointed Members shall choose a third Member agreeable to both appointed Members.

- 6) The Appeal Board shall consider all evidence that was before the Discipline Committee and shall hear from the Member or Member being considered for suspension or expulsion and then shall advise the Executive and the Member(s) in question of its decision in writing.

ARTICLE 3 –DIRECTORS AND DUTIES

1. Directors

- 1) The Executive shall be comprised of the Directors, elected into the positions set out in section 2 below. The Executive shall have full authority to operate the Association in all its phases including financial and operational. Directors shall be elected at the AGM by a simple majority and their terms of office shall be:
 - (a) In the case of President, Second Vice President and Treasurer, commencing in 2019 and in every second year thereafter, from October 1st following the AGM to September 30th of the year that is two years later;
 - (b) In the case of First Vice President and Registrar, one year from October 1, 2019 to September 30, 2020, and then commencing in 2020 and in every second year thereafter, from October 1st following the AGM to September 30th of the year that is two years later.
 - (c) In the case of all other Executive positions, from October 1st following the AGM to September 30th of the following calendar year.

The Executive shall have full authority to operate the Association in all its phases including financial and operational.

- 2) The Executive shall have the power by a simple majority vote of those present at any meeting to discipline any Member, provided that if the Executive wishes to suspend or expel a member they must follow the procedure set out in Article 2.

- 3) The Executive shall appoint such Standing and Special Committees as it may determine and delegate such powers to them as it may deem advisable.
- 4) Vacant positions
 - (a) The Executive shall have the right to appoint a Member in good standing to an Executive position vacated during a term.
 - (b) In the event of an Executive position not being filled at the Annual General Meeting, the Executive may appoint a Member in good standing at any time during the term.
 - (c) The above-mentioned appointments shall be in effect until the next Annual General Meeting unless terminated prior to that, in which case they shall be filled again as indicated above.

2. Positions and Duties

The Executive shall be made up of the following Members, who shall also be known as “Directors” and who shall have the duties and functions indicated:

President

- 1) Preside at all Regular, Executive and Annual General Meetings of the Association.
- 2) Supervise all other Directors in the execution of their duties.
- 3) Appoint Members to Committees as required.
- 4) Deal with day to day issues of teams, both internal and relating to S.V.I., Softball BC, etc.
- 5) Act as contact person as required with all levels of Government and also West Shore Parks and Recreation.
- 6) Attend S.V.I. meetings or appoint a delegate to attend to carry one Association vote.
- 7) Be available to any Committee as required.
- 8) Apply and enforce all bylaws and rules of the Association, S.V.I. and Softball BC as provided herein with the assistance of the Executive.

1st Vice President

- 1) In conjunction with the President, be in charge of the day-to-day operation and problems as relating to the Association.
- 2) Organize and run Opening Ceremonies including team photos.
- 3) Attend S.V.I. meetings or appoint a delegate to attend to carry one Association vote.
- 4) In the case of the absence, removal, suspension or resignation of the President, shall act as President for the remainder of the current term of office or until the President's return.

2nd Vice President

- 1) In conjunction with the President, be in charge of the day-to-day operation of the U10 and Learn to Play divisions.
- 2) Organize and chair coaching meetings for coaches in the above age groups.
- 3) Attend S.V.I. meetings or appoint a delegate to attend to carry one Association vote, if required.
- 4) In conjunction with Field Maintenance Committee, set up work crews to keep the facility at Centennial Park (the "Park") in playing condition, as and when needed.
- 5) Be available to any Committee as required.
- 6) Attend Association meetings and help in the running of the Association.

Treasurer

- 1) Shall be bondable.
- 2) Receive all revenues and deposit in Association accounts.
- 3) Handle all expenses and revenues as set out in the budget or as directed by the Executive.
- 4) Keep accurate record of all receipts and disbursements.

- 5) Present financial statement at Annual General Meeting or as requested by the President.
- 6) Provide any and all financial reports or financial statements to appropriate governing bodies.
- 7) Attend Association meetings and assist in the running of the Association.
- 8) Apply for and administer the Provincial gaming grant.

Secretary

- 1) Attend all Association and Committee meetings.
- 2) Keep accurate records and minutes of all motions and discussion of meetings attended.
- 3) Produce and distribute correspondence as required by the President and Executive.
- 4) Notify all required persons of any meetings called by the Executive.
- 5) Attend suspension/expulsion hearings as recorder.

Umpire in Chief

- 1) Shall be responsible for overseeing the training and administration of umpires.

Registrar

- 1) Oversee registration for the Association, including:
 - (a) Working with online registration provider to set up and open registration in accordance with dates set by the Executive;
 - (b) Monitoring registration numbers and communicating same to the Executive;
 - (c) In conjunction with the President and Coaching Director, assigning players to teams in the online registration system;
 - (d) Working with coaches to ensure rosters are correct before submission to Softball BC;
 - (e) Uploading completed rosters to Softball BC online registration system;
 - (f) Distributing Softball BC-approved rosters to coaches;

- (g) In conjunction with the Treasurer, ensuring player and team fees are paid to SVI and Softball BC as required.

Directors

- 1) Five directors shall be elected for each term, each as Coordinator for one of the following age categories: Learn to Play (U6-U8); U10; U12; U14; and U16- U19.
- 2) Be eligible to act on any Committee and undertake such other duties as may be delegated by the President.
- 3) Generally assist the President.
- 4) Each director shall be responsible for the following duties as appointed to them by the Executive:
 - (a) Be part of Player Development Committee;
 - (b) Supervise Equipment Manager and assist in obtaining Executive approval for and ordering equipment;
 - (c) Ensure compliance with Association and Softball BC criminal record check requirements; supervise volunteers handling these tasks;
 - (d) Ensure Association website and social media sites contain appropriate content and are kept up to date; supervise volunteers handling these tasks;
 - (e) Supervise Batting Cage Allocator;
 - (f) Supervise Field Allocator;
 - (g) Supervise Umpire Allocator;
 - (h) Supervise Registrar and Registration Process;
 - (i) Supervise the Field Maintenance Committee;
 - (j) Supervise the Coaching Director and Coaching Committee;
 - (k) Supervise the Concession Director and Concession Committee;
 - (l) Supervise Scheduling Committee;
 - (m) In association with other volunteers, be responsible for obtaining and managing sponsorships;
 - (n) Supervise Uniform Committee;
 - (o) Ensure winter gyms and fields get booked;
 - (p) In conjunction with the Secretary, prepare and hand out coaches packages;
 - (q) Organize Beer & Burger or other annual fundraiser;
 - (r) Organize and oversee annual fundraising raffle;
 - (s) Organize pitching clinics and general winter clinics;
 - (t) Organize B team tryouts and general assessments;

ARTICLE 4 – COMMITTEES

Section 1: Standing Committees – The Association shall have Committees necessary to perform continuing duties. Standing Committees are appointed by and responsible to the Executive and may include but are not limited to:

- 1) **Coaching Committee** – shall be responsible for education and organization of coaches and teams. The Committee shall consist of the Coaching Director and any other Regular Members appointed to the Committee.
- 2) **Concession Committee** – shall be responsible for control of all aspects of the concession both permanent and mobile. This Committee shall consist of the Concession Manager, and any other Regular Members appointed to the Committee.
- 3) **Equipment Committee** – shall be responsible for control and administration of all Association equipment. This Committee shall consist of an Equipment Manager, Uniform Manager and any other Regular Members appointed to the Committee.
- 4) **Field Maintenance Committee** – shall be responsible for obtaining supplies for and overall maintenance of the Park. This Committee shall consist of Regular Members appointed to the Committee.
- 5) **Sponsorship Committee** – shall be responsible for procuring sponsorships, producing sponsorship materials to be displayed at the Park, ensuring sponsors receive recognition on the Association website and social media sites, and producing sponsor thank you gifts.
- 6) **Tournament Committee** – shall be responsible for organizing all aspects of Association tournaments and members shall act as or appoint tournament directors for all Association tournaments.
- 7) **Uniform Committee** – shall be responsible for ordering, inventory and distribution of Association uniforms. This Committee shall consist of the Uniform Manager and any other Regular Members appointed to the Committee.

Section 2: Special Committees – may be created by the Executive and may consist of Regular Members as the need arises and shall be automatically dissolved when their duties are completed. All Special Committees are responsible to the Executive.

ARTICLE 5 – MEETINGS

Section 1: The Annual General Meeting of the Association shall be held once per year. Notice shall be emailed to Regular Members and advertised on the Association's website at least fourteen days prior to the day of the meeting, noting longer requirements in Articles 12 and 13 if changes are being made to the Constitution, Bylaws or Operating Rules. The Annual General Meeting shall be held in June of each year, and its purpose shall be:

- 1) To consider alterations to the Constitution and Bylaws
- 2) To consider alterations to the Operating Rules
- 3) To present the financial statements for the previous fiscal year
- 4) To elect Directors
- 5) To conduct general business

Section 2: Other than as set out in Section 3 of this Article, all other meetings shall be held subject to the provisions of the Bylaws, at the call of the President.

Section 3: The President will, at any time, convene a Special General Meeting upon the written request of a simple majority of the Executive. The majority of the Members requesting said meeting shall attend or the meeting will be cancelled. At any General Meeting of the Association, a quorum shall be twelve regular members in good standing and at Executive meetings a quorum of Executive shall be four.

Section 4: At General Meetings a Regular Member shall be entitled to one vote only. No proxy votes shall be permitted.

Section 5: Regular Members shall speak once only on the same question except the mover and the seconder who may speak twice to explain the matter under discussion.

Section 6: The Executive may meet for the dispatch of business as they see fit and shall decide all matters by a simple majority. Any Executive member may, and the Secretary shall when requested by an Executive member, summon at any reasonable time a meeting of the Executive.

ARTICLE 6 – MINUTES

Section 1: The Secretary shall keep accurate minutes of each meeting of the Association, shall read to the meeting where requested and shall have approved by the Executive, and shall preserve all such minutes and all documents, correspondence, and notice of meetings and shall keep such records at the address of the Secretary.

Section 2: No motion to amend the minutes shall be in order unless for the purpose of correcting error.

ARTICLE 7 – INSPECTION OF BOOKS

Section 1: The books and records of the Association may be inspected by any member at the convenience of the Secretary and/or Treasurer.

ARTICLE 8 – BORROWING POWER

Section 1: The Association shall not have borrowing powers.

ARTICLE 9 – REVENUES

Section 1: The revenues of the Association shall be derived from sponsorships, registrations, fundraising, donations and other sources.

Section 2: All monies received shall be deposited to the credit of the Association in the financial institution as approved by the Executive.

Section 3: The Executive is empowered to authorize payment of all expenses.

Section 4: All cheques must be co-signed by any two of the designated Executive Members, which shall be the Treasurer, and two other members of the Executive appointed by the Executive from time to time. The Treasurer shall receive, collect and deposit all funds of the Association in the approved financial institution and shall keep an accurate record of all receipts and expenditures. The Treasurer shall present the annual financial statements as the Annual General Meeting. At no time shall any of the designated Executive Members with signing authority be related in any manner or reside in a common law relationship.

Section 5: No Executive/Committee Member will be paid for any services within the Association, except for approved direct out of pocket expenses. This section does not apply to umpire Members acting in their capacity as umpires.

Section 6: The fiscal year of the Association shall begin on August 1st and shall end on July 31st.

Section 7: Motions of expenditure passed by simple majority at a General Meeting shall go to the Executive as a recommendation to be voted upon.

ARTICLE 11 – RULES OF PROCEDURE AT GENERAL MEETINGS

Section 1: On motion the regular order of business may be suspended by a majority of votes cast.

Section 2: All motions to the General Meeting must be submitted in writing.

Section 3: Any member having a motion can withdraw it with the permission of the seconder, but a motion once debated cannot be withdrawn except by a majority vote.

Section 4: A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

Section 5: A motion shall not be subject of debate until it has been stated by the chair.

Section 6: Roberts Rules of Order shall govern the proceedings of all meetings.

ARTICLE 12 – ALTERATIONS TO CONSTITUTION AND BYLAWS

Section 1: Notice of alterations to the Constitution and Bylaws shall be accepted from the membership if provided in writing to the Executive at least 70 days in advance of a General Meeting and notice shall be given at least 60 days in advance of a General Meeting by email to Regular Members and posting on the Association's website. The motions of alteration will then be voted on at the General Meeting. A 75% majority of those present shall be required to ratify the alterations.

ARTICLE 13 – ALTERATIONS TO OPERATING RULES

Section 1: Motions to alter Operating Rules shall only be accepted from the membership if provided in writing to the Executive at least 70 days in advance of a General Meeting. Notice of motions to alter Operating Rules shall be given at least 60 days in advance of a general meeting by email to Regular Members and posting on the Association's website. The motions of alteration will then be voted on at the General Meeting. A 75% majority vote of those present shall be required to ratify the alterations.

OPERATING RULES

1. The maximum number of players on a team, U10 through U19, will be fifteen (15), subject to registration and Executive discretion. Exception for U19C teams, which may consist of a maximum seventeen (17) players, subject to registration and Executive discretion.
2. All players will be encouraged to play within their own age group whenever possible. After a written request is received by the Executive, a committee comprised of the Coaching Director, the Player Development Director and the President or his/her designated representative will determine if a player plays outside of his/her age group. The basis of a player "playing up" will be his/her overall ability. Any player playing up for any reason will do so for one season only and must gain permission annually.
3. A player will be allowed to move up to a team in an older age category as long as the team is comprised of a minimum of 10 players of the appropriate age and the Committee established under section 2 agrees that moving the player up is in the best interest of the player and the Association.

4. Uniforms

4.1 Uniforms – All Levels

- a) All teams representing the Association, whether at home or away, will play in the uniform designated yearly as the current uniform for their level of play by the Executive of the Association, unless granted an exception by the Executive as set out in these Operating Rules.
- b) The Uniform Rule will be strictly enforced for every player and team in every game played representing the Association, whether exhibition, regular season, tournament, District or Provincial game.
- c) The official colours of the Association are navy blue, gold and white.
- d) All players on each team are required to be in matching uniforms as set out in these Operating Rules and through Executive resolution.

4.2 Uniforms – Disciplinary Action and Enforcement

- a) Any individual player wearing uniforms or uniform items that are not in compliance with these Operating Rules or an Executive resolution will be issued a written warning by the Executive stating that they must not play any games representing the Association until they have a fully compliant

uniform. The head coach of the player's team will be copied with the written warning.

- b) Where an entire team wears uniforms or specific uniform items that are not in compliance with these Operating Rules or an Executive resolution, the head coach of the team will be issued a written warning by the Executive stating that the team must not play any games representing the Association until the team has fully compliant uniforms, and in such case the written warning will be copied to the players on that team.
- c) A second instance by the player, any other player(s) on the offending player's team, or the team of wearing a uniform or uniform items that are not in compliance with these Operating Rules or an Executive resolution will result in the immediate placement of the team into bad standing and the withholding of one (1) tournament funding and ALL travel funds supplied by the Association for that team for the current season. The head coach and all players on the team will be notified of these steps in writing.
- d) Further failures by a player or team to wear an approved uniform beyond the second instance will result in enforcement at the discretion of the Executive.
- e) The coaching staff of each team are charged with informing their entire team of the rules of the Association respecting uniforms and shall ensure that their entire team complies with these rules.

5. Gear and Other Apparel

5.1 Team and Individual Player Gear

- a) Any team or individual player gear besides approved uniforms that is to carry the Association name or any logo associated with the Association must be approved by the Executive prior to purchase.
- b) The Executive will from time to time authorize local apparel retailers to use the Association logo for embroidery and printing. The use of the Association logo outside of these select retailers is not permitted.

6. The Association may send two representatives, as decided by the President, to the Softball BC AGM. Expenses will be paid as decided by the Executive.

7. All players shall play as close to equal playing time as possible during practice games, league games, exhibition games and tournaments to ensure equitable playing time. This does not include District playoffs or BC Championship games. When a coach sits out a

player for disciplinary reasons, he/she must contact the President or his/her designated representative and the player's parent(s) or guardian(s) and inform them of the reason.

8. All players on U12C teams and below shall receive equitable playing time at infield and outfield positions during practice games, league games, exhibition games and tournament games. Where possible, players should alternate infield and outfield positions on a per game basis. This rule does not apply to U12C Regionals. No player will be forced to play on the infield if he/she has made a request to the coach not to do so.

9. Players will be placed on teams according to their ability. A rating system will be utilized to assist coaches in evaluating players for team assignment, however team assignment will not be based solely on ratings. Except in extenuating circumstances, all players must show up for player evaluations and will not be considered on a team until they participate in a minimum of one session. Prior to player notification, team selections must be approved by the Executive or its designates.

10. "A" coaches will select their teams first, then "B" coaches, then "C" coaches. There will be only one "A" team in any gender/age group, but there may be any number of "B" or "C" teams as the Executive or their designated representative(s) sees fit.

11. Once a player is selected to a team, the player's primary commitment will be to that team for all District playoffs, Provincial Championships, Western Canadians and National Championships.

12. Players will not be forced to play on any team, but must attend a minimum of three practices of the team on which they've been placed before any consideration will be given to moving a player to another team, unless otherwise approved by the Executive.

13. Teams travelling to BC Championships must ensure that every player plays a minimum of one offensive and one defensive inning during the tournament.

14. The Association will pay, at the discretion of the Executive, tournament entry fees. No team shall receive funding for more than two tournaments per season. At the discretion of the Executive, the Association will pay teams' entry fees for District Playoffs.

15. Subject to Executive approval, the Association will reimburse coaches for appropriate N.C.C.P. Coaching Clinics and may help pay for required professional development courses.

16. Each team within the Association must have a team representative attend each General Meeting as well as the Coaching Meeting unless excused from attendance by

the Executive. Any team failing to do so will not be entitled to league funding or travel money.

17. Any team traveling to out of town games must have a chaperone the same gender as the players in attendance at all times, both on and off the field.

18. If funds permit, league teams in good standing will qualify for travel allowance to go to BC Championships, Western Canadians and Canadians. Minimum funding will be as follows:

\$300.00 if out of District on Vancouver Island

\$400.00 if in Lower Mainland area up to and including Hope

\$500.00 if outside the Lower Mainland area

\$1,000.00 if outside BC

Amounts may be amended annually at the discretion of the Executive.

19. Teams will be considered in good standing if they participate in league activities as decided by the Executive i.e.: meetings, work parties, concession staff, P.R. activities, fundraising, etc.

20. All coaches, managers, regularly scheduled adult umpires, Executive members, those who handle the finances of the Association must complete and submit to the Association a Criminal Record Search every three years. All costs associated with the Criminal Record Searches will be borne by the Association unless the Executive decides otherwise.

21. Individual team fundraising events must be approved by the Executive. Requests for approval must be made in writing and approval received prior to the fundraising event.