



## Board of Directors Meeting December 13 & 14, 2024 Minutes



### ATTENDANCE:

- Lisa Parkes, President (arrived at 4 pm)
- Baukje Edamura, Vice-President
- Rachel Allan, Treasurer
- Terri Boizard, Director
- Kevin Langley, Director
- Lavaughn Larson, Director
- Scott Wheatley, Director
- Diane St-Denis, Executive Director
- Laura MacMillan, (Incoming) Programs & Championship Director
- Rick Benson, Interim Operations Manager (for item 4.02 only)

#### 1.01 Land Acknowledgement

B. Edamura called the meeting to order at 3:07 pm and provided a brief land acknowledgment.

#### 1.02 Opening Remark & Schedule

B. Edamura did not have any opening remarks.

#### 1.03 Motion to approve the agenda

**Moved by R. Allan, seconded by S. Wheatley to approve the agenda as circulated.**

**CARRIED UNANIMOUSLY**

#### 1.04 Motion to approve minutes of October 20th and November 12th, 2024

**Moved by R. Allan, seconded by L. Larson, to approve the minutes of October 20<sup>th</sup> and November 12<sup>th</sup> as circulated.**

**CARRIED UNANIMOUSLY**

#### 1.05 Business Arising from the last meeting

##### a. Governance Committee take on a review of approving member associations to provide recommendations to the Board

This item was moved to the Governance Committee report.

##### b. Revised U11 Provincial Showcase Proposal

Item was moved to the Minor Advisory Council report.

##### c. Article 17

This item was moved to the Handbook section of the agenda.

##### d. Discipline Policies Review

This item was moved to the Handbook section of the agenda.

##### e. Men's and Masters Championship Dates

This item was moved to the Championship Report.

f. Championship Format and Health Risk to Participants

The Board reviewed the correspondence received expressing concerns about some championship formats requiring teams to play four or more games in a day in extremely hot weather. The Board directed the Office to implement the following tactics.

- Work with the host to space games out where possible.
- Implement mandatory in-game hydration break.
- Have the host include a sufficient number of hydration stations and, where possible, misting/cooling stations.
- Host an early (pre-travel) coach meeting and include education/discussion on hydration tactics for all participants, reminding them of their duty of care. The language will be repeated at all coaches' meetings.

**Action: D. St-Denis to ensure the new Director includes the above in the communications packages and meetings for this year's championship events.**

g. District 6 Update from Legal

D. St-Denis updated the Board on the feedback from legal counsel. The Board directed D. St-Denis to work with legal counsel to issue a letter to the club in question. The Board also agreed with the Governance Committee's work on the membership policy.

**Action: D. St-Denis to follow up with counsel.**

h. Canada Futures Partnership

The request for endorsement from the Canada Futures programs was referred to the new Ed at the March Board meeting. D. St-Denis invited J. Frei to attend the December meeting and deliver her proposal via Zoom to allow the Board to hear the proposal and render a decision.

J. Frei provided a high-level overview of the Canada Futures programs and answered questions. Following Frei's departure, the Board deliberated the proposal and agreed that all requests for partnership from any external body will be placed on hold until

- (i) The Board clearly understands the strategic priorities identified through the strategic planning process. The Board will begin to have some clarity on this specific area of the plan at the April workshop.
- (ii) The Executive Director has hired the new Sport Development Director to oversee the LTD and high-performance portfolios.

In addition, the Board is of the opinion that all external entities should be provided with an opportunity to submit proposals for partnerships or contracts if our strategic priorities identify the need for assistance in delivering specific programming to meet our goals.

2. Board Business

2.01 Committee Updates

a. Finance Committee

i. Treasurer's Report

R. Allan presented the October Financial Report. D. St-Denis noted that while the report shows a year-end surplus, the number is fluid and may change drastically once the Finance & Office Manager has updated the projections following her one-on-one meetings with each manager to review their portfolios.

R. Allan directed the Board's attention to this year's Congress and AGM costs. Total costs of \$57,819, of which 39% was solely associated with the Awards Banquet. After some discussion about ensuring funds are being utilized on activities that advance the purpose and mission of the association, the Board agreed to implement the following approach for 2025.

1. The AGM will be a virtual meeting hosted in the second half of October.
2. The Congress will be hosted in late September or the early part of October. The congress will focus on workshops aimed at discussing growth and development, or other strategic priorities identified as part of the strategic plan. The Congress will be user pay. The Office will design, as part of the budget, a travel subsidy program as we want to minimize the financial barriers for associations/clubs to attend due to their location.
3. The Annual Awards Banquet will be held for 2025 but will change to a user-pay model or a reception only to reduce costs. The Office will work with the Awards and Hall of Fame Committees to move the Annual Awards to a virtual model for 2026 and Bi-Annual Hall of Fame event.

**Action: D. St-Denis to include the new model for the Awards Banquet, Congress and AGM as a supporting document to the 2025-26 budget.**

R. Allan briefly discussed the restructuring of the office financial systems. The restructuring is meant to move the organization to a paperless and fully cloud-based system to (i) reduce costs as we would no longer need to spend \$7,000 on a separate server, (ii) reduce office supply and storage cost (no more paper), and (iii) further enhance our segregation of accounting duties. The change from Sage to QuickBooks also creates an opportunity to design a new chart of accounts, which will address reporting challenges and find efficiencies in our data entry.

R. Allan reminded the Board of the projected reduction in IT costs when the migration to Google Workspace is completed. She confirmed that the Office is auditing all software licenses with a focus on consolidation or elimination based on tools available from Google. We anticipate more changes to our licensing packages, such as Zoom, in the upcoming months.

R. Allan outlined in her report the work that needs to be completed to move the Softball BC Office from hybrid to entirely virtual. R. Allan requested the Board reaffirm its commitment to move to an entirely virtual office with a motion at this meeting.

**Moved by K. Langley, seconded by B. Edamura, to direct the Executive Director to continue her work to move the Softball BC office to an entirely virtual format before the end of the 2025 calendar year. CARRIED UNANIMOUSLY**

**Action: D. St-Denis to work with staff to execute the work needed to move the Office to an entirely virtual format. Regular reports are to be provided at each Board meeting.**

R. Allan introduced the topic of penalties for late registrations (the document was pre-circulated). The Board discussed the various deadlines listed in the SORs to determine the appropriate tactics for ensuring compliance, e.g. education vs fines. R. Allan collected the feedback to develop a proposal for the next meeting

**Action: R. Allan to bring forward a proposal on registration fines for the next meeting.**

R. Allan flagged to the Board that the association currently has no means by which to confirm the number of protests at a provincial and the total protest fees Softball BC reps should be submitting to the Office. B. Edamura also suggested clarifying how the funds are to be sent to the Office, as the fees are paid in cash. The Board agreed that a protest summary form should be added to the Softball BC Board Rep report. The form would summarize the protest – who, what, outcome – and clearly indicate funds to be sent to the Office. The form would specify that coordinators deposit the funds in their bank account and then e-transfer the required amount to the Office.

**Action: D. St-Denis to have the new Director update the Softball BC Board Rep report to include the above information.**

As promised at the AGM, R. Allan worked with the Office staff to secure proposals for financial auditing services. Six (6) were reviewed. WL & Company, who was recommended to us by both Volleyball BC and Baseball BC, was thorough and offered a competitive price that would result in \$7,000 savings this upcoming year.

**Moved by R. Allan, seconded by K. Langley, to appoint WL & Company as our auditors for the fiscal year ending April 30th, 2025. CARRIED UNANIMOUSLY**

R. Allan withdrew from her report the motion on Article 21.5, aiming to update the umpire registration fees as Softball Canada paused the increase they had been signalling. She will bring this item back at the next Board meeting if Softball Canada decides to move forward with their increase. R. Allan also withdrew from her report the motion on Article 21.2) to increase the adult team fee registration, Article 13.2 refund of provincial championship fees and 13.7.6 Provincial Umpire Fees. These may be brought back at a future meeting.

ii. Fees

D. St-Denis pointed out an error that staff made with 2024 fees. The Board duly approved before the 2024 season an adjustment to the U7 and U9 fees. In lieu of team fees, U7 and U9 participants were to pay a per-player fee of \$33. The fee was correctly captured in the handbook but listed as \$23 on the website and in RAMP. The error resulted in a loss of \$39,220. D. St-Denis informed the Board that she would notify members of the error and confirm that \$33 will be the fee for the 2025 season.

**Action: D. St-Denis to notify all minor associations/clubs of the publishing error made last season by the Office and confirm that the U7 and U9 fees will be \$33. A separate bulletin regarding the championship registration fees will be sent in January.**

iii. Timelines for Development 2025/26 Budget

D. St-Denis informed the Directors that she and the Treasurer would be working on the 2025-26 budget. They aim to have a draft document at the March Board meeting. The final budget to be approved at the April Board meeting.

iv. Restricted Funds

1. Approval of TORs for Restricted Internal Funds

D. St-Denis presented the Terms of Reference for the Umpire Development Fund.

**Moved by R. Allan, seconded by S. Wheatley, to approve the Terms of Reference for the Umpire Development Fund as circulated (Appendix A).**

**CARRIED (L. Larson abstained)**

2. Contribution to Board Designated Reserve Fund

D. St-Denis reminded directors of the previously approved structure for a Board Designated Reserve Fund. She requested the Board direct the Treasurer to establish a target for this year's budget to start building this new fund. After some discussion, it was agreed that R. Allan and D. St-Denis would bring forward a recommendation as part of the proposed 2025-26 budget.

**Action: D. St-Denis to ensure the budget for 2025-26 contains a contribution to the Board Designated Reserve Fund (Appendix B).**

**Moved by K. Langley, seconded by L. Larson to receive the Treasurer's report.**

**CARRIED UNANIMOUSLY**

**b. Governance Committee**

i. Approving member associations

The Governance Committee has tasked D. St-Denis with developing a membership policy which addresses membership types, application requirements & processes, approval procedures, annual renewals, and dormant associations. D. St-Denis confirmed she would consult with the advisory councils as part of the document drafting process.

The Committee will address adding a representation clause to the by-laws. They tasked D. St-Denis with researching what other Softball PTSOs are doing in this area. D. St-Denis is also securing recommendations from the Sport Law consultants conducting the Operational Effective Initiative.

ii. District Review Working Group

K. Langley noted that the Working Group is waiting on the proposal from the umpire group to complete this first part of the review. L. Parkes pointed out that the Governance Committee believes this review is still important and relevant and will continue to push the Working Group to complete the assigned task.

c. Minor Advisory Council

L. Parkes requested the Board review how motions get to the Board agenda. Motions contain grammatical errors and typographical errors and are, at times, incomplete. Directors agreed to review the motions and provide feedback to D. St-Denis by the end of the day on Friday, December 20<sup>th</sup>. D. St-Denis may either (i) rewrite them for a board email vote or (ii) send them back to the appropriate council for review.

**Action: Directors are to forward their feedback on the minor motions and U11Rep rules chart to D. St-Denis by the end of the day on Friday, December 20<sup>th</sup>.**

d. Men's & Women's Advisory Council

As was done with minor motions, Directors were directed to provide feedback to D. St-Denis by the end of the day on Friday, December 20<sup>th</sup>. D. St-Denis may either (i) rewrite them for a board email vote or (ii) send them back to the appropriate council for review.

**Action: Directors are to forward their feedback on the senior motions to D. St-Denis by the end of the day, Friday, December 20<sup>th</sup>.**

e. Umpire Advisory Council

The Umpire Advisory Council made edits to Article 19, which was addressed as part of the handbook update.

f. Ad Hoc Committees

i. SPN Committee Update

L Parkes reported on a recent meeting held with representatives from SPN. A written report was circulated to the Board as part of the meeting package. We aim to develop an agreement/structure/policies by the fall of 2025 to bring the proposal to our AGM. We believe approval from our members would be required.

The Board accepted L. Parkes and D. St-Denis' recommendation to

- Dissolve the SPN Merger Committee. Committee members will be invited to participate in feedback session(s) on a specific aspect of the agreement, such as policies or rules.
- D. St-Denis will be the primary representative driving the dialogue with SPN to form an agreement as most contentious issues, except the harmonization of rules, would be operational and, therefore, fall under the purview of the respective provincial offices. Discussions will start in January.

g. Structure, Chairs and Terms of References

D. St-Denis reviewed her report and recommendation for a new organization chart with committee reporting structuring. The Board agreed to the following changes to the chart and recommendations for the Governance Committee.

- Fund Management Committees be placed under their relevant advisory council with an indirect report line to the Finance Committee.
- Terms of reference will include a template for agendas and minutes. The template to reinforce that motions must consist of the full text and be included in the body of the minutes or as appendices.
- The Governance Committee to review how committees and councils bring motions to the Board to ensure they are (i) timely and (ii) fully vetted for clarity and are grammatically correct.
- Councils, committees and working groups must have an appointed staff liaison and only meet with a staff present.
- The Board is to receive ALL minutes from the Committee and Advisory Council.
  - i) Working Group minutes/notes from larger committee/council minutes when appropriate.
- TOR should be accompanied by an annual mandate from the Board of Directors, which aligns with the strategic priorities
- Working groups should be formed from the Committee or Council to address specific projects or tasks. The preference is for meetings to happen with staff. They, too, must create meeting minutes or notes to bring back to the Committee or council.

**Moved by T. Boizard, seconded by K. Langley, to approve the new structure (Appendix C) and direct the Governance Committee to review all Terms of Reference to ensure the above recommendations are included in the TORs template. Carried Unanimously**

**Action: L. Parkes to ensure the Governance Committee reviews the TORs in early 2025.**

L. Larson inquired about appointing Board Reps to Councils, as this was a commitment made at the AGM. L. Parkes instructed D. St-Denis to survey the Board on their interest in serving as a Board rep.

**Action: D. St-Denis to survey interest to serve as Board Rep before the next meeting**

## 2.02 Email Votes Reporting

November 1st

**Approved revised championships dates as circulated.**

**Carried (6/0/1 – S. Wheatley abstained)**

November 4<sup>th</sup>

**That the Board appoint Al Groff as the Men’s & Women’s Advisory Council Chair effective immediately. Carried Unanimously**

**The Board approved the Oct 31st recommendations to the terms of reference (attached) to reflect the desire for more meetings. The approval of the new terms of reference does not prohibit further review of the terms by the Governance Committee and, subsequently, the Board in the upcoming months.**

**Carried (6/0/1 – B. Edamura abstained)**

November 6<sup>th</sup>

**That the Board appoint Darcy MacKenzie as the chair of the Minor Advisory Council effective immediately. Carried (5/0/1 – S. Wheatley abstained)**

## 3 Operational Business

### 3.01 Management Report – D. St-Denis

#### a) General Report

D. St-Denis provided a high-level overview of the management report.

#### b) Staffing Update

**Moved by R. Allan, seconded by K. Langley to go in camera.**

**Carried Unanimously**

**Moved by L. Lason, seconded by B. Edamura to move out of in camera.**

**Carried Unanimously**

**Moved by R. Allan, seconded by L. Larson, to retain Xango Accounting to assist us in implementing a paperless cloud-based accounting system.**

**Carried Unanimously**

**Moved by R. Allan, seconded by K. Langley to approve the recommendations of D. St-Denis as discussed in camera. Carried Unanimously**



### 3.02 2025 meeting schedule

#### a) Proposed Meeting Schedule

D. St-Denis reviewed the proposed meeting schedule for the 2025 calendar year (Appendix D). The Board supported the approach and timetable. April 5<sup>th</sup> and 6<sup>th</sup> were identified as the preferred dates for the in-person strategic planning workshop

#### b) Moving to quarterly management and financial reports

D. St-Denis signalled to the Board that the Office would be moving to quarterly management and financial reports as the current production schedule is labour-intensive for the staff when one considers the amount of change from month to month. The Treasurer will continue to receive monthly financial statements.

## 4 New Business

### 4.01 By-Laws

#### a) By-laws 6.2

D. St-Denis noted that by-law 6. 2 stipulates that the Vice President is to oversee an annual evaluation of the Board's performance. She reported that a new annual performance evaluation tool should be an outcome of the OEI, along with several other governance tools, including a skills matrix for the Board.

**Action: D. St-Denis to ensure this item is brought back to the Board agenda once the OEI work is completed.**

### 4.02 2025 Championship Schedule and Host

#### a. Host selection

R. Benson reviewed the report included in the board package and the recommendations for host appointments and final championship dates. He highlighted the following:

- Dates for U17A and U19A provincials may need to be reviewed and adjusted due to the lead time required by Softball Canada for teams qualifying for Canadians.
- The Men's Championship dates have been selected, and we are searching for hosts. Tentatively, we will host a Masters Men and a Men's B and Intermediate A event on two separate weekends.

**Moved by R. Allan, seconded by K. Langley, to approve the updated championships and host appointments as presented (Appendix E).**

**Carried Unanimously**

#### b. Proposed Championships Budgets

R. Benson shared with the Board recommendations for the 2025 Championship Budget. R. Allan accepted the information for consideration during the creation of the 2025-26 budget.

### 4.09 Canada Summer Games

D. St-Denis provided the Board with a letter from Softball Canada expressing concern over the possibility of BC withdrawing from the games and their disappointment with Softball BC's lack of commitment towards Male Fast Pitch this past year.

D. St-Denis informed the Board that her call with Softball Canada was to inform them of the recent resignation of the coaching staff and to flag the challenges BC was facing in forming a



team for the Games. Both she and R. Benson confirmed that a search for new staff was underway and that team selection would resume once new coaching staff had been signed.

Directors were encouraged to forward to D. St-Denis the names of potential coaching candidates.

#### 4.09 Men's Games

L. Parkes updated the Board on recent meetings held with various leaders of the men's community. After some discussion, a consensus was reached to:

- Not apply any increase to adult fees for the 2025 season.
- Continue the dialogue with the community representatives to understand what they are looking for in terms of services from Softball BC.
- Negotiate a greater involvement from the men's community in the growth and development of boys' softball in exchange for lower fees that ensure we break even on the services/programs provided.

L. Parkes left the meeting at 2:33 pm. B. Edamura assumed the role of chair.

#### 4.10 Handbook – SOR approval

D. St-Denis circulate a written update on the handbook preparation. The intent is to have all articles ready for the January meeting

The Discipline Policies Review will be part of the OIE outcome.

D. St-Denis presented a revised Article 19 for approval

**Move by B. Edamura, seconded by R. Allan, to approve Article 19 as represented (appendix F).**

**Carried Unanimously**

#### 4.11 Summer Game Policy

D. St-Denis introduced the edits to the Summer Games Policy included in the Board meeting package.

**Move by L. Larson, seconded by K. Langley, to approve the edits to the Summer Games Policy (Appendix G).**

**Carried Unanimously**

#### 4.03 Western Canadians and Team Selection

D. St-Denis introduced correspondence from a member questioning the rationale for Softball BC's practice of only allowing B teams to qualify for Westerns and A teams for Canadians. After some deliberation, the directors agreed that no changes were needed to the current practice.

#### 4.04 Request for support from Katie Glenn

D. St-Denis spoke to the email directors received from Katie Glenn regarding support for a new facility she is building in Mission. St-Denis met with K. Glenn to review her proposal. She confirmed that Softball BC had no funding or grants available to support such an endeavour and could not make any long-term commitments to use the facility. She did offer some advice on potential funding sources and partnerships. The directors supported St-Denis' response.

4.07 NG Media Offer

Move to the next meeting

D Next Meeting & Adjournment

The next meeting will be held in virtual format on Wednesday, January 29<sup>th</sup>.

**Moved by R. Allan, seconded by K. Langley, to adjourn the meeting at 2:55 pm.**

**Carried Unanimously**

## UMPIRE DEVELOPMENT FUND

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### About the Fund

The objective of the Umpire Development Fund (UDF) is to enhance the educational and travel opportunities for all umpires registered with Softball BC. The Fund may provide up to 100% of the funding required for an umpire to attend an event. These opportunities include but are not limited to any of the following:

- a. Travelling to Canadian, WCSA, and Provincial championships, or
- b. Registration costs of the Blue Convention and Instructor/Evaluator Clinic, or
- c. Travel and accommodation costs for the PUIC and PODC members,
- d. Travel and accommodation costs for the Educational Officer to evaluate I/Es

### Contributions to the Fund

Financial contributions to the fund are made through a levy that is assessed to all umpires at the time of registration with Softball BC.

- i. Level 1 \$5.00
- ii. Level 2 \$5.00
- iii. Level 3 \$10.00
- iv. Level 4 \$15.00
- v. Level 5 \$ 20.00

### Fund Management

1. Financial control and signing authority over the fund will be in accordance with Softball BC financial management policies.
2. The fund management committee shall oversee the annual budget and allocation of funds. The committee is responsible for comprising the PUIC who will act as the chair for meetings, members of the PODC, and one District Umpire-in-Chief (DUIC) elected representative from each of the following areas:
  - a. Districts 1,2 & 3 hereinafter referred to as Area A;
  - b. Districts 4, 5, 6 & 15, hereinafter referred to as Area B;
  - c. Districts 7, 8 & 14, hereinafter referred to as Area C;
  - d. District 9, 10 & 11, hereinafter referred to as Area D;
  - e. District 12 & 13, hereinafter referred to as Area E.
3. Committee representatives shall be elected for a two-year term at the annual umpire meeting held during the Softball BC Congress. Elections for representatives in Areas A, C, & E shall take place in even numbered years and elections for representatives in Areas B & D shall take place in odd numbered years.
4. Any elected Committee representative who is unable or unwilling to perform the duties expected of them may be replaced by the PUIC. Where in any area a nominee for election cannot be found, the PUIC shall appoint one of the DUICs from that area. In either case, such an appointment shall expire at the date of the next Softball BC Congress, and an election for a representative from the affected area shall, whether it is the appropriate election year for that area or not, be carried out as if it was an appropriate election year for that area.

## UMPIRE DEVELOPMENT FUND

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### **Annual Budget and Fund Allocation**

1. The fund management committee shall develop an annual budget for the fund.
2. Recommendations for fund usage may be made by any Committee representative and/or any Umpire member in good standing with Softball BC. Such motions and budgets shall be submitted to the PUIC sixty (60) days prior to the date of the Softball BC Congress in order that the motions can be circulated to all DUICs.
3. The PUIC shall submit an annual report to the membership at the Umpire Meeting at the Softball BC Congress.

### **Expense Reimbursement**

An umpire approved for funding from the UDF will be responsible for making his or her own travel and accommodation arrangements in consultation with the Softball BC office. Upon completion of the event, the umpire will submit a detailed expense form to the committee for reimbursement of pre-approved expenses.

## Board-Designated Reserve Fund Policy

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The Board directs the Executive Director to establish an operating reserve fund in accordance with the principles described below.

### Purpose

The purpose of the Reserve Fund is to provide an internal source of operating funds in the following circumstances:

- 1. Stabilization funding.** A portion of the Reserve Fund will be available only for the purpose of stabilizing operations in the event of a sudden and unanticipated increase in expenses, the occurrence of a significant one-time expense or liability, or the unanticipated loss of a significant amount of budgeted revenue; or
- 2. Opportunity funding.** Any surplus in the Reserve Fund above the stabilization funding amount may be used to build the organization's capacity to generate revenue or take advantage of unanticipated program opportunities.

The Reserve Fund shall not be used to eliminate an ongoing budget gap or to replace a permanent loss of revenue.

### Budget Targets

The target minimum for the Reserve Fund is three (3) months of average monthly operating expenses. The target maximum is six (6) months of average monthly operating expenses.

The first three (3) months of funding shall be available only for stabilization funding, as described above. Any excess over three (3) months of funding may be used for opportunity funding, as described above.

“Average monthly operating expense” includes all recurring, predictable expenses like salaries and benefits, rent, travel, and program expenses. It does not include depreciation or other non-cash expenses, pass-through expenses, or unusual one-time expenses.

### Funding the Reserve

The Reserve Fund will be funded with unrestricted operating funds.

The Board shall place a high priority on achieving the minimum Reserve target. Until the minimum target is reached, the Board will only approve budgets that allocate funding to the Reserve. Thereafter the Board will consider opportunities to achieve the maximum target. From time to time, the Board may direct that a specific source of revenue be allocated to the Reserve Fund. Examples may include unrestricted one-time gifts or windfalls, special grants, or special appeals.

### Accounting and Reporting

The Reserve Fund shall be recorded in the organization's financial records as the “Board-designated Reserve Fund.” It will be funded and available in cash or cash-equivalent funds. The Reserve Fund will be kept in a separate account.

## Board-Designated Reserve Fund Policy

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The Executive Director is responsible for assuring that the Reserve funds are maintained and only used as described in this policy. The Executive Director shall provide regular reports to the Board about the status of the fund.

### Use and Replenishment of Reserves

The Board must approve any request to use the Reserve Fund for stabilization purposes. To apply for the funds, the Executive Director shall submit a written request to the Board describing the amount needed, the reason for the need, and a plan to replenish the Reserve Fund within a reasonable period of time not to exceed 12 months. The Board may approve the request subject to conditions.

Once every 12 months, the Executive Director may use up to half of the Reserve Fund's opportunity portion subject to prior consultation with the Executive Committee. In its discretion, the Executive Committee may require Board approval. The Board must approve any other expenditure of the opportunity portion of the Reserve Fund. Our goal is to replenish the Reserve Fund's opportunity portion within a reasonable period of time, not to exceed 18 months.

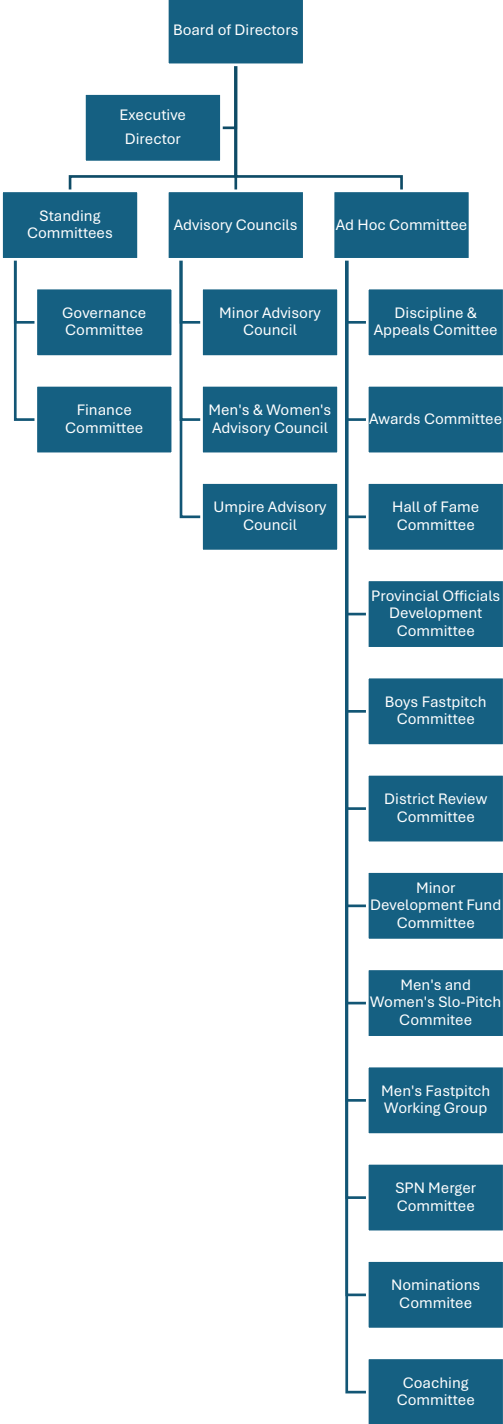
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### Projected Targets As of December 1, 2024

Operating Expenses Items	Average monthly operating expense:	Min Reserve Fund (3 month average)	Max Reserve Fund (6 month average)
Insurance	1,128.17	3,384.50	6,769.00
Salary/Benefit	37,203.23	111,609.68	223,219.36
Rental (Storage)	225.00	675.00	1,350.00
Telephone	174.99	524.97	1,049.94
Office Supplies	150.00	450.00	900.00
Employee cell phone plan	200.00	600.00	1,200.00
Board Member Expense	420.00	1,260.00	2,520.00
IT Costs	1,470.00	4,410.00	8,820.00
RAMP	2,312.50	6,937.50	13,875.00
Softball Canada - Membership	2,500.00	7,500.00	15,000.00
Sport BC - Membership	125.00	375.00	750.00
Western - Membership	41.67	125.00	250.00
Bank Charges/Credit Card	745.00	2,235.00	4,470.00
	46,695.55	140,086.65	280,173.30

\* The Board should set a minimum annual contribution target as part of its annual budgeting process.

# Current Reporting Structure





## APPENDIX C - COMMITTEES

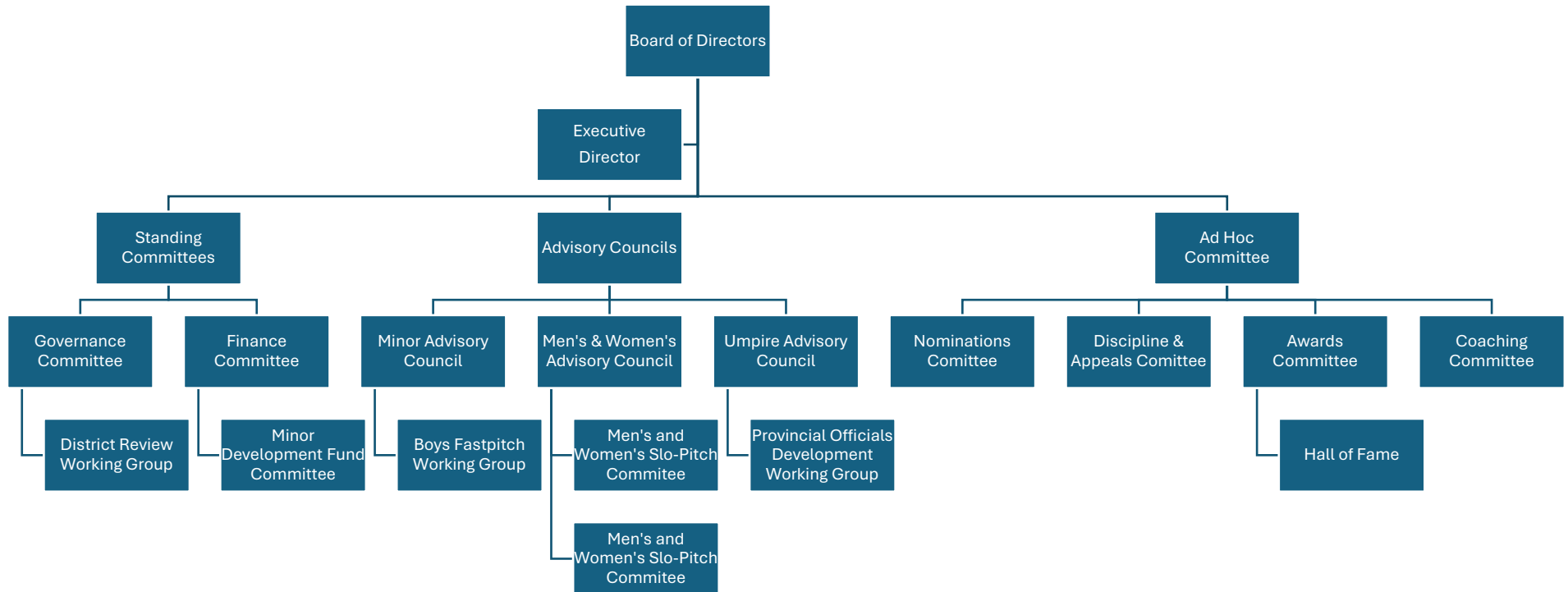
These categories reflect the structure found in our by-laws.

### Recommendation

1. Have the Governance Committee Review Terms of Reference for all Committees
    - a) Must have an appointed staff liaison.
    - b) Must meet with staff present.
    - c) Must create minutes with fully documented motions.
    - d) Board to receive ALL minutes from Committee and Advisory Council
      - i) Working Groups minutes/notes from larger committee/council minutes when appropriate.
  2. TOR should be accompanied by an annual mandate from the Board of Directors which aligns with the strategic priorities
  3. Working groups assigned specific projects or tasks from the Committee or Council. The preference is for meetings to happen with staff. They too must create meeting minutes or notes to bring back to the committee or council.
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1. Standing Committees Reports
    - 1.1. Governance Committee
      - 1.1.1. District Review Committee – Move as a working group under Governance
    - 1.2. Finance Committee
      - 1.1. Minor Development Fund Working Group – reporting to Finance Committee
  2. Advisory Committee Reports
    - 2.1. Minor Advisory Council
      - 2.1.1. Boys Fastpitch Committee – Move as a working group under Minor Advisory Council
    - 2.2. Men's & Women's Advisory Council
      - 2.2.1. Men's and Women's Slo Pitch Committee – Move as a working group under Men's & Women's Advisory Council
      - 2.2.2. Men's Fastpitch Work Group – Move as a working group under Men's & Women's Advisory Council
    - 2.3. Umpire Advisory Council
      - 2.3.1. Provincial Umpire Development Committee – Move as a working group under Umpire Advisory Council
  3. Ad Hoc Committees
    - 3.1. Nominations Committee – reporting directly to the Board via VP
    - 3.2. Discipline /Appeals Committee – reporting directly to the Board via ED
    - 3.3. Coaching Development Committee – reporting directly to the Board via staff
    - 3.4. Awards Committee – reporting directly to the Board via staff
      - 3.4.1. Hall of Fame Committee – Move as a working committee under the Awards Committee
    - 3.5. SNP Merger Committee – recommend dissolving committee (see report)
    - 3.6. Pro-rata Task Group – dissolving committee

# APPENDIX C - COMMITTEES

## NEW STRUCTURE



	APPENDIX D											
	virtual											
	in-person											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>MEETING DATES AND FOCUS</b>	Rule changes		check-in	Budget Review	check-in		Fee Approval		AGM-Prep	post election / planning		Championship Host Approval (BC & Westerns)
Quarterly Management Report			Q1			Q2			Q3			Q4
Governance				Review Board Matrix	Form Nomination Committee		Review By-Laws	Approve By-Law Changes	Board Evaluation	Board Onboarding		Review Committee Mandates
Policies *								Policy Recommendations	Policy Approval			
SORs	Approve SORs Edits	Handbook Edits Completed	Handbook Production					SORs review	SORs review	SORs review		Approve SORs Edits
Strategic Planning	Approve Operational Plan							Program Evaluation	Draft Strategic Plan Update / Report	Strategic Plan Update / Report		Draft Operational Plan
Financial	Budget Consultation	Draft 1 of Budget	Final Draft Budget to Board	Final Budget approved	Draft Fees For Following Year	Final Draft Fees For Following Year To Board	Final Fees For Following Year Approved	Review Audited Statements	Select Auditors	Onboarding Plan		
HR			Staff Evaluations / Renumeration Recommendation	Board Reviews Renumeration Recommendations								
Championships							Championship Dates Set	Board Approves Dates	Host Bids Are Due	Office Form Host Recommendations	Board Approves Hosts	

\* edits can happen at anytime when a timely updated is needed.

Board Work

Staff Work

Committee / Council Work

## APPENDIX E

### 2025 CHAMPIONSHIPS AND PROVINCIAL EVENTS

DATE	EVENT	CONFIRMED HOST
June 6-8 or June 13-15	U11 Celebration - Region 1 (D1,2,3)	<b>OPEN</b>
June 6-8 or June 13-15	U11 Celebration - Region 2 (D4,5,6,15)	<b>OPEN</b>
June 6-8	U11 Celebration - Region 3 (D7,8,14)	Langley Minor Fastball
June 6-8 or June 13-15	U11 Celebration - Region 4 (D9, 10, 11)	<b>OPEN</b>
June 6-8 or June 13-15	U11 Celebration - Region 5 (D12, 13)	<b>OPEN</b>
June 13-15	Region 1 (D 1, 2 3)	Duncan Junior Baseball Association
June 13-15 or June 20-22	Region 2 (D4,5,6,15)	<b>OPEN</b>
June 13-15 or June 20-22	Region 3 (D7,8,14)	<b>OPEN</b>
June 20-22	Region 4 (D9,10,11)	Sicamous Minor Softball
June 13-15 or June 20-22	Region 5 (D12, 13)	<b>OPEN</b>
June 27-29	U11 Showcase	<b>OPEN</b>
July 4-6	U15C	Richmond Girls Softball Association
July 4-6	U17C	Langley Minor Fastball
July 4-6	U20C	Vernon Minor Fastball
July 4-6	Masters Men	<b>OPEN</b>
July 11-13	U13B	Langford Minor Softball
July 11-13	U15B	Oceanside Minor Softball
July 11-13	Women A	Richmond Girls Softball Association
July 11-13	Women B	Richmond Girls Softball Association
July 11-13	Women D	Richmond Girls Softball Association
July 18-20	U13A	Cloverdale Minor Softball
July 18-20	U15A	Cloverdale Minor Softball
July 18-20	U17B	Kelowna Minor Fastball
July 18-20	U19B	Langford Minor Softball
July 18-20	U17A	Canadian Amateur Sport Society (Softball City)
July 18-20	U19A	Canadian Amateur Sport Society (Softball City)
July 18-20	Boys	<b>OPEN</b>
July 25-27	Women's Inter A	Richmond Girls Softball Association
July 25-27	Women's C	Richmond Girls Softball Association
July 30- aug. 3	U19 Women's Canadians	Canadian Amateur Sport Society (Softball City)
August 8-10 or August 15-17	Men's B And Inter A	<b>OPEN</b>
August 7-10	U13 Boys & Girls Westerns	Abbotsford Minor Fastball Association
August 10-16	Slo-Pitch M&W Canadians	Canadian Amateur Sport Society (Softball City)
Tbd	Masters M&W Westerns	<b>OPEN</b>
September 19-21	Slo-Pitch M&W	Canadian Amateur Sport Society (Softball City)

**APPENDIX F**

**ARTICLE 19 – UMPIRES**

**19.1. GENERAL INFORMATION**

- 19.1.1. Only umpires currently registered and in good standing with Softball BC, may vote on their respective District Umpire-in- Chief position.
- 19.1.2. The designated Umpire-in-Chief of all Minor 'A' Provincial Championships shall not umpire in the Tournament.
- 19.1.3. The designated BC Board representative shall not umpire in the Provincial tournament.
- 19.1.4. The designated Tournament Umpire-in-Chief of all Men's and Women's, Fastpitch and Slo Pitch Provincial Championships, shall not umpire in the Tournament, except under unusual circumstances.
- 19.1.5. Umpire procedures and duties shall confirm to **Appendix 5 Rule 3.6 Umpires** of the Softball Canada Rulebook.
- 19.1.6. In all Softball BC Championships, Western Canadian Championships (hosted in BC), international tournaments or international tours hosted in BC, requiring Softball BC and / or Softball Canada sanction, the Softball BC Provincial Umpire-in- Chief or appointed representative, shall select and oversee the assignment of all game officials. International tournaments or international tours shall be defined as "A tournament or tour which has teams from outside North America or national teams from North American countries." All World Baseball Softball Confederation (WBSC) sanctioned events held in BC will be administered by the Softball Canada National Director of Umpires (NDU). The Softball Canada NDU may appoint the Softball BC UIC or their designate to UIC these events.
- 19.1.7. Softball BC shall recognize only one Amateur Umpire Association in BC, that to be the Association that is presently affiliated with BCA.S.A.
- 19.1.8. No District Umpire-in-Chief and/or designate shall receive remuneration for allocating District or BC Championship umpires.
- 19.1.9. All District Umpires-in-Chief must make the Provincial Championship(s) in their District their priority over invitational tournaments.

**19.2. UMPIRE CERTIFICATIONS AND REGISTRATION**

**Level 4 (Cost \$110.00) — Only offered by Softball Canada and requires the permission of the Provincial Umpire-in-Chief. The registration fee is for all fully certified Level 4 and 4T umpires.**

**Softball BC shall follow the Umpire certification criteria for Softball Canada with the certification levels and Provincial/National responsibilities as outlined below.**

**Provincial Responsibility**

Level 1	This certification is for a new umpire and allows <b>you individuals</b> to officiate local Minor and Men's and Women's recreational softball. <b>To maintain Level 1 status, a Certification clinic or Refresher Clinic must be taken every year and successfully pass the National Umpire Exam (70%)</b>
Level 2	This certification is for an umpire who has been a Level <b>1 2</b> for at least 1 year. This certification allows <b>you Umpires</b> to officiate local and Provincial/Territorial Minor level and/or local Men's and Women's softball and consideration for selection as a secondary selection to a U15 or U17 Canadian Championship. <b>To maintain Level II status, a Certification clinic must be taken every 2 years and successfully pass the National Umpire Exam (70%)</b>
Level 3	<b>This certification is for Umpires who has been a Level II for at least 2 years and allows them to Officiate Provincial/Territorial Minor and Men's and Women's softball and qualifies Umpires to officiate U19, U23, Women's, and Masters National tournaments. Individuals must be at least 18 years old. To obtain this certification an Umpire must be invited to a Level III clinic and be evaluated at a U19A or Women's tournament with recommendation from the Championship UIC. To maintain Level III status, a Certification clinic must be taken every year and successfully pass the National Umpire Exam (80%)</b> <b>This certification allows you to Officiate provincial/ territorial Minor and Men's and</b>

**APPENDIX F**

	Women's softball and qualifies you to officiate U19, U23, Women's, and Masters national tournaments. Individuals must be at least 18 years old. To obtain this certification you must be invited to a Level 3 clinic and be evaluated at a U19A or Women's tournament.
--	--

**National Responsibility**

Level 4	To obtain this certification you Umpires must be a Level III 4 national clinic or at least 2 years, be recommended by the Provincial UIC, complete a Level IV national clinic, and have recommendations from the U19 Women's or U20 Men's National tournament.
Level 5	To obtain this certification Umpires must be a Level IV for at least 2 years, attend 2 FP or 1 SP Canadian Championships with successful evaluations and get a recommendation from the National Director of Umpires (NDU) and approved by the Softball Canada Board of Directors.  To obtain this certification you must attend 2 Canadian Championships with positive evaluations and get a recommendation from the Women's or Men's National Championship.
Emeritus	For the umpire who has retired from on-fieldwork and is working in an administrative role such instructing clinics or evaluating.

- 19.3. **SOFTBALL BC UMPIRE REGISTRATION** must be completed online by May 31st of the current year.
- 19.4. **UMPIRE MEMBERSHIP/REGISTRATION** shall be granted by the District U.I.C. and approved by the Provincial U.I.C.
- 19.5. **THE PROVINCIAL U.I.C.** may refuse a Softball BC umpire registration for reasons deemed to be characteristic of a member not in good standing. This refusal must be ratified by the full Board of Directors of Softball BC.
- 19.6. **THE TERM OF MEMBERSHIP** shall begin upon affiliation and payment of set fees and exist until the next affiliation date of January 1st.
- 19.7. **SOFTBALL BC UMPIRES REGISTRATION / MEMBERSHIP** shall be granted after January 1<sup>st</sup> for the current season.
  - 19.7.1 **SOFTBALL BC UMPIRES** are required each year to complete the Softball Canada National Umpires Exam on-line for the certification level they hold as of January 1st of that year.
- 19.8. **EACH DISTRICT UMPIRE-IN-CHIEF** will be responsible to schedule all appropriate clinics to be held in their district, notify the office of the dates to be publicized on the Softball BC website and schedule instructors for each Clinic working with the PODC Education Officer
- 19.9. **DRESS AND EQUIPMENT**
  - 19.9.1. Softball BC registered umpires must comply with the required Softball Canada approved dress code for umpires when umpiring in the province. There will be no exceptions. Umpires assigned to Western and Canadian Championships must comply with the Softball Canada dress code. Umpires traveling out of province will be required to follow the Softball Canada dress code. Failure to comply with the above dress code requirements may result in disciplinary action.
  - 19.10.2 A registered umpire will be expected to comply with all the required protective safety equipment as spelled out in the Softball Canada Umpires Certification Manuals.
- 19.10. **EXPENSES – UMPIRES**

All umpires' expenditures must be submitted in writing, complete with receipts, directly to the Softball BC office through a provided expense claim form. All expenditures will be subject to the approval of the Provincial Umpire-in-Chief. If the expense claim is approved, the expenditure will be submitted for payment.

**Commented [DS1]:** Can they be granted membership when they have yet to register?

**Commented [DS2]:** By whom?

## APPENDIX F

### 19.11. UMPIRE TRAVEL PERMITS

All umpires who are invited (or wish) to umpire out-of-district must have permission from their home District UIC (or designate)

19.11.1 All umpires who are requested to officiate out-of-province must have permission from the Provincial UIC; actions contrary to this may lead to immediate suspension.

### 19.12. EVALUATIONS AND INTER-PROVINCIAL/TERRITORIAL TRANSFERS

The Softball BC Evaluation Form shall be the only form used for BC Umpires:

19.12.1 An incoming umpire shall hold their former Softball Canada graded level in BC, until such a time they are graded by the Provincial U.I.C or their appointed representative, level in BC if coming from another Provincial or Territory within Canada. Baseball certified Umpires may join Softball BC at one level below their Baseball certification pending an evaluation by the Provincial Umpire in Chief or their designate.

### 19.13. EJECTION OF COACH FOR BEHAVIOUR OF TEAM

19.13.1. The head coach, or in their absence another coach, shall be responsible for the conduct of their team's attendees. If, after a warning regarding the behaviour of a team's attendees from an umpire, the Softball BC Representative, or a Tournament UIC, the umpire may choose to eject the coach from the game and the game will be forfeited.

19.14.2 The responsibilities of a coach relative to the team's attendees is in effect prior to the game, during the game, and post-game.

**Commented [DS3]:** Under who authority? Where does this fit into our bylaws/policies?

**Commented [DS4]:** Need to ensure this is reference in all rule sections (articles)



APPENDIX G

**Policy Title:** BC Summer Games Policy **for Softball Policy**

**Number:** BCSGSOFT-V1

**Functional Area:** BC Summer Games

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<b>Description:</b>	The BC Summer Games policy will provide the structure in which the BC Summer Games will be governed by Softball BC Office Staff and the Softball Provincial Advisor.
<b>Effective:</b>	October 1, 2024
<b>Approved by:</b>	<b>Softball BC Board of Directors</b>
<b>Responsible Softball BC Staff:</b>	Laura MacMillan, <a href="mailto:laura.macmillan@softball.bc.ca">laura.macmillan@softball.bc.ca</a>
<b>Responsible Provincial Advisor:</b>	Chris Young, <a href="mailto:provincialadvisor@softball.bc.ca">provincialadvisor@softball.bc.ca</a> Kathy Weston, <a href="mailto:assistantprovincialadvisor@softball.bc.ca">assistantprovincialadvisor@softball.bc.ca</a>
<b>Policy Contact:</b>	Softball BC Executive Director, Diane St-Denis <a href="mailto:executive.director@softball.bc.ca">executive.director@softball.bc.ca</a> or 604-371-0302 ext. 103 201 – 8889 Walnut Grove Drive, Langley, BC V1M 2N7
<b>Last Reviewed/Updated:</b>	September 2024
<b>Applies to:</b>	All Zone Representatives, Zone Coaching Staff, Zone Adult Supervisors, Zone Participants, including players, Minor and Major Officials, and all areas of Softball at the BC Summer Games.

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## Introduction

The Softball BC – BC Summer Games Policy applies to all softball attendees at a BC Summer Games event. Unless otherwise noted in this policy, the Executive Director of Softball BC is the responsible executive for the policy.

Each participant level at the BC Summer Games for Softball is included in this policy. A few areas apply to all members attending the Games, where others only apply to certain categories of attendees.

The categories for this policy are:

- i. Major Officials: Provincial Advisor, Assistant Provincial Advisor, Sport Chair, Provincial Sport Organization (PSO) Representative.
- ii. Minor Officials: Umpires, Zone Representatives
- iii. Zone Coaching Staff: Head Coach, Assistant Coach, Mentor/Apprentice Coach, Adult Supervisor
- iv. Zone Athletes and Substitutes

This policy should be used as a reference and as a general guide in all areas concerning the BC Summer Games. This policy does not override any policy set forward by the BC Games Society. It is important to note that the BC Games Society sets the rules and guidelines for all aspects of the Games and Softball BC must adhere and enforce those rules.

This policy will be reviewed at the completion of each BC Summer Games and updated where necessary. Softball BC reserves the right to change, modify, or supersede any of this policy and its procedures with or without notice at any time. The most current version of the policy will always be available on the Softball BC website at [www.softball.bc.ca](http://www.softball.bc.ca).

## Policy Overview

I. This policy is intended for all participants of softball activities at the BC Summer Games. Existing policies of the BC Games Society should also be reviewed:

Commented [RB1]: Review links to ensure all are active

- [Injured Participant Policy](#)
- [Medical Policy for the Removal of Athletes from Competition](#)
- [Team Travel](#)
- [Discipline](#)
- [Replacement Teams \(for Team Sports\)](#)
- [Coach Certification](#)
- [Travel Policy for Participants with a Disability](#)
- [Graphic Standards for Participants](#)
- [Recognition and Logo Use Policy](#)
- [Photo Credits](#)

II. In addition, the following areas will be covered by both the BC Games Society Policies and Softball BC Policies:

- [BCASA Privacy Policy \(Softball BC\)](#)
- [Softball-BC-Code-of-Conduct-and-Ethics-including-Social-Media-Policy\(1\)-ratified-October-13,-2021.pdf \(rampinteractive.com\)](#)
- [Conflict of Interest Policy \(Softball BC\)](#)
- [Inclusion Policy \(Softball BC\)](#)
- [Volunteer and Staff Screening Policy \(Softball BC\)](#)

III. It is the expectation of Softball BC that the Provincial Advisor, Assistant Provincial Advisor, Sport Chair, Zone Representatives, Zone Head Coaches and the event Umpire-in-Chief have knowledge of all the above-mentioned policies.

## BC Summer Games General Rules

BC Games General Rules provide details of the general eligibility requirements as well as competition parameters and rules for inclusion in the BC Games. Only BC Games Society staff can approve exceptions or exemptions to the BC Games rules.

**Definitions**

**COMPETITION**

The BC Summer Games are held every second year on even years and is open to one female team from each of the eight Provincial Zones.

Commented [RB2]: Updated to show female only

**ZONE HOST TEAM**

Where it is confirmed by the Provincial Advisor of Softball BC that a particular Zone cannot present a team for competition at the BC Summer Games, the hosting Zone will have an opportunity of filling only one such vacancy with a team selected by a coach appointed by the Zone Representative and the Provincial Advisor. Preference shall be extended to players living in or near the hosting community, but eligibility may include players from anywhere within the Zone.

NOTE: The composition of such a team shall not conflict with or take priority over player selections of the legitimately formed Zone team.

**ZONE REPRESENTATIVE**

A BC Summer Games representative shall be appointed by Softball BC for each of the eight competing Zones. See Application Package for full job description for the Zone Rep.

**ZONE HEAD COACH**

In the year preceding the BC Summer Games, a BC Summer Games Zone Head Coach shall be selected by the appropriate Zone Representative, in consultation with the Provincial Advisor and Softball BC Office. For certification requirements please see the Coach Certification section of this policy.

Commented [RB3]: Updated to show pathway for coach selection

Timeline: Applications open on March 1<sup>st</sup> of the year preceding the Games and are collected until March 31<sup>st</sup>. The Head Coach position is announced no later than April 15<sup>th</sup> for each Zone, where possible.

The Zone Head Coach is responsible for selecting their coaching staff; however, applications must be approved by Softball BC prior to appointment. Prospective coaches must show basic requirements are satisfied (NCCP Certification, Criminal Record Check, and Responsible Coaching Movement expectations are examples of basic requirements). Please refer to the Zone Head Coach Application Package for full details on the job description for this position.

**PLAYER PARTICIPANTS**

In the year preceding and of the BC Summer Games, the Zone Head coach shall select athletes from eligible

	Softball BC registered teams who have been appropriately scouted and/or given the opportunity to try out for the Zone team. For more information on Zone Tryouts please see the Zone Tryouts/Evaluations portion of this policy.
MINIMUM AGE	Players who turn 13 years of age in the year of the BC Summer Games (U15).
MAXIMUM AGE	Players who turn 15 years of age in the year of the BC Summer Games (2 <sup>nd</sup> year U15)
ELIGIBILITY RESTRICTIONS	Respecting the age restriction, players currently registered with Softball BC in any category, as selected by the Zone Head Coach, are eligible to compete in the BC Summer Games. Athletes and coaches must reside within the geographical boundaries of the Zone, and cross-zone participation will not be permitted. However, when necessary to field a team and all other options have been exhausted within a Zone, Softball BC will consider applying to the BC Games Society for exemptions where Athletes or Coaches need to be brought from another Zone to participate in the Games. This will only be done at the discretion of the Provincial Advisor and in extreme cases only.
BC SUMMER GAMES PARTICIPATION LIMIT	Athletes are only allowed to participate in one BC Summer Games Softball event in a lifetime. Athletes may attend multiple Games, but only one as a softball athlete.
ZONE TEAM COMPOSITION	Only one (1) girls' team from each of the eight (8) Zones in the Province. There must be a minimum of 9 players to a maximum of 16 players, and a maximum of three (3) Coaches and one (1) manager on each team. Two (2) of the coaches/managers must be the same gender as the team to fill the role of chaperone. No other persons such as boys/girls will be permitted to use Summer Games transportation or accommodation and may not receive meals or awards.
BC SUMMER GAMES ENTRY DEADLINE	B.C. Games Registration Forms must be received by the B.C. Games Office no later than the date posted from year to year in the Summer Games rules.

**Commented [RB4]:** Reflects current age category

**Commented [RB5]:** Reflect female only teams at BCSG

## Playing Rules

Except where otherwise stated, the Special Operating Rules of Softball BC shall apply to the BC Summer Games. The BC Summer Games shall be played according to the U15A category rules with the exception that:

Commented [RB6]: Reflects new age category as of 2024

- i. The time limit of 1 ½ hours shall apply to all games including the final
- ii. All ties are to be broken in extra innings. The Tie Breaking Rule shall be applied in all games including the final championship game. The Tie Breaking Rule shall start at the top of the 8<sup>th</sup> inning or when time has expired.
- iii. The playoff rules at the BC Summer Games shall incorporate a qualifying round robin based on a rotational draw drafted from year to year by the Provincial Advisor. The elimination round shall have the first-place finalist team competing against the fourth place team and second against third. The winners of the first round shall advance to the gold medal final game and the other two teams shall compete for the bronze medal. Finalists for the elimination round shall be determined in the following order:
  - a) Firstly, win/loss record
  - b) When only two teams are tied and have played each other, the winner of the game between the tied teams.
  - c) When more than 2 teams are tied and have played each other, and one such team has defeated all the others who in that case are tied, that team shall advance. If need be, this process shall continue until it is no longer workable.
  - d) If two or more teams are tied but have not played each other equally, or where a team has not defeated all other teams who in that case are tied, then;
  - e) Total runs scored for or against (+7 -7)
  - f) Next, total bases touched for and against (+30-30)
  - g) Next, total runs scored based on all innings except where the game ended, and the score reverted back to the last complete inning (use reverted tally)
  - h) Next, the least number of runs scored based on all innings except where the game ended, and the score reverted back to the last complete inning (use reverted tally)
  - i. Next, by flip of a coin (there shall be no tie breaking game)

## Participant Fee

Each athlete will be charged a fee, to be determined by Softball BC, which shall be billed and collected from participants by the Zone Head Coach or the Zone Representative and submitted to Softball B.C. Softball BC will issue an invoice to the Zone Representative once the Zone team selection is complete.

## Team Attendees Conduct

The head coach, or in their absence, another coach shall be responsible for the conduct of the team's attendees before and post-game. If after a warning from an umpire, Provincial Advisor, or Tournament UIC, concerning the behavior of the team's attendees, the coach may be ejected from the game if they fail to control the conduct of the team and/or their attendees. If there is not another qualified coach on the roster, the game will be forfeited. Further consequences will be at the sole judgement of the Protest Committee.



### Accommodation and Transportation to/from the Games

Chartered bus and/or air travel will be arranged for Games participants who have chosen BC Games transportation, from predetermined zone pick-up points. Alcohol consumption and smoking are NOT permitted on BC Games transportation. Bus drivers have the authority to remove any passengers from BC Games transportation who do not comply with these regulations.

The time and location of departures will be sent to all participants within 10 days of the registration deadline. No cash equivalents will be issued for those who choose to make their own way to the Games.

Athletes with a disability should contact their Provincial Advisor for information about their travel options prior to the registration deadline.

#### *Team Travel*

To ensure the safety and supervision of BC Games athletes during travel to and from the BC Games, zone teams must travel together on Games transportation (buses/flights) departing from, and returning to, central pick-up locations. This ensures that every athlete is supervised by an accredited adult (head coach, assistant coach, or adult supervisor) from the time they board a bus/flight until the time they arrive at the destination (the Games or the drop-off location after the Games).

The Zone Representative chooses the central pick-up/drop-off location(s) for the zone team based on where most participants live. A minimum of one of the accredited adults with the zone team must leave and return to the selected location(s) with their athletes. The maximum number of pick-up/drop-off locations is based on the number of adults (head coach, assistant coach, or adult supervisor) associated with the zone team. This ensures that the zone team travels on the same bus(s) or flight(s) and that the athletes have adult supervision throughout the journey. This also ensures that the team arrives at their destination at the same time.

Participants must provide their own transportation to/from the selected pick-up/drop-off locations. The pick-up/drop-off location(s) may not be the closest one to the participants' homes; however, this ensures the safety and supervision of athletes.

Example: The Thompson-Okanagan (Zone 2) team has athletes and coaches from Kamloops, Penticton, Kelowna, Merritt, and Vernon. There are two adults (head coach and assistant coach) associated with the team; therefore, two central pick-up/drop-off locations are chosen, Kamloops and Kelowna. One of the adults will travel from/to each location. The Zone Rep assigns athletes to travel from/to one of the two chosen locations with one of their coaches, even though there may be Games transportation (with other zone teams or sports) departing from/returning to locations closer to their home.

During the registration process, Zone Representatives will select their zone's team travel pick-up/drop-off location(s) (city) by the registration deadline set by BC Games.

#### *Accommodation*

- (a) All participants (athletes, coaches, officials, adult supervisors) less than 19 years of age are required to stay in BC Games accommodation. All athletes under 19 years must be properly supervised in accommodation by one or more of the adults associated with the zone team; therefore, at least one adult of the same gender as the athletes must stay in Games accommodation. See roles of head coaches and assistant coaches and adult supervisors.

- (b) Participants (athletes, coaches, officials, adult supervisors) 19 years and over have the option of staying in BC Games accommodation or securing alternate accommodation at their own expense unless they are the adult for the zone team required to supervise athletes in accommodation or is otherwise stated in the technical package for their sport. Participants who elect to provide their own accommodation will be responsible for:
- the cost of alternate accommodation.
  - supplying their own breakfasts and dinners; and
  - Providing their own transportation while at the BC Games.

The accommodation choice of every participant must be indicated when they are registered via the BC Games Online Participant Registration process by the registration deadline. Those choosing BC Games accommodation are expected to stay for the duration of the Games and will be removed from competition if they depart from Games accommodation before the conclusion of the Games. Refer to section (f) below for rules regarding leaving Games accommodation.

- (c) Athletes with a disability and their support personnel have the option of staying in BC Games accommodation or securing other accommodation at their own expense as outlined in paragraph (b) above. Athletes with a disability and their support personnel, who choose alternate accommodation at their own expense, will still have access to breakfasts and dinners in the BC Games cafeteria(s) at no cost. Athletes with a disability should contact their Provincial Advisor for information about their accommodation options.
- (d) Head coaches, assistant coaches, and adult supervisors who accompany teams or individual athletes under 19 years of age are required to stay with them in BC Games accommodation and act in a supervisory capacity. Head coaches, assistant coaches, and adult supervisors of teams or individual athletes where all athletes are 19 years of age and over are given an accommodation option as outlined in paragraph (b) above.
- (e) Officials who are 19 years and over have the option of staying in BC Games accommodation or securing alternate accommodation at their own expense. If officials choose to stay in alternate accommodation, they will be provided with BC Games meals and transportation at the Games. Officials who are under 19 must stay in BC Games accommodation and must have an adult stay with them in a supervisory capacity as outlined above.

#### *Leaving Games Accommodation*

Any Participant who stays in Games accommodation must remain in accommodation for the duration of the Games. Anyone who removes themselves from Games accommodation prior to the completion of the Games will be disqualified from competition and may be subject to additional disciplinary action, this includes coaches. Should participants finish the competition prior to the final day of the Games, they may remove themselves from Games accommodation with the approval of the Provincial Advisor. Any participant removing themselves from Games accommodation is also removing themselves from Games transportation for the travel to their designated drop-off location. This means that they will need to make their own transportation arrangements for their trip home, at their own expense. Participants are permitted to permanently leave Games accommodation if, and only if, they (or a parent/guardian or the team coach, if under the age of 19) AND the Provincial Advisor signs and submits the required form.

## Head Coaches, Assistant Coaches, and Adult Supervisors

At the time of selection, the **Head Coach** should have **Competition Introduction Certified with MED** evaluation status. If the Head Coach candidate does not meet these criteria a detailed plan to gain the proper certification must be included in the application.

As part of the Responsible Coaching Movement, it is required the Head Coach shall complete the following training, as set out by Softball BC. This training includes Commit to Kids e-module and Respect in Sport for Leaders online training module. Certificate or confirmation of completion must be submitted to the Softball BC office prior to June 1 in the year of the Games. Making Headway concussion management and Safe Sport training are **mandatory**, and must be completed no later than June 1<sup>st</sup> in the year of the Games.

All **Assistant Coaches** shall be Competition Introduction Trained, including **NCCP 'Making Ethical Decisions'** on-line evaluation prior to participating in the Games, as well as Respect in Sport for Leaders e-module. Certificate of confirmation must be submitted to the Softball BC office prior to June 1 in the year of the Games. Failure to comply with this requirement will result in removal from the Summer Games Coaching staff.

Adult Supervisors are required to have completed Safe Sport training.

In addition to coaching duties, head coaches and assistant coaches are expected to travel with their athletes on BC Games transportation, stay with them in BC Games accommodation, and supervise them throughout the Games. Head coaches and assistant coaches are expected to act in a supervisory capacity travelling to/from and at the Games with their athletes and to ensure that their athletes adhere to the BC Games General Rules, the technical package for their sport, the BC Games Code of Conduct, and all rules and codes of conduct established by their provincial sport organization. When an assistant coach does not have any NCCP training, they are registered as an adult supervisor.

### Adult Supervisors

Sports are not allocated adult supervisors. This role code is used instead of assistant coach when the individual filling the role of assistant coach does not have ANY NCCP training. Adult supervisors act in a supervisory capacity with the zone team and ARE NOT over and above the allocated number of head coaches and assistant coaches allocated per sport and zone. In special circumstances additional adult supervisors may be permitted with a zone team but only with the approval of the BC Games Event Manager responsible for sport. Adult supervisors are expected to support the BC Games rules and to supervise athletes on their zone team as noted above.

Adult supervisors must be a minimum of 19 years of age and must reside in BC Games accommodation with their zone. They are also expected to travel to and from the BC Games with their zone team, if applicable.

### Officials

- Transportation to/from the Games, accommodation, and meals will be provided for a predetermined number of officials for each sport as outlined in the technical package. Officials must be named and registered by the Provincial Advisor by the registration deadline. In accordance with the BC Games Society policy, no officials will be paid a fee for their officiating services by the BC Games Society or the Host Society.
- In general, *major officials* (referees, umpires, etc.) are registered as officials through the Provincial Advisor and *minor officials* (scorekeepers, timers, etc.) are registered as volunteers in the Host Community.

Others sport representatives (such as a Zone Representative or the Provincial Sport Organization Board Member who has been actively involved in the administration and organization of their sport's involvement in the BC Games) may be registered on the list of officials, by the Provincial Advisor, as long as the maximum number of officials allocated for the sport is not exceeded. The Provincial Advisor must ensure that the officials (referees, umpires, etc.) needed for sport competition have been appointed before naming any other individuals.

- Individuals registered as officials who are under 19 are required to stay in Games accommodation and are required to have an adult stay with them in a supervisory capacity.

**Commented [RB7]:** Define who has to have this training

**Commented [RB8]:** Comply with technical package from BC Games

**Commented [RB9]:** New to this document, part of technical package

- Minimum Certification Requirement for Umpires to attend a BC Summer Games: Certified Level 2, ideally with experience at a U16A Provincial Championship.
- Umpires attending the BC Summer Games are not compensated and participate in the Games as a Volunteer. Softball BC is responsible for registering each umpire by the Registration Deadline set out by the BC Games.
- Officials will receive, from Softball BC, a commemorative photo of the Blue Crew (Zone 0) and, when possible, an item of clothing, to be determined by Softball BC, as a souvenir of the Games.

## Medals

Gold, Silver, and Bronze medals specially cast for each BC Summer and BC Winter Games are awarded at the Games. Medals are awarded to each athlete who has competed and placed in a designated medal event. As per BC Games policy, **Head Coaches, Assistant Coaches, and adult supervisors are not awarded medals.**

Medals are presented in all sports and all events based on the following rule (minus-one rule):

- When there are four or more competitors or teams, bronze, silver, and gold medals will be awarded.
- When there are three competitors or teams, only silver and gold medals will be awarded.
- When there are two competitors or teams, only a gold medal will be awarded.
- When there is only one competitor or team, no medals are awarded.

Medals at the BC Summer and BC Winter Games are presented in the following order:

- Bronze Medal Third Place
- Silver Medal Second Place
- Gold Medal First Place

Only BC Games medals are permitted to be awarded at the BC Games unless pre-approved by the BC Games Event Manager responsible for sport and outlined in the technical package for each sport.

## Uniforms and Equipment

### Uniforms

Softball BC will provide each athlete with:

- Two (2) numbered t-shirt jerseys in the appropriate Zone colour.
- Two (2) pair of black socks. *If additional socks are required, it is the athlete or teams responsibility to provide these additional socks.*
- 1 hat with Zone name, or BC Games logo

**Commented [RB10]:** Recommend 2 t-shirt jersey based on feedback from teams

**Commented [RB11]:** Recommend 2 pairs of socks based on feedback

**Commented [RB12]:** Coaches like the visor/hat, players not so much

All players on the zone team shall wear uniforms and caps identical in colour, trim and style.

Athletes are required to supply their own pants/shorts. Pants or shorts may be black, grey or white and complimentary to the Zone Colour.

There are restrictions on sponsor logos that can be included on uniforms, clothing, pinnies, bags, etc. worn at the BC Games. There are also policies on when and how the BC Games logo and zone information may be used on these items. Refer to the Logo Use and Recognition policy and the Graphic Standards for Participants manual for details. Pre-approval is required for items – contact Softball BC for additional information and design approval.

### *Zone Colours*

Colours have been established for each zone for the purpose of identification.

- Zone 1 – Kootenays: Yellow
- Zone 2 – Thompson-Okanagan: Red
- Zone 3 – Fraser Valley: Light Blue
- Zone 4 – Fraser River: Orange
- Zone 5 – Vancouver-Coastal: Dark Green
- Zone 6 – Vancouver Island-Central Coast: Light Green
- Zone 7 – Northwest: Purple
- Zone 8 – Cariboo-Northeast: Dark Blue

### *Equipment*

All equipment used during the BC Games must meet the specifications of Softball BC. Individuals and/or teams must supply their own practice balls and/or equipment.

In all play, helmets are mandatory for batters, baserunners, and catchers.

### *Medical Equipment*

Each individual or team is to supply their own basic training supplies such as tape, elastic wraps, etc. There will be fully qualified first-aid personnel at each sport location to treat any injuries sustained during competition.

### **Technical Package**

Available twelve (12) months prior to the Summer Games

### **External Sports Credits**

All athletes who attend the BC Summer Games will receive external credits for Athlete 10 (4 credits). Letters will automatically be sent to participants following the Games by December 31<sup>st</sup> of the year of the Games. These credits can be used towards graduation. For more details on the External Sports Credits program please visit the Softball BC Website [Softball BC : Website by RAMP InterActive](#)

