



# OSHAWA N.A.S.C. SOFTBALL COMMITTEE

## POLICIES AND PROCEDURES



### Approved at:

N.A.S.C. Softball – February 19, 2014

N.A.S.C. Sports – May 5, 2014

O.C.C.N.A. – May 7, 2014

Oshawa N.A.S.C. Softball Policies and Procedures

Page 1 of 21

## TABLE OF CONTENTS

1. NAME.....	3
2. MISSION STATEMENT.....	3
3. ORGANIZATION .....	3
4. OSHAWA N.A.S.C. SOFTBALL COMMITTEE MEMBERSHIP .....	3
5. OFFICERS AND COMMITTEE STRUCTURE .....	4
6. MEETINGS .....	5
7. QUORUM .....	5
8. VOTING – GENERAL MEETING .....	5
9. ELECTIONS .....	6
10. FINANCE .....	6
11. PLAYER ELIGIBILITY .....	7
12. AMENDMENTS TO THE POLICIES AND PROCEDURES .....	7
13. DISCIPLINARY PROCEDURES .....	8
14. COMPOSITION AND DUTIES .....	8
EXECUTIVE OPERATING COMMITTEE (ADMINISTRATORS)	
15. SPECIAL PROVISIONS .....	12
16. DISSOLUTION .....	13
OPERATING RULES OF THE LEAGUE	
APPENDIX A – DISCIPLINARY COMMITTEE GUIDELINES .....	14
APPENDIX B – CODE OF CONDUCT .....	17
APPENDIX C – POOLING RULES .....	19
APPENDIX D – BLASTBALL, TEEBALL, LEARN TO PLAY RULES	
APPENDIX E – N.A.S.C. SOFTBALL RULES	

## **1. Name**

- I. This organization shall be known as the **Oshawa N.A.S.C. Softball Committee**. The N.A.S.C Softball is a sub-committee of N.A.S.C. Sports a Standing Committee of the Incorporation known as Oshawa Central Council of Neighbourhood Associations Inc. and registered with the Provincial Government. It cannot have a constitution as it is governed by the constitution of the O.C.C.N.A. Inc.

## **2. Mission Statement**

- I. To provide a wholesome, recreational Softball environment not only for the players, but also for the coaches, managers, parents and league officials.
- II. To govern the game of Softball for players within the boundaries of Oshawa as defined by the O.C.C.N.A.
- III. To endeavour to cultivate a true spirit of sportsmanship among all participants and to promote fair play and friendly competition.
- IV. To foster, develop, promote, manage, organize and operate Oshawa N.A.S.C. Softball in Oshawa in accordance with the rules and regulations as set out by Softball Canada (C.A.S.A.), the Ontario Amateur Softball Association (O.A.S.A.), the Provincial Women's Softball Association (P.W.S.A.) and the Oshawa N.A.S.C. Softball Policies and Procedures.
- V. To organize, promote, and operate instructional clinics to improve the skills and knowledge of officials, coaches and players.
- VI. To institute, organize and regulate competition in Softball among its members and arrange such games as will serve in the best interest of its members.
- VII. To protect and properly promote the interest of Softball for the minor residents of Oshawa.

## **3. Organization**

- I. The organization composed of members and players and is managed by an elected or appointed Executive in accordance with the Policies and Procedures and Rules of N.A.S.C. Softball.
- II. The Executive Committee may establish Divisions or Committees to operate various activities of the organization.

## **4. Oshawa N.A.S.C. Softball Committee Membership**

- I. Membership is open to all residents within the city limits of Oshawa.
- II. The Executive reserve the right to refuse membership to any individual who has demonstrated flagrant violation of these Policies and Procedures or by-laws, club policies and procedures, or who has any outstanding monies owing.

- III. Must be a member in good standing with a local O.C.C.N.A. Neighbourhood Association or be a Life Member in good standing with the O.C.C.N.A.
- IV. An O.C.C.N.A. life Member is afforded all rights of Membership, including the right to attend and speak at Members' meetings, and is entitled to vote if having attended 2 of the last 4 meetings as per the O.C.C.N.A. constitution.

## **5. Officers and Committee Structure**

The Officers and Committee structure will consist of the following: Eight (8) Executive , five (5) Administrators nine (9) conveners and the Softball Committee.

### **A. Executive**

- I. The Executive shall consist of a Past Chairperson, Chairperson, Boys Chairperson, Girls Chairperson, Secretary, Treasurer, Umpire-in-Chief and Registrar.
- II. The Executive shall oversee the operation of the Operating Committee.
- III. The Executive shall have the authority to suspend or dismiss any member of the Committee whose conduct is detrimental to the best interests of the Oshawa N.A.S.C. Softball Committee. Minimum of 2/3 majority votes needed.
- IV. The Executive shall have the right to appoint and/or fill any open positions at any time and will be brought back to the Softball Committee for approval.
- V. The Executive has the authority to keep business moving.
- VI. An executive member/convenor may hold more than one position.
- VII. An executive member shall serve for a term of two (2) years or until his or her successor is elected or appointed.
- VIII. After an initial Executive has been appointed, the positions of Chairperson, Girls Chairperson and Treasurer shall be elected in even numbered years while the positions of Boys Chairperson, Secretary and Umpire-in-Chief shall be elected in odd numbered years.

### **B. Administrators**

- I. The Operating Committee shall consist of the Executive Members
- II. And the balance of the elected or appointed Administrators which are: Coaching-Clinic co-ordinator, League Scheduler, Screening co-ordinator, Select co-ordinator, Umpire Scheduler, Division Conveners (9), Webmaster (appointed by executive).

### **C. Softball Committee**

- I. The Softball Committee shall consist of the Operating Committee and the N.A.S.C. Softball Chairpersons.

## 6. Meetings

- I. General Meetings of the Softball Committee will be held the third Wednesday of each of the months of September – May. Meetings may occur during the months of June – August (upon necessity and discretion of the Chairperson. Minimum of (1) one week notice will be given.)
- II. The Annual General Meeting will be held the 3rd Wednesday in the month of October. The new committee will take office the day following the N.A.S.C. Softball Annual Meeting.(AGM)
- III. The agenda for the Annual General Meeting should be prepared by the Chairperson and consist of the Chairperson’s annual report, Treasurer’s annual report, approval of annual reports, amendments to Policies and Procedures, Elections, Old Business and New Business.
- IV. Three (3) Executive and/or six (6) Members of the Softball Committee may request a special or emergency meeting at any time. In such a case, the meeting must be held within a reasonable time not to exceed one (1) week. The members requesting the meeting must make themselves and their reasons known in writing to the Chairperson of the Softball Committee. The Secretary / Chairperson will be responsible for contacting all members of the Softball Committee. All members shall be given notice within 72 hours prior to the meeting.
- V. Minutes will be taken at all meetings and reviewed by the Chairperson within one (1) week of the meeting so they can be distributed to all members and other people as determined necessary.
- VI. **Meetings shall begin at 7:00 P.M. and adjourn no later than 9:00 P.M. unless motioned and passed otherwise.**

## 7. Quorum

- I. A quorum for any general meeting of N.A.S.C. Softball shall consist of three (3) Executive members, and Neighbourhood Park Association Representatives that represent a minimum of eight (8) of the parks.
- II. The Annual General Meeting shall have a quorum of 3 Executive members and fifty percent (50%) of the Neighbourhood Park Association Representatives.

## 8. Voting – General Meeting

- I. Each Neighborhood Association shall be entitled to one (1) vote.
- II. Each Executive member of the Oshawa N.A.S.C. Softball Committee shall be entitled to one (1) vote.
- III. Votes will not be given to anyone that is not in good standing with the O.C.C.N.A. and/or the N.A.S.C.

- IV. Voting rights are not transferable between Neighborhood Associations, **no proxy votes shall be allowed** and no person shall vote twice (2).
- V. Each voting member/Neighborhood Association must have attended 2 of the 4 previous Softball meetings.
- VI. Attendees who have voting rights through multiple affiliations (e.g. a person who is both an Executive Member and an authorized representative from a Neighbourhood Association) must declare how they intend to have their vote counted prior to the commencement of any voting e.g. as the Park representative or Executive Member, but not both.

## 9. Elections

- To be an elected or appointed member of the Oshawa N.A.S.C. Softball Executive (Chairperson, Boys Chair, Girls Chair, Treasurer, Secretary, Umpire-In-Chief and Registrar, a person:
- I Shall be 18 years of age or older and must be a current member in good standing with a Neighborhood Association and the O.C.C.N.A. and all sub-committees.
  - II. Must have attended a minimum of two (2) of the previous four (4) consecutive meetings.
  - III. Must have served on the N.A.S.C. Softball Operating Committee in either an elected or appointed capacity or be a Park Softball Chairperson in the current fiscal year.
  - IV. Cannot be an elected officer of any other Minor Softball organization, or Minor Baseball organization, excluding C.A.S.A., O.A.S.A., and P.W.S.A.
  - V. Any member of the Softball Committee not fulfilling their obligations to the Oshawa N.A.S.C. Softball Committee and/or not attending three (3) consecutive meetings without notice or good reason may be removed with notice from their position.
  - VI. Notice of elections shall be posted in the local newspaper.
  - VII. An executive member shall serve for a term of two years or until his or her successor is elected or appointed.
- After an initial Executive has been appointed, the positions of Chairperson, Girls Chairperson and Treasurer shall be elected in even numbered years while the positions of Boys Chairperson, Secretary and Umpire-in-Chief shall be elected in odd numbered years.  
All other positions will stand for (1) one year.

**The following N.A.S.C. Softball Administrators will also be elected or appointed at the Annual General Meeting.**

Coaching-Clinic co-ordinator, League Scheduler, Screening co-ordinator, Select co-ordinator, Umpire Scheduler, Division Conveners (9), Webmaster (appointed by executive).

## 10. Finance

- I. The N.A.S.C. Softball Operating Committee manages the assets, debts, liabilities, contracts, leases, insurance policies, bank accounts and all undertakings of any nature entered into by the Softball Committee that best serves the interests of the children of Oshawa.
- II. All financial transactions involving the Oshawa N.A.S.C. Softball Committee shall be carried out in the name of "N.A.S.C. Softball". All N.A.S.C. Softball funds shall be deposited in the name of N.A.S.C. Softball in a current account by the Treasurer in a designated financial institution.
- III. Disbursement of Committee funds shall be made by cheque or petty cash by the Treasurer. All cheques shall carry the signature of the Treasurer, the Chairperson or one (1) of either the Boys or Girls Chairpersons or other designated member.
- IV. For accounting purposes the fiscal year shall run from October 1 to September 30.
- V. Upon Oshawa N.A.S.C. Softball Committee's approval, should monies accumulate beyond the requirements foreseen for reasonably immediate disbursement, any amount in excess of such requirement may be deposited in fully registered securities, which have a guaranteed parity feature as well as a liquidity feature.

## **11. Player Eligibility**

- I. Player eligibility is open to all residents of the City of Oshawa, who are members in good standing of a Neighborhood Association.
- II. Player and/or Parent or Guardian must have completed the required approved Registration forms.
- III. The player must pay a registration fee to participate in the program.
- IV. Any person or player who is in arrears of 30 days will be removed from the team and become ineligible to play in N.A.S.C. Softball or N.A.S.C. Select Softball until those fees are paid.
- V. Registered/carded Rep. players with O.A.S.A. and/or O.R.S.A., P.W.S.A. Rep. Softball, or E.O.B.A. Rep. Baseball teams may not participate in NASC Softball house league games.

## **12. Amendments to the Policies and Procedures**

- I. Any proposed amendments to the Policies and Procedures shall be presented in writing (must be signed by the mover and seconded), and submitted to the Operating Committee at the September meeting to be voted on at the Annual General Meeting in October.
- II. The Policies and Procedures of the committee can only be amended at the AGM or a special meeting convened specifically for that purpose. Notice of the amendment will be handed to the Secretary in writing at least 30 days prior to the date of the meeting and will be available to interested parties at least 15 days prior to the meeting.
- III. All proposed amendments to the Policies and Procedures will require a two thirds (2/3) majority of those eligible to vote. All amendments to the Policies and Procedures are to be done in a quick and orderly manner.

- IV. N.A.S.C. and O.C.C.N.A. will need to ratify all amendments before they are effective.

### 13. Disciplinary Procedures

- All disciplinary measures shall be the responsibility of the designated Boys Chairperson or Girls Chairperson of the N.A.S.C. Softball Executive.
- I. Upon presentation in writing the designated Chairperson will form an ad-hoc committee and convene a hearing with all parties in attendance. If anyone cannot attend, a decision will be rendered in their absence.
  - II. The Discipline Committee shall have the authority to suspend or dismiss any person, player, coach, manager, or any other member of N.A.S.C. Softball whose conduct is detrimental to the N.A.S.C. Softball program.

### 14. Composition and Duties

#### Chairperson

**Qualifications:** Must have served on the N.A.S.C. Softball Operating Committee, or a Park Ballchair in either an elected or appointed capacity.

**Role:** To co-ordinate the activities of the Oshawa N.A.S.C Softball Committee according to the Policies and Procedures.

**Duties:** To chair all General, Executive and Special Meetings and any other Meetings that might arise during the course of the softball season.  
To act as one of the signing officers along with the Treasurer.  
To determine a "Contentious Issue", may be motioned and tabled to the next meeting. Unless due to a time restriction, deal with it immediately.  
To act as a liaison with other outside related organizations for Softball including the N.A.S.C. and the O.C.C.N.A.  
Has the deciding vote in the event of a tie.

#### Boys Chairperson

**Qualifications:** Must have served on the N.A.S.C. Softball Operating Committee, or a Park Ballchair in either an elected or appointed capacity.

**Role:** To assume all responsibilities of the Chairperson in the Chairperson's absence, or when required, if so designated.

**Duties:** If designated:

To help the Chairperson co-ordinate all the Softball Committees as required by the Chairperson.  
Chairs the Discipline Committee.  
Acts as one of the possible signing officers along with the Treasurer.  
To oversee team formation and player pooling.  
To avoid conflicts of interest in the performance of his/her duties

#### Girls Chairperson

**Qualifications:** Must have served on the N.A.S.C. Softball Operating Committee, or a Park Ballchair in either an elected or appointed capacity.

**Role:** To assume all responsibilities of the Chairperson in the Chairperson's



absence, or when required, if so designated.

**Duties:** If designated:

To help the Chairperson co-ordinate all the Softball Committees as required by the Chairperson.

Chairs the Discipline Committee.

Acts as one of the possible signing officers along with the Treasurer.

To oversee team formation and player pooling.

To avoid conflicts of interest in the performance of his/her duties

**Treasurer**

**Qualifications:** Must have served on the N.A.S.C. Softball Operating Committee, or a Park Ballchair, in either an elected or appointed capacity, and have a working knowledge of financial undertakings of the Softball Committee.

**Role:** To handle all financial business of the N.A.S.C. Softball Committee.

**Duties:** To receive and pay out funds as authorized by the Operating Committee.

Keep full and accurate accounts of all receipts and disbursements in books belonging to the League

To be one of the signing officers.

To maintain monthly financial records.

See to, that Financial Reports are made available to the Executive and / or the General Membership at each meeting of N.A.S.C. Softball.

Be available for late Registrations.

Will have the Softball Committee's books audited yearly by the audit Committee of the O.C.C.N.A.

Shall submit an Annual Report at the Annual General Meeting.

**Secretary**

**Qualifications:** A general working knowledge of the Softball Operating Committee, and must have served on the N.A.S.C. Softball Operating Committee, or a Park Ballchair in either an elected or appointed capacity.

**Role:** To keep accurate records of the proceedings and decisions of the Softball Committee.

**Duties:** To receive all correspondence and report it to the General Meetings and

To prepare all correspondence as requested by the Softball Committee.

To record minutes of all meetings. Meeting minutes are to be documented and provided to the Chairperson within one week following the meeting that was held. Said minutes are to be distributed to all members at least one (1) week prior to the next scheduled meeting.

To appoint a committee member in the Secretary's absence to record minutes for any meetings required.

To compile an updated, accurate list of all Softball Chairpersons and Coaches for the purpose of distributing minutes, schedules and other material deemed necessary.

**Umpire-in-Chief**

**Qualifications:** Must have served on the N.A.S.C. Softball Operating Committee, or a Park Ballchair in either an elected or appointed capacity.  
**Role:** To oversee the activities of the umpires.  
**Duties:** To organize umpire clinics.  
To recruit and train umpires.  
To work in conjunction with the Umpire Scheduler to ensure all umpires are qualified for the division they are umpiring.  
To field complaints from the umpires and Divisional Conveners.

### **Past Chairperson**

**Qualifications:** Is the most recent previous Chairperson of the N.A.S.C. Softball Committee.  
**Role:** Act in an advisory capacity to the N.A.S.C. Softball Committee.  
**Duties:** Attend Executive and special meetings to act as an advisor to the Executive.

### **Registrar**

**Qualifications:** Knowledge of N.A.S.C. and Oshawa N.A.S.C. Softball registration procedures.  
**Role:** To oversee registration and and work in co-operation with the Operating Committee.  
**Duties:** To keep a complete record of all names and addresses of coaches and players.  
To keep team lists, coaches' lists and numbers and umpire lists and numbers and distribute these lists to the appropriate people.  
To validate all registrations after the Pooling Meeting and forward copies of all registration forms to the appropriate Neighbourhood Association.  
To keep a complete record of names of suspended persons and shall notify the proper parties of a person's status in the Oshawa N.A.S.C. Softball Committee.  
To organize Pooling Meetings. (Please see Pooling Meeting Rules)  
Keeps and maintains computer system that belongs to the Softball Committee.  
Is responsible for registering players and assigning the player to a team should the Club allow late registrations.  
Keeps all previous years' registration forms until the end of the season then old registration forms will be shredded.

### **Clinic-Coaching Co-ordinator**

**Qualifications:** Must have excellent organization skills and scheduling abilities.  
**Role:** To organize clinics in con-junction with the Chairperson.  
**Duties:** Provides coaching clinics prior to the start of the season.  
To ensure that all coaches are properly carded before stepping onto the field.  
To submit an accurately updated coaches list to the Executive Members and the Registrar.

Works with the league run program conveners in obtaining coaches for those programs.

### **League Scheduler**

**Qualifications:** Must have excellent organization skills and scheduling abilities.

**Role:** To be responsible for all regular league games as well as Tournament and Play off games.

**Duties:** To provide to all conveners, league officials, and Umpire scheduler league and playoff game schedules  
Produce an electronic, Internet friendly schedule to the Webmaster.

### **Screening Co-ordinator**

**Qualifications:** Knowledge of the O.C.C.N.A. screening policy.

**Role:** To ensure that all members of the N.A.S.C. Softball Committee are screened.

**Duties:** To ensure that all N.A.S.C. softball executive committee members who do not represent a neighbourhood association are screened in accordance to the OCCNA screening policy.

To ensure that all coaches for the League run program are screened in accordance to the OCCNA screening policy.

To ensure that all coaches, assistant coaches and managers for the Select run program are screened in accordance to the OCCNA screening policy.

To coordinate and communicate this information to the OCCNA Screening Chairperson.

### **Select Co-ordinator**

**Qualifications:** Must have excellent organization skills and scheduling abilities.

**Role:** To oversee the N.A.S.C. Softball Select program

**Duties:** Maintains a liaison between the select teams and the N.A.S.C. Softball Committee.

Maintains and keeps all records pertaining to the select teams.

Will be responsible for all Select coaches.

Will submit copies of the declared player lists to the registrar.

Will submit declared player lists and all registration money to the treasurer.

Makes available information of all possible tournaments to the coaches.

Will be responsible for scheduling practices and exhibition games.

### **Umpire Scheduler**

**Qualifications:** Must have excellent organization skills and scheduling abilities.

**Role:** To schedule all the league Umpires for regular season and Tournament games.

**Duties:** To work in con-junction with the Umpire-In-Chief in scheduling umpires only for the Division they are qualified for.

To maintain a complete updated list of names, addresses, phone numbers and Umpire card numbers.

Copies of these lists to be submitted to the Umpire-In-Chief and Registration Chairperson.  
To keep track of Umpires attendance.  
Ensure that Umpires receive appropriate payment.

### **Divisional Convener (9)**

**Qualifications:** Must have served on the N.A.S.C. Softball Operating Committee in either an elected or appointed capacity, or be a Park Ball chair.

**Role:** To oversee their assigned Divisions.

**Duties:** To maintain a liaison between the teams in the assigned age division and the Executive.

Is responsible to maintain and keep all records of their division.

Is the first line of contact between the coach and the executive.

Keeps records of all score from the games played in their division.

Will ensure that all coaches receive a copy of the Policy and Procedures and Rules and Regulations and all other relevant information.

Will attend as many of the games in their division as possible.

Will ensure that players serve their suspension.

To be available for Tournament and Championship weekends.

### **Webmaster**

**Qualifications:** Computer literate and must own a computer.

**Role:** To maintain and publish a web presence.

**Duties:** Develop and publish web pages as directed by the Softball Committee.  
Maintain the domain stays current.

### **Discipline Chairperson (appointed)** (usually the Boys or Girls Chairperson)

**Duties:** Chairs the discipline meetings.

Acts as the liaison between the Discipline committee and the committee.

Must give written notification of decisions to all parties involved.

Upon receiving a written complaint within 7 days of the incident, the Discipline Chair shall hold a hearing if warranted.

All executive members shall be notified of the final outcome.

### **Rules Committee (appointed)** (Consisting of 3 to 5 people)

**Role:** To oversee all proposed rule changes for the coming year.

**Duties:** To be in receipt of all submitted and proposed rule changes for the upcoming year.

To compile this in order per set rules.

This Committee should also be given the job of looking over the Policies and Procedures and make and submit necessary changes to it.

## **15. SPECIAL PROVISIONS**

- I. Any policy or procedure not covered here, shall be covered by the O.C.C.N.A. Policies and Procedures.

- II. .If a member of the Softball Committee is part of a coaching staff, he/she cannot vote in matters concerning his/her team or division they coach in.
- III. A Convener cannot be a member of any coaching staff in the division they are convening, including the Select Program.
- IV. A Convener cannot convene any game in which they have a child playing. A substitute or Head Convener must convene this game due to possible conflict of interest.
- V. The Executive shall have the authority to suspend or dismiss any member of the Committee whose conduct is detrimental to the best interests of the Oshawa N.A.S.C. Softball Committee. Minimum of 2/3 majority needed.

## **16. DISSOLUTION**

In the event of dissolution of Oshawa N.A.S.C. Softball, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Executive to the O.C.C.N.A. Inc.

## **Matters Not Covered**

Any matters not covered by the Policy and Procedures and Rules and Regulations shall be settled in accordance within the guidelines of the N.A.S.C. and O.C.C.N.A

## **. OPERATING RULES OF THE LEAGUE**

Separate attachments

## **APPENDIX A – DISCIPLINARY COMMITTEE GUIDELINES**

### **1. Introduction**

1. Any issue, raised by an individual, to have N.A.S.C. Softball Committee look into disciplinary action must be submitted in writing to the N.A.S.C. Softball Chair, Secretary and Disciplinary Chair within a reasonable time of the action or conduct in question
2. Any issue that the league deems necessary to be brought forth to disciplinary action will be done at the leagues discretion.
3. Any and all disciplinary action taken by the league will be done in a fair and non-prejudicial manner as listed in the rules below.
4. The following rules are a guideline of the disciplinary procedures and will be adhered to for all hearings and actions. This will be the case for all actions except in unforeseen circumstances that may arise to warrant a variance to the rules.
5. All written requests, actions and hearing results will be reported to the Softball Committee at its monthly meetings.
6. Not all written complaints will be dealt with, only those that are deemed valid or necessary. However, a written response to all written complaints will be given and forwarded on to the Softball Committee.

### **2. Disciplinary Rules**

#### **i. Hearing Request Guidelines**

- a. All requests from outside of the Softball Committee must be made in writing to the N.A.S.C. Softball Chair, Secretary and Disciplinary Chair within a reasonable time of the action or conduct in question.
- b. All written requests will be looked at and investigated with a response within 7 days of receipt of said written request, to determine whether a hearing is required.
- c. All requests for action from within the Softball Committee will be done in writing and will be investigated and a reply given to the N.A.S.C. Softball Chair within 7 days to determine whether a hearing is required.
- d. For all written requests, if it is determined that no further action is required then there will be no hearing scheduled and all parties in question will be notified in writing upon the completion of the 7 day time period.
- e. For all written requests, if it is determined that further action is required, a hearing will be scheduled within 7 days to deal with the issue at hand. The N.A.S.C. Softball Chair and all parties involved will be notified in writing of the date, time and location of the hearing.
- f. If a hearing takes place the person or persons in question will be temporarily suspended from all N.A.S.C. Softball activities until the completion of the hearing and the notification of the results are given in writing.
- g. Upon completion of the hearing the Disciplinary Chair will immediately notify the N.A.S.C. Softball Chair of the results in writing.

- h. Upon completion of the hearing the Disciplinary Chair and the Ruling Panel may take up to 3 days to make the results known and forward the results in writing to all parties involved.
- i. All requests for appeals must be made in writing within 7 days of the completion of the original hearing.

**ii. Ruling Panel**

- a. The Ruling Panel at a disciplinary hearing shall consist of any 3 of the following people:
  - 1. Any member of the Softball Committee who is a current member in good standing with a Neighborhood Association, with no “Conflict of Interest” in the issue.
  - 2. Independent people not involved with the Softball Program, at the Disciplinary Chairs discretion. i.e. Soccer, Hockey, N.A.S.C. Sports or O.C.C.N.A. members or Life Members in good standing with the O.C.C.N.A.

**iii. Duties of the Ruling Panel**

- a. To listen to and observe all evidence presented, in an unbiased and professional manner.
- b. Make an unbiased decision based on the evidence presented.
- c. Make recommendations to the Disciplinary Chair for disciplinary actions to be taken.
- d. Make recommendations, if necessary, to the Disciplinary Chair for further actions related to the issue to help prevent further problems in the future. i.e rule changes.

**iv. Hearing Attendance**

- a. Only the following people will be in attendance on behalf of the N.A.S.C. Softball Committee:
  - 1. N.A.S.C. Softball Secretary or an alternate to take minutes of the hearing.
  - 2. Upon their request, the N.A.S.C. Softball Chair, N.A.S.C. Sports Chair and the O.C.C.N.A. 1<sup>st</sup> Vice-Chair may attend to observe the proceedings. (They will not be part of the Ruling Panel and are in attendance on an advisory capacity only.)
  - 3. Any other people that are to attend will be asked by the Disciplinary Chair as needed. (This could include such peoples as U.I.C. , League Executive, Neighbourhood Park Softball Chair or Convenors)
  - 4. Signed and written statements may also be presented at the hearing of people unable to attend or deemed not necessary to attend.
- b. Only the following people may also be in attendance for the person or persons in question at the disciplinary hearing. (These people are in Oshawa N.A.S.C. Softball Policies and Procedures

attendance with the person or persons in question and may speak on their behalf if the person or persons in question so choose.)

1. A parent or guardian when dealing with players under the age of 18. This requirement is mandatory.
2. The Park Softball Chair of the person in question.
3. Anyone that has relevant information on behalf of the person or persons in question, with the permission of the Disciplinary Chair. These people must have submitted a written request to attend at the time the original hearing request was submitted.
4. Signed, written statements may also be presented at the hearing of people unable to attend or deemed not necessary to attend.

#### **v. Hearing Issues**

The following is a list of issues that may be deemed necessary to hold a disciplinary hearing. They are as follows but not limited to:

- a. Conduct detrimental to the game of Softball.
- b. offensive language toward players, league officials, spectators or bystanders
- c. unsportsmanlike conduct
- d. behavior which could bring harm to others or discredit N.A.S.C. Softball
- e. any person who fails to comply with the Constitution, Bylaws, Policies, Rules or Regulations adopted by N.A.S.C. Softball or its governing bodies.
- f. Repeat offenses by the same individual
- g. Any issues presented in writing deemed necessary or serious by the league

#### **vi. Hearing Decorum**

The following rules listed are a guideline to maintain order and decorum at a Discipline Hearing.

- a. All discussion must be done through the Chair.
- b. One person to talk at a time by the acknowledgement of the Chair
- c. Anyone deemed by the Chair to be out of order will be asked to discontinue his or her disruptive behavior.
- d. Anyone failing to maintain order or comply with the hearing rules may be asked to leave.
- e. Any person or persons not in attendance at the hearing may have a ruling made against them in their absence.
- f. Anyone asked to leave a hearing for being out of order or unruly, may have a ruling made against them as a result of their actions.

#### **vii. Appeals**

Appeals to the Ruling Pane's decision may be heard under the following conditions:



- a. If the person appealing was not in attendance of the original hearing, he or she cannot appeal unless written notification, with a valid reason for their absence is received by the Disciplinary Chair.
- b. Anyone wishing to appeal the ruling of the original hearing must have it done through the Neighbourhood Association in which they are involved.
- c. All appeals must be requested in writing by the Neighbourhood Association and must be accompanied by a \$25 cheque, made payable to N.A.S.C. Softball, from the Neighbourhood Association in which the appeal is coming from.
- d. If an appeal takes place the process will start from the beginning as if it was an original hearing with the exception of the members of the Ruling Panel. New members will be picked to make a decision on the issue. The new panel will be notified of the decision rendered by the original panel.
- e. While an appeal is taking place, the decision of the original Ruling Panel will be enforced until the new Ruling Panel has met and made its decision.
- f. If a further appeal is required it will be referred to the N.A.S.C. Sports Committee for their judgment and the second Ruling Panel's decision will be enforced until N.A.S.C. Sports deals with it.
- g. If N.A.S.C. Sports is to get involved, a written request from the Neighbourhood Park is to be given to the Softball Chair to take and present at the next N.A.S.C. Sports monthly meeting.
- h. The N.A.S.C. Sports Committee can only be asked after both the hearing and the appeal at the Softball Committee level have been completed.
- i. N.A.S.C. Sports can only act on a written request presented to them by the Softball Chair at its monthly meeting.

## **APPENDIX B – CODE OF CONDUCT**

Oshawa N.A.S.C. Softball Association has a code of conduct which is expected to be followed by all players, coaches and parents involved. This code will make the softball season a more positive experience for all who participate.

### **As a player in the N.A.S.C. Softball Association I will:**

1. Play for fun!
2. Work hard to improve my skills.
3. Develop good practice habits.
4. Be a team player, get along with team-mates and coaches.
5. Be on time and make sure to let my coach know if I can't be there.
6. Learn the rules of softball and play by them.
7. Accept responsibility for my actions.
8. Never argue with an umpire, I will accept their decisions, move on and remain positive.
9. I agree to treat all coaches, players, umpires and parents with respect at all

times.

10. I will not boo, heckle, berate, or criticize coaches, players or umpires at any time.

11. I agree not to use foul language and physical aggression

I will not:

1. By my actions support the abuse of any other player, coach, umpire or official

**As a Parent I will:**

1. Remember that children participate to have fun and that the game is for youth, not adults.

2. Act as a responsible person

3. Teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

4. Respect the coaches, umpires and players

5. Respect the Rules

6. Respect the sport of Softball and the facility where it is played

I will not:

1. Make any verbal comments or physical gestures about or toward anyone that could be considered offensive, derogatory, or abusive

2. Engage in any action that might be considered verbally or physically abusive

**As a Coach I will:**

1. Teach my players that rules of the game of softball are mutual agreements that no one should evade or break.

2. Develop team respect for the ability of opponents as well as for the judgment of umpires and opposing coaches.

3. Be professional in my manner and accept responsibility for my actions by displaying high standards in language.

4. Display control, respect dignity and professionalism to all involved with softball including opponents, coaches, officials, umpires, scorekeepers, administrators and spectators and encourage team players to do the same.

5. Operate within the rules and the spirit of the game. Abide by and respect the regulations governing softball and the organizations and individuals administering those regulations.

6. Be a positive role model for softball and my athletes.

PLAY BALL!!!

## APPENDIX C - POOLING RULES

PLEASE NOTE: These pooling rules supercede any and all references made to pooling within the Oshawa N.A.S.C. Softball rules.

1. All Ball/Sports chairs must be in attendance at the meeting prior to pooling so that they can be refreshed on pooling rules and procedures.
2. Within your registration package at the beginning of the softball season you will find:
  - Cover Sheet
  - Oshawa N.A.S.C. Softball Divisional Numbers form
  - Declared Players' list form
  - Treasurer's form (Park Fee breakdown)

All forms are to be filled out in full, even if it is for one play per division. The "N.A.S.C. Softball Divisional Numbers" form must be submitted to the Registrar after each registration. The "Cover Sheet" must be attached to each division of the Registration/Waiver form and brought to Pooling. **Pooling will be on the first Saturday of April** from 10:00 a.m. to 12:00 p.m. (Unless otherwise specified). **Please drop off all your pooling forms, registration forms and payment at this time.** "Declared Players' List" shall be completed and photocopied with one (1) copy to the convenor, one (1) to the Registrar and one (1) copy to the Park.
3. First priority is to the parks that "want" and have the "minimum" amount of players, seven (7) to form a team. A park cannot split its total numbers per division to make a second team. **To give smaller Parks a chance for a team the minimum amount of players can be less than 7 for these Parks.**
4. Maximum amount of players on a team is fourteen (14). A park association that wants more than one (1) team must have a minimum of twelve (12) players per team, two (2) teams twenty-four (24) players, three (3) teams thirty-six (36) players. Any park that requests two (2) or more teams will be last considered for players from the draw.
5. Pooled in players cannot compromise any member of a park that they have been assigned to. (Meaning: no park can pool out a player, to make room for a player to be pooled in).
6. A pooled out player will not compromise the park's team that the player is a resident member of. (Meaning: a park cannot pool out if they are in a pooling situation in any age classification.)
7. No pooling out of players to make room for the moving up of younger players. Younger players can be moved up to the next age classification as long as that team's original seven (7) has been established and the

- younger team has not been compromised. (Meaning: the younger team needs players).
8. After registration and before the pooling all ball/sports chairs are to scrutinize their N.A.S.C. Sports Registration/waiver forms for any non-park residents (as defined by the O.C.C.N.A. Neighbourhood Association boundaries). If a player is found who is not a resident of your park, you the ball/sports chair must:
    1. Notify the ball/sports chair to which the player resides in and forward said player's registration/waiver form to that park.
    2. Players, parents/guardians must also be notified by the ball/sports chair whose park inadvertently signed said player and that their child's registration/waiver form has been forwarded to their respective Neighbourhood Association ball/sports chair.
  9. Only official N.A.S.C. Summer Sports Registration Forms and Oshawa N.A.S.C. softball forms will be acceptable for use.
  10. All **requests** for movement of players must be submitted to the registrar of the Oshawa N.A.S.C. Softball two (2) weeks prior to the Pooling Meeting (unless otherwise specified). Requests are to be on a separate sheet of paper or on the registration form. These players must not be included in the original seven (7).
  11. The assignment of teams and the pooling of players will be decided by the Oshawa N.A.S.C. Softball Committee.
  12. **After** Pooling any persons/players wishing to play in the league are to register with the N.A.S.C. Registrar.
  13. Payment to N.A.S.C. Softball will be as follows:
    - Number of Blastball, Teeball, Learn to Play players X \$ registration fee. **All cheques payable to N.A.S.C. Softball**
    - Number of Minor Mite to Peewee players per division X \$ registration fee
    - Number of Bantam to Midget players per division X \$ registration fee
- Please submit **2 cheques** at pooling made out to **NASC Softball**:
1. For Blastball, Teeball and Learn to Play players
  2. For Minor Mite to Midgets.
14. All Parks will supply coaches for all divisions. Pay coaches C.I.R.'S and Coaching Clinics.

**Presently the QUORUM is as such:**

**7. Quorum**

- I A quorum for any general meeting of N.A.S.C. Softball shall consist of three (3) Executive members, and Neighbourhood Park Association Representatives that represent a minimum of eight (8) of the parks.
- II. The Annual General Meeting shall have a quorum of 3 Executive members and fifty percent (50%) of the Neighbourhood Park Association Representatives.

***MOTION TO CHANGE TO:***

- I A quorum for any general meeting of N.A.S.C. Softball shall consist of three (3) Executive members, and Neighbourhood Park Association Representatives that represent a minimum of fifty (50) % of the parks that are participating in the softball season.
- II. The Annual General Meeting (AGM) shall have a quorum of 3 Executive members and fifty percent (50%) of the Neighbourhood Park Association Representatives that are participating and active in the softball season..

Approved at Sport October 5, 2015

Approved at N.A.S.C. Softball AGM October 20, 2015