

# SOFTBALL MANITOBA

## BY-LAWS

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## Section 1 - INTERPRETATION

- 1.01 In these By-Laws, General Operating Rules and Divisional Operating Rules unless the context otherwise requires:
- a. “Appoint” includes “elect” and vice versa;
  - b. “Appointed member” is a person selected by the Division to sit on a Board Committee with the approval of the Board;
  - c. “Association” means Softball Manitoba or the Manitoba Softball Association.
  - d. “Board” means the Board of Directors of Softball Manitoba;
  - e. “By-Laws” means this by-law and all other by-laws of the Association from time to time in force and effect;
  - f. “Deputy Director” means an elected member of a Division who has full voting privileges when a Division Director is unable to attend a meeting. This applies to the Officials Division only.
  - g. “Directors” means the members of the Board of Directors
  - h. “Division” means the following segments of the Association - Fast Pitch, Slo-Pitch, Minors, and Officials;
  - i. “Meeting of Voting Members” includes an Annual General Meeting of eligible voting members and/or a Special General Meeting of eligible voting members;
  - j. “Office” refers to the office of Softball Manitoba;
  - k. “President” means the President of the Board (or Interim President) elected in accordance with Section 5.07;
  - l. “Province” means Province of Manitoba;
  - m. “Quorum” means a specified number of voting members required, according to the By-Laws, to hold a legal meeting;
  - n. “Registered League” means a conference of three or more softball teams that have agreed to register for competition purposes and that are recognized by Softball Manitoba;
  - o. “Rules and Regulations means those rules and regulations passed at the Annual General Meeting and Divisional AGMs. They shall cover all By-Laws, General Operating Rules, and Divisional Operating Rules of Softball Manitoba;
  - p. “Rural” refers to those individuals who have their permanent residence in the seven (7) rural regions as follows:
 

a) Westman	b) Eastman	c) Interlake	d) Central
e) Parkland	f) Norman	g) Northwest Ontario	

Note: A Division may declare a person whose involvement is primarily in the rural area but lives in Winnipeg to be Rural.
  - q. “Softball” includes Slo-Pitch softball and Fast Pitch softball;
  - r. “Team” is a group of 9 or more players for Fast Pitch and 10 or more players for Slo-Pitch.
  - s. “Urban” within the boundaries of the City of Winnipeg. Softball Manitoba defines this as the Municipal Wards as defined by the City of Winnipeg.
  - t. Voting Delegate” means those individuals appointed by each Division, in accordance with Section 2.03 and 2.04.
  - u. “Voting Member” includes any person or League within a Division affiliated with Softball Manitoba eligible to vote; Non-Voting Members (or Participants) includes all other persons or leagues within a Division affiliated with Softball Manitoba who do not hold voting privileges within Association business unless elected or appointed.

### 1.02 Interpretation

Except as otherwise provided in Section 1.01, words and expressions defined in the Act have the same meanings when used herein; and words importing the singular number include the plural and vice-versa; words importing gender include the masculine, feminine and neuter gender; and words importing persons include individuals, bodies corporate, partnerships, trusts and unincorporated organizations.

## Section 2 - MEMBERSHIP

- 2.01 Softball Manitoba Membership shall be open to representatives of such organized Amateur Softball Associations and Leagues as are approved by the Directors of Softball Manitoba. All affiliated players, coaches, managers, umpires, league officials and other interested persons (as approved by the Board) of Softball Manitoba whether they be voting or non-voting, are participants of Softball Manitoba. This membership is for the current year only, from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.
- 2.02 Every participant shall uphold the Constitution and comply with these By-Laws, General and Divisional Operating Rules of Softball Manitoba.
- 2.03 Divisional Membership
- a. Divisions recognized at the Softball Manitoba Annual General Meeting shall be participants of the Association. Each Division shall be responsible for the operation of their specific area of jurisdiction within the guidelines of the Association including the power to pass, amend, and repeal applicable General Operating Rules and applicable Divisional Operating Rules.
  - b. The Divisions are:
 

Minors	<b>Adult</b>	Officials
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  - c. Membership Voting Structure - The voting members for each Division at the Annual General Meeting and any Special General Meeting of the Association will be as follows:

There will be a total of **28** voters for all association general and special meetings. Any life members eligible to vote will be in addition to the **28** voters.

The votes shall be allocated as follows:

1. President
2. Minor Director
3. Minor Director
4. Minor Director
5. Minor Director
6. Minor Advisory Board Representative
- 7. Adult Director**
- 8. Adult Director**
9. Advisory Board Fast Pitch Representative
10. Advisory Board Slo-Pitch Representative
11. Provincial Umpire in Chief
12. Officials Representative (Rural)
13. Officials Representative (Urban)
14. Officials Advisory Representative
- 15-22. Members at Large – Minors (4/4 Split UR)
- 23-26. Adult Members at Large
- 27-28. Official Members at Large

The members at large are allocated to the three divisions and the officials pro rata to the number of registered participants with Softball Manitoba in the season immediately previous to the meeting. This pro rata allocation will be subject to each division and the officials gaining a minimum of two additional votes. Each group is responsible for choosing who will represent them at the meeting, but it is to be clearly understood that all constituents within each division or the officials should be equally represented (for example in minors the voters should be broken up between rural and urban, 'A' and Community Club ball, and individual 'A' and Community Clubs).

An example from 2014 Registration of how the calculation will be made is set out below.

Division	2014 Registered Participants	% of Total	Votes
Minors	5,426	69%	8
Slo-Pitch	1,457	18%	2
Fast Pitch	881	11%	2
Officials	192	2%	2

- d. The procedure for election/voting within each Division will be as follows:

(1) Adult Softball

This Division includes all Adult Fast Pitch and Slo-Pitch categories. The Adult Directors and all Adult leagues affiliated with the Association shall meet (Adult AGM) and each league shall have one (1) vote to elect each of **two** (2) Adult Directors. **One Director will be elected yearly for a 2-year term** to serve on the Board of Directors. New nominees cannot be brought forward / elected as Board members by Proxy. They must be in attendance at the Divisional Meeting to be nominated and voted in. Considerations for Board members whose terms are up, with written acceptance to the Division Chairs, would be reviewed/mediated on an individual basis by the Executive. This voting body shall also elect the additional representatives to carry their vote at the Annual General Meeting or any Special General Meeting of the Association. The Fast Pitch and Slo-Pitch Advisory Board members will also have voting privileges at this Meeting. The Chair shall vote only in the case of a tie.

(2) Officials

All officials registered with Softball Manitoba will be participants within the Officials Division. The Board shall appoint for a two-year term a Provincial Umpire-in-Chief (PUIC) who will be the Director from the Officials Division. The Board shall also approve the appointment of the Officials Deputy Director. The PUIC shall also be chairman of the Division. The PUIC shall be evaluated at the end of the two-year term by the Board. The Director of the Division shall select one (1) rural and one (1) urban representative to carry their vote at the Annual General Meeting or any Softball Manitoba Special General Meeting (plus any additional votes required through the members at large allocation). This selection shall be made yearly and where possible representatives shall be selected from the Umpire Development Committee, Zone Umpires-in-Chief and Deputy Zone Umpires-in-Chief.

(3) Minors

This Division includes the Timbits, U10, U12, U14, U16 and U19 categories.

All affiliated Minor Leagues shall have voting privileges at all Minor Division Meetings. In addition to the Minor Directors voting privileges for affiliated Minor Leagues is as follows:

Each league that registers 2 to 24 Minor teams will be permitted one voting Delegate. Each league that registers 25 to 49 Minor teams will be permitted two voting Delegates. Each league that registers over 50 Minor teams will be permitted three voting Delegates. Note: Because Timbits teams have no minimum number of players required per registration form, each league will be recognized as having one Timbits team for every 12 Timbits players registered within their League.

Voting Delegates must have participated in the league during the current year as a player, coach, manager, official, or league executive member. No league will be permitted more than 3 voting Delegates and no proxy voting is permitted. This voting body shall meet (Minor AGM) to elect each of four Minor Directors. Two Directors will be elected yearly, (one Urban for a 1-year term and 1 Rural for a 2-year term), to serve on the Board of Directors. The following year two Directors will be elected yearly, (one Rural for a 1-year term and 1 Urban for a 2-year term), to serve on the Board of Directors. New nominees cannot be brought forward/elected as Board members by Proxy. They must be in attendance at the Divisional Meeting to be nominated and voted in. Considerations for Board members whose terms are up, with written acceptance to the Division Chairs, would be reviewed/mediated on an individual basis by the Executive. This body shall also elect the additional representatives (also outlined in 2.03-c) to carry their vote at the Annual General Meeting or any Softball Manitoba Special General Meeting. The Minor Advisory Board member will also have voting privileges at this Meeting. The Chair shall vote only in the case of a tie.

## 2.04 Advisory Board

The Advisory Board shall be composed of knowledgeable softball people who are prepared to act in an advisory capacity to the Board of Directors and that this Advisory Board shall consist of four (4) members. These 4 members are to be selected from within and representative of the 4 Divisions of the Association (Fast Pitch, Minors, Slo-Pitch and Officials). Four-year term limits would be set for the positions. Each respective Advisory Board member shall have one (1) vote at the Divisional AGM to which they represent.

## 2.05 Life Membership

Life Membership may be awarded to individuals who have rendered exceptional services to the Association provided that:

- a. Nominations for such membership are in the possession of the Executive Director thirty (30) days prior to the Annual General Meeting.
- b. Nominations for Life Membership are referred to the Advisory Board for review;
- c. Upon favorable recommendation from the Board and Advisory Board that notices of nomination are provided to the general membership fourteen (14) days prior to the Annual General Meeting;
- d. Two-thirds of the Delegates at the Annual General Meeting support the nomination(s); Life Members shall have voting privileges at the AGM and Special General Meetings of the Association.

## Section 3 - MEETINGS

- 3.01 An Annual General Meeting shall be held no later than December 31<sup>st</sup> of each year, and after the Softball Canada Annual General Meeting, at such time and place as shall be determined by the Directors. Thirty (30) days-notice shall be given in writing to the voting membership of all Annual General Meetings.
- 3.02 Every General Meeting of the membership, other than an Annual General Meeting is a Special General Meeting. The Division AGMs (Minor and Adult Softball) are Special General Meetings. Notice of any amendments to the Division Operating Rules of Softball Manitoba will be sent out to the voting membership at least fourteen (14) days prior to the meeting the amendment(s) pertain to.
- 3.03 A Special General Meeting may be called at any time by the Directors and must be called when requested in writing by any of the three (3) divisions of Softball Manitoba. Twenty-one (21) days-notice in writing shall be given for each Special General Meeting.
- 3.04 Notice of a General Meeting shall specify the place, the day and the hour of the meeting and in case of special business, the general nature of that business. The accidental omission to give notice of a meeting to or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.05 A Quorum at any General Meeting shall be a simple majority at all times of the voting Delegates in good standing attending the General Meeting. Each voting member shall be entitled to one (1) vote at the General Meeting. No proxy votes shall be allowed at any meeting.
- 3.06 At the discretion of the Chairperson, non-voting Delegates in attendance at the General Meeting, provided they are participants/members in good standing with the Softball Manitoba shall have the right to address the meeting.
- 3.07 The President, or in his absence, the Vice-President, or in the absence of both, a member of the Board, as selected by the Board, shall preside at all Softball Manitoba Meetings.
- 3.08 Each Division shall submit a list of Voting Delegates to the Executive Director (21) days prior to the Annual General Meeting and fourteen (14) days prior to any Special General Meeting.
- 3.09 Telephone Meetings - A meeting of the Board may be held by telephone conference call. Where any Director is unable to attend a meeting, that Director may participate in the meeting by means of telephone. Directors who participate in a meeting by conference call or telephone are considered to have attended the meeting.

## Section 4 - PROCEEDINGS AT GENERAL MEETINGS

- 4.01 Special Business is all business at a Special General Meeting except:
  - a. the consideration of the Financial Statement;
  - b. the report of the Directors;
  - c. the report of the auditors, (annually);
  - d. the election of the Directors;
  - e. the appointment of the auditor, if required;

- f. such other business as, under these by-laws, ought to be transacted at an Annual General Meeting, or business which is brought under consideration by the reports of the Directors issued with notice convening the meeting;
  - g. amendments of the Constitution;
  - h. amendments of the By-Laws;
  - i. amendments to the General Operating Rules.
- 4.02 No other business than the adjournment or termination of the meeting shall be conducted at a General Meeting at a time when a quorum is not present. If at any time during a General Meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 4.03 All Notices of Motion to amend the Constitution, By-Laws and General Operating Rules of Softball Manitoba to be brought to a vote before the voting membership must be in writing to the Executive Director thirty (30) days prior to the Softball Manitoba Annual General Meeting. The Notices of Motion must be forwarded to the voting membership fourteen (14) days prior to said meeting.
- 4.04 All questions shall be decided by a simple majority vote, except in the case of amendments to the Constitution, By-Laws and General Operating Rules where a two-thirds majority vote is required. The President (or Chair) shall vote only in the case of a tie.
- 4.05 Any question at a General Meeting shall be decided by a show of hands, except that:
- (a) the election of the President shall be made by secret ballot;
  - (b) a secret ballot shall be held upon request of five (5) voting Delegates.

## **Section 5 - DIRECTORS AND OFFICERS**

- 5.01 The Board of Directors shall consist of the President, Executive Director (non-voting), four (4) Directors from the Minors, two that have two-year terms (Rural & Urban) and two with a one-year term (Rural & Urban), **two (2) Directors from Adult with alternate 2 year terms and the existing Provincial Umpire in Chief.**
- 5.02 If any member of the Board is unable to continue in their position as Director, the position shall become vacant. The Board shall request that the affected Division fill the vacancy with an elected representative from their Division. Exception: within the Officials Division, the vacancy shall be filled by appointment by the Board with the recommendation by the Umpire Development Committee.
- 5.03 All Directors shall enter upon their official duties immediately after the completion of the Annual General Meeting and shall serve for their respective terms or until their successors have been elected or appointed. Minor Division Directors shall serve a maximum of six (6) consecutive years.
- 5.04 The members may, by resolution passed at a General Meeting, remove any Director from office and the vacancy created by such removal may be filled according to 5.02. Any Director removed from the Board will receive notification of such in writing
- 5.05 All nominations for the position of President of Softball Manitoba must be into the Office one (1) calendar month prior to the AGM. All nominations must include:
- a. a nomination in writing;
  - b. a written letter of acceptance by the nominee;
  - c. detailed resume of softball and related activities and a written letter of support from the Division Executive.
  - d. if he/she so choose the President is automatically eligible to be placed on the ballot.
- 5.06 All Divisions (Exception: Officials Division) must submit to the Executive Director their appointments to the Board thirty (30) days prior to the Annual General Meeting. The UIC will be appointed annually and announced no later than January 1st of said year.
- 5.07 The position of President on the Board shall be elected by secret ballot at the Annual General Meeting. The President must receive a majority of all votes cast. If no candidate receives a majority of the votes cast, the voting procedure will be repeated with the candidate receiving the fewest votes being dropped from the ballot for the subsequent vote. The following will also apply:

- a. there shall be a maximum of (5) persons on the ballot;
- b. those eligible to be on the ballot are as follows:
  - 1. the President
  - 2. one (1) member supported per Division.
- c. the President shall be elected for a two (2) year term;
- d. those members having the right to vote at the Annual General Meeting for President will be as follows:
  - 1. the President;
  - 2. the current Board of Directors;
  - 3. other Divisional Voting Members (as per section 2.03 (c);
  - 4. Advisory Committee Members;
  - 5. Life Members.

The maximum number of voting representatives will be a total of **twenty-eight (28)** plus the number of Life Members present at any General Meeting.

- e. The Vice-President position is to be filled by a Division Chair who will be elected by the Board or instated by the Executive.
  - f. If the President is unable to fulfill the term of office, the Vice President shall immediately assume the duties of the President until such time an Advisory Board Member can convene a meeting of the Board to elect an Interim President. The Interim President will serve until the next Annual General Meeting.
  - g. An Advisory Board Member, unless up for election shall preside at this special meeting of the Board to decide upon an interim President and shall break a tie if necessary.
- 5.08 The President may be removed from office by resolution passed at a Special General Meeting where at least two-thirds majority shall be required of the voting Delegates.
- 5.09 The Board of Directors may from time to time appoint a Treasurer who shall sit as a member of the Finance Committee. Duties of the Treasurer shall be those included in the appointment. The Treasurer will report directly to the President.
- 5.10 A Director or Committee participant who has an interest or may receive personal gain, or who may be perceived as having an interest or receiving personal gain, in a proposed contract or transaction with Softball Manitoba shall disclose fully and promptly the nature and extent of such interest to the Board as the case may be; shall refrain from voting or speaking in debate on such contract or transaction; shall refrain from influencing the decision on such contract or transaction; and shall otherwise comply with the requirements of the Act regarding conflict of interest.

## **Section 6 - PROCEEDINGS OF THE DIRECTORS**

- 6.01 The Board shall meet as often as deemed necessary for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings, as they think fit.
- 6.02 All meetings of the Board shall be open meetings with the following exceptions:
- a. all issues pertaining to personnel matters;
  - b. those issues that seventy-five percent (75%) of the Directors present, vote to discuss “in camera”
- 6.03 The Board may govern, regulate and make decisions respecting any matter concerning the affairs of Softball Manitoba and, in particular, but without limitation, has the authority to:
- a. appoint one or more persons to represent Softball Manitoba at the Softball Canada annual meeting and the Western Canadian Softball Association Annual General Meeting.
  - b. govern, regulate and make decisions respecting any matter concerning Amateur Softball in Manitoba;
  - c. govern, regulate and make decisions respecting any matter concerning Softball Manitoba Provincials;
  - d. suspend any member of Softball Manitoba for violating the rules and regulations of the Softball Manitoba;
  - e. rule that any player is ineligible to be a participant of or play for any team or in any league;
  - f. rule that any coach or manager is ineligible to coach or manage any team or in any league;
  - g. rule that any official of Softball Manitoba is ineligible to officiate in any affiliated league;

- h. rule that any team is ineligible to play in any League; or Championship/Event
  - i. deal with, decide and settle any matter, issue or question not expressly provided for in the By-Laws, General Operating Rules, or Divisional Operating Rules of Softball Manitoba.
- 6.04 The quorum for the transaction of business at any meeting of the Board shall be **four (4)** directors or such greater number as the Board may from time to time determine. The President (or Chair) shall not be included for purposes of establishing this quorum (voting is as per 4.04). Any Director who misses two (2) Board meetings (33%) may be removed as a Director for the remainder of their term (at the discretion of the Executive) – Effective Immediately.
- 6.05 The President shall be Chairman of all meetings of the Board, but if at any meeting the President is not present, the Vice-President shall act as Chairman; if neither is present, the Directors present may choose one of their number to be the Chairman at the meeting.
- 6.06 A Director may at any time request a meeting of the Board provided all Directors have been informed and a simple majority of Directors are in agreement.
- 6.07 The Directors may Delegate any, but not all, of their powers to Board Committees.
- 6.08 The Board may from time to time appoint such other Committees as it may deem advisable, but the functions of any such other Committees shall be advisory only.
- 6.09 A resolution in writing, signed by all Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of the Directors.
- 6.10 Decisions outside of the approved budget which have financial impact on Softball Manitoba must be approved by the Executive Committee or Board.
- 6.11 Abstaining from voting on an issue shall not be recognized as a vote for or against a motion. The abstention will not be counted in the total ballots cast.

## **Section 7 - BOARD COMMITTEES**

- 7.01 The standing Board Committees shall be as follows:
- a. Executive Committee (includes Finance)
  - b. Competition Committee
  - c. Development Committee
  - d. Hall of Fame and Museum
  - e. Umpires Development Committee
  - f. Fundraising Committee (ie. Goldeyes Chairs)
- 7.02 The Board may from time to time appoint such other committees as deemed necessary.
- 7.03 Each of the Board Committees identified in 7.01 shall consist of:
- a. at least one representative from each division. Exceptions - Committees 7.01 (c), (d) and (e).
  - b. Committee 7.01 (a) decisions will be decided based on 1 vote per division.
  - c. any individual appointed by the Board. (Regarding all 7.01).
- The Executive Committee shall consist of:
- (a) President
  - (b) Adult Division Chair
  - (c) Minor Division Chair
  - (d) Executive Director (non-voting)
- 7.04 A Director may serve as chairman of one (1) Board Committee or appoint a Chairman from the Committee with Board approval. Each Director must sit on one (1) Committee.
- 7.05 Committee Activity shall be reported by the Director in charge of the Committee at each Board Meeting.
- 7.06 Questions arising at any committee meeting shall be decided by a simple majority vote. Voting procedure is 1 vote per Division with the Committee Chair voting only in the case of a tie.
- 7.07 A Committee shall conform to any rules/changes imposed on it by the Board and report such changes at the next Board meeting.
- 7.08 The Executive Committee shall have the right to make decisions and act on such decisions without Board ratification. Decisions shall be reported at the next monthly meeting.
- 7.09 Each Director shall serve on a Committee for a one (1) year term minimum. The term shall begin immediately after the Annual General Meeting.

- 7.10 Should a position on a Committee be vacated, the Division represented by the vacated member shall be asked to elect a replacement.
- 7.11 All Committee meetings are open to the membership except when dealing with personnel matters where the Committee may vote to go “in camera” for that specific issue. A simple majority vote is required.

## **Section 8 - DUTIES OF OFFICERS**

- 8.01 The President is the chief executive officer of the Association and:
  - a. shall preside at all meetings of the Association and of the Directors;
  - b. shall supervise the other officers in the execution of their duties;
  - c. shall apply and enforce all By-laws and Rules of Softball Manitoba;
  - d. may appoint at least one member of the Board to all Board Committees;
  - e. shall be responsible for the approval of all accounts, bills, or commitments against Softball Manitoba before payment, acceptance or delivery. The President is empowered to make decisions on any single emergency expenditure of funds, without the approval of the Board or Membership, up to the amount of \$1000.00.
  - f. shall exercise all duties and powers of the Board when it is impossible for him to obtain a vote of the Board in case of emergency;
  - g. shall watch over the assets and records of Softball Manitoba;
  - h. shall perform such other acts and duties as may be incident to his office and may properly be required of him by the Board;
  - i. shall sign the minutes of all meetings of the Board and Delegate any of his duties deemed expedient.
- 8.02 The Vice-President may assist the President in the discharge of his duties, and in the absence or disability of the President, may act in his stead until such time as the immediate Past President (or Advisory Board Member) can convene a meeting of the Board to elect an Interim President. The Vice President may chair committee(s) as assigned by the Board.
- 8.03 The Minor Directors shall promote and direct the game of softball in the Minor Division, abiding by the Constitution and the Rules and Regulations of Softball Manitoba. They shall oversee Provincial Championships and sanctioned tournaments in this Division.
- 8.04 The **Adult Division** Directors shall promote and direct the game of softball in the Adult Division, abiding by the Constitution and the Rules and Regulations of Softball Manitoba. They shall oversee Provincial Championships and sanctioned tournaments in this Division.
- 8.05 The Officials Director and Umpire Development Committee shall promote and direct the training and provision of umpires for all levels of softball, abiding by the Constitution and Rules and Regulations of Softball Manitoba.
- 8.06 The President or his designate, the Executive Director and one other member of the Board will be signing officers for Softball Manitoba. All Softball Manitoba cheques must bear the signatures of two signing officers.
- 8.07 The President, Executive Director and Operations Manager will be signing authorities for John Blumberg Softball Complex. All cheques must bear the signatures of two signing authorities.

## **Section 9 – PERMANENT EMPLOYEES**

- 9.01 The Board shall approve the appointment of the following positions:
  - a. Executive Director
  - b. Administrative Coordinator
- 9.02 Application for the above positions should be solicited and the duties of each position documented before an appointment is made.
- 9.03 Any employee so appointed shall be paid a salary or honorarium approved and determined by the Board.
- 9.04 The Executive Director shall be directly responsible to the President of Softball Manitoba. The Administrative Coordinator shall be directly responsible to the Executive Director.

- 9.05 Softball Manitoba Employees shall not be granted a vote at any Softball Manitoba meetings. Any member of the Board who applies for any paid position within Softball Manitoba will be required to take a leave of absence until such time as the position is filled.
- 9.06 If in the best interest of Softball Manitoba, the Executive may approve the hiring of part time, paid individuals to work on special projects. The duties of any position must be documented before any appointment is made.
- 9.07 Each appointment will be for the period from the time it is made until the incumbent resigns or the Board feels it is in the best interest of Softball Manitoba.
- 9.08 The Executive Director shall:
- a. be responsible for the management of the Softball Manitoba Office on a daily basis.
  - b. oversee the financial management of Softball Manitoba.
    - (i) be responsible for supervising the receipt of all monies received by Softball Manitoba and for the deposits of the same in such bank, credit union, or trust company as may be designated by the Board;
    - (ii) be responsible for supervising and completion of all Grants and Funding applications;
    - (iii) properly account for the funds of Softball Manitoba and keep such books and records as may be directed by the Board;
    - (iv) present a full and detailed account of receipts and disbursements to the Board whenever requested;
    - (v) when directed by the Board, cause to be prepared an audited statement of the financial position of Softball Manitoba
    - (vi) close the financial books of Softball Manitoba on March 31<sup>st</sup> of each year, on which date all monies due to the Association are to be in the hands of the Executive Director;
    - (vii) submit a final report on the past year's activities at the Annual General Meeting.
  - c. assist with effective public relations.
  - d. provide leadership, direction and assistance to Staff, Board, Softball Manitoba Volunteers and Membership.
  - e. ensure all Development and Competitive programs are carried out.
- 9.09 The Administrative Coordinator shall:
- a. Serve as the Office Administrator.
  - b. Carry out Accounting and Financial duties within the office. Assist in year-end audit and final report.
  - c. Liaison with the UIC and the ODC regarding the Officials Development Program.
  - d. Manage the Marketing and Promotion of the Association (including Website, Annual Awards, Bursary Program, etc.)
  - e. Manage the Association Database.
  - f. Coordinate the Registration process (including teams, players, coaches and officials).
  - g. Receive direction from and report directly to the Executive Director

## **Section 10 - ANNUAL FEES**

- 10.01 The Softball Manitoba annual membership fees for registration shall be established no later than January 31<sup>st</sup>.
- 10.02 Team Registration Fees, Provincial Entry Fees and Official's Registration Fees may vary (between Categories, Classifications and Levels).

## **Section 11 - FUNDRAISING BOND/CHEQUES RETURNED**

- 11.01 Softball Manitoba reserves the right to charge a \$25.00 fee for cheques returned to the Association for any reason.
- 11.03 Outstanding debts may be taken to small claims court for recovery.
- 11.04 All teams receiving Funds from Softball Manitoba must have a Team Chequing Account. Personnel accounts will not be accepted.
- 11.05 Goldeyes Bond (Fundraising Ladder) - Team/League/Organization/Division to submit a bond (\$250) to be put on the Goldeyes ladder. Ladder to be approved by Division. Penalty for missing will be loss of your bond.
- 11.06 Only teams participating in Softball Manitoba Registered Leagues will be eligible for Travel Assistance and Goldeyes Fundraising Opportunities.

## **Section 12 - BORROWING POWERS**

- 12.01 Upon resolution passed by not less than three-quarters of the Board, Softball Manitoba may from time to time;
- borrow money upon the credit of Softball Manitoba;
  - issue, re-issue, sell or pledge bonds, debentures, notes or other evidence of indebtedness or guarantee of Softball Manitoba whether secured or unsecured; and
  - mortgage, hypothecate, pledge or otherwise create an interest in or charge upon all or any property (including the undertaking and rights) of Softball Manitoba, owned or subsequently acquired, by way or mortgage, hypothecate, pledge or otherwise, to secure payment of any such evidence of indebtedness or guarantee of Softball Manitoba.
- 12.02 Nothing in this section limits or restricts the borrowing of money by Softball Manitoba on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of Softball Manitoba.

## **Section 13 - AUDIT**

- 13.01 The accounts of Softball Manitoba shall be annually examined and the correctness of the balance sheet and account book shall be ascertained by a firm of auditors appointed by the Board.
- 13.02 The auditor shall be remunerated for services at such sum as he/she (auditor) and Board shall mutually agree.

## **Section 14 – INDEMNIFICATION**

- 14.01 Shall Indemnify - Softball Manitoba shall indemnify and hold harmless out of the funds of Softball Manitoba each Director and Officer from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.
- 14.02 Shall Not Indemnify - Softball Manitoba shall not indemnify a Director or Officer or any other individual for acts of fraud, dishonesty, or bad faith.
- 14.03 Insurance - Softball Manitoba may purchase and maintain insurance for the benefit of its Directors and Officers, as the Board may determine.

## **Section 15 - TRAVEL PERMITS**

- 15.01 Any team, player, coach, manager or umpire wishing to travel outside of Canada to participate in any softball competition must have a travel permit issued by the Softball Manitoba office.
- No team, player, coach, manager or official may travel outside of Canada to participate in any softball competition at the same time the team, player, coach, manager or umpire has an obligation to participate in any Softball Manitoba sanctioned competition such as a Provincial Championship. Failure to observe these regulations could result in suspension and/or other action.
- 15.02 Any umpire wishing to travel outside of Canada to participate/officiate in any softball competition must have a travel permit issued by the Officials Director (PUIC) or his designate. Failure to observe these regulations could result in suspension and/or other action.

## **Section 16 - ALTERATION OF THE CONSTITUTION, BY-LAWS AND GENERAL OPERATING RULES**

- 16.01 Amendments to the Constitution, By-Laws and General Operating Rules shall be made by recommendation only from/through Divisional A.G.M. or from the Board/Executive Committee.
- 16.02 A Notice of Motion to amend the Constitution, By-Laws and General Operating Rules must be forwarded in writing to the Executive Director thirty (30) days prior to the Annual General Meeting. The Executive Director shall forward copies of all Notices of Motion to the voting Delegates fourteen (14) days prior to the Annual General Meeting.
- 16.03 Constitution, By-Laws and General Operating Rules may be enacted, repealed or amended at an Annual General Meeting by at least a two-thirds majority of votes cast by voting Delegates.
- 16.04 When a Notice of Motion has not been served as provided for in (16.02), the Notice of Motion may be brought to the floor at any Annual General Meeting by a unanimous vote of Delegates present.
- 16.05 Any changes by Softball Canada that effects Softball Manitoba's Constitution, By-Laws or General Divisional Operating Rules may be accepted upon recommendation from the Division to the Association's Board.

## **Section 17 - BONDED**

17.01 The following individuals must be bondable:

- a. Permanent Employees;
- b. Board of Directors;
- c. Clinicians

Anyone who has signing authority for Softball Manitoba must be bonded.

17.02 If an individual cannot be bonded, the said individual may not hold that office or position.

## **Section 18 - SUSPENSIONS**

18.01 Softball Manitoba has the right to suspend or expel any league, team, player, coach or manager, umpire and any other person associated with a team, league or the Association for:

- a. Refusing to obey a ruling of Softball Manitoba.
- b. Proven foul play or unfair/un-sportsmanlike conduct, individually or collectively, at any sanctioned Softball Manitoba competition or meeting in the interest of the game.
- c. Negligence to pay assessments owed to Softball Manitoba.
- d. Persistent infringement of the laws of the game or the rules of Softball Manitoba.

18.02 Upon official notification, Softball Manitoba will uphold suspensions handed down by other national softball organizations including but not limited to Softball Canada, Provincial /Territorial Softball Associations and SPN.

18.03 Action shall not be taken by Softball Manitoba until such time as the member has been notified of the nature of the complaint against them and has been given a fair opportunity to explain/defend themselves.

18.04 In exceptional circumstances, the President may issue an interim suspension of less than 30 days. The suspension must be made in writing by registered mail or delivered in person.

18.05 Participants are to be notified in writing within forty-eight (48) hours of receiving the complaint.

18.06 The member must respond in writing within seventy-two (72) hours of written notice from the association

18.07 Within seven (7) days a committee consisting of a minimum of three (3) members of the Executive will rule.

18.08 The suspension may be for a given period, e.g.: a game, a competition or for a specific period of time.

18.09 All individuals or team(s) who have been suspended by Softball Manitoba may not compete in any Softball Manitoba sanctioned competition (i.e.: Provincials, or Inter-Provincial play) nor participate in any manner in any Softball Manitoba activity. Suspended individuals are not permitted to take part in any aspects of coaching including participating in practices, clinics, etc. with any Softball Manitoba teams, including the organization they were part of prior to the suspension. It is the responsibility of the former organization (or any Softball Manitoba registered member for that matter) to report any such violation of the suspension to Softball Manitoba. Violation of the suspension will result in further action. (example - increase length of the current suspension and further action may also be taken against the Team the suspended individual is caught working with).

18.10 A list of suspensions shall be provided annually to the appropriate Divisions for use at their Annual General Meetings as information only.

18.11 Suspension (other than Life Suspensions) will be lifted after a five-year (from date of AGM) period.

## **Section 19 - APPEALS**

19.01 Any member of the association who is affected by a decision of the Board of Directors, of any committee of the Board of Directors, or of any body or individual who has been Delegated authority to make decisions on behalf of the Board of Directors, shall have the right to appeal that decision, provided there are sufficient grounds for the appeals as set out in 19.02.

19.02 An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include Softball Manitoba:

- a. Making a decision for which it did not have authority or jurisdiction as set out in the by-laws, general operating rules or division operating rules;
- b. Failing to follow procedures as laid out in the by-laws, general operating rules or division operating rules;
- c. Making a decision which was influenced by bias;

- d. Failing to consider relevant information or taking into account irrelevant information in making the decision;
  - e. Exercising its discretion for an improper purpose; And/or
  - f. Making a decision that was unreasonable, having regard to the terms of reference or criteria upon which the decision was to be made.
  - g. Failing to make its decision in accordance with criteria and/or principles established and approved by Softball Manitoba for the purpose of the decision in question.
- 19.03 When dealing with minor age players, the coach/parent/legal guardian has the right to appeal on behalf of the minor player.
- 19.04 The following procedures shall be followed when filing an appeal:
- a. Any formal appeal must be made in writing to the Association office and shall be received within 7 days from the date on which they received notice of the decision.
  - b. The written appeal shall contain all pertinent details;
  - c. The appeal must be accompanied by a five hundred dollar (\$500.00) fee or Certified Cheque.
- 19.05 Within 7 days of receiving the notice of appeal, the president or their designate shall decide whether or not the appeal is based on one or more of the categories of possible errors by Softball Manitoba as set out in Section 19.02. The president or their designate shall not determine if the error has been made, only if the appeal is based on such an allegation of error by Softball Manitoba.
- 19.06 If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in writing, giving reasons. This decision is at the discretion of the President and two neutral divisional Directors (Board Members not affiliated with the division regarding the plea) and may not be appealed.
- 19.07 Any party wishing to initiate an appeal beyond the seven (7) day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow, or not allow an appeal outside the seven (7) day period shall be at the sole discretion of the President or their designate.
- 19.08 Once a formal appeal has been received, the Appeal Committee shall meet at the call of the Committee Chairman.
- 19.09 The structure of the Appeal Committee shall be as follows:
- a. A Chairman who is a member of the Advisory Board.
  - b. Three (3) other Division Representatives, excluding the Division involved in the appeal who were not in attendance when the offence was dealt with.
  - c. One member of the Appeal Committee must be a concerned citizen who is not a member of Softball Manitoba.
- 19.10 Any member or the coach/parent/legal guardian of a minor player who is appealing will have the right to have witnesses on an individual basis appear before the Appeal Committee to give witness on his behalf.
- 19.11 When the Appeal Committee has been called together, the following shall occur:
- a. All parties concerned will be notified as to when and where the Appeal Committee will meet to discuss the appeal;
  - b. All parties concerned with the appeal should be available at the specified time to provide information or answer questions;
  - c. A written report shall be given to the President by the Appeal Committee Chairman immediately following the appeal meeting;
  - d. Appeal or protest fees will be returned to the member appealing or protesting if the appeal or protest is upheld. If rejected, Softball Manitoba will retain the fee.
- 19.12 The decision of the Appeal Committee is final.

## **Section 20 – PROTESTS**

- 20.01 Pertaining to protests involving the playing rules and appeals regarding league by-laws or regulations, the following shall occur;
- a. The initial protest or appeal must be made to the participant's own league or governing body;
  - b. A further protest or appeal in writing may be filed with Softball Manitoba should the participant believe that the initial protest or appeal decision was in error;
  - c. The protest or appeal must be filed with Softball Manitoba or, postmarked if mailed, within forty-eight (48) hours from the time the decision was made;
  - d. The protest/appeal must be accompanied by a one hundred dollar (\$100.00) (cash/certified cheque)

- e. Protests should contain all pertinent details including information about the ruling or decision made by the original protest or league appeal committee - including the names of the participants of the original committee;
  - f. A copy of the written protest or appeal must be sent by the member to the chairman of the league appeal committee and a second copy to those involved if a playing rule is being protested.
- 20.02 The President or his designate will deal with protests involving the playing rules and appeals regarding league by-laws and regulations and will attempt to resolve the dispute to the satisfaction of all parties involved. If necessary, an Appeal Committee will be formed to rule on the matter.
- 20.03 Fees will be returned to the member protesting if the protest is upheld. If rejected, Softball Manitoba retains the fee.

## **Section 21 - RULES OF ORDER**

- 21.01 At all Softball Manitoba meetings, items not covered by this Constitution and By-Laws shall be governed by Roberts Rules of Order (Modified Version).

## GENERAL OPERATING RULES

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## **Article 1 – Registration of Teams**

### **A. Leagues and/or Associations**

1. Softball leagues/associations must apply annually for Softball Manitoba membership for the current year only, from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year. Application for Minor membership must be in the Softball Manitoba office no later than June 1<sup>st</sup> of each year (June 15<sup>th</sup> for Adult Fast Pitch and Slo-Pitch). Any deadline day will be the first working day following the deadline if it falls on a Saturday, Sunday or holiday.

Minor and Fast Pitch Division Team Registration forms received after the Divisions' deadlines will not be reviewed by the Division. No Exceptions. These late registration applications must be reviewed and approved or denied by the Softball Manitoba Executive Committee. Team registrations received after the Divisions' deadlines that are denied will be accepted for insurance purposes only. Minor and Fast Pitch Division players/coaches registering late will be ineligible to participate in any Softball Manitoba or Softball Canada sanctioned events. The Slo-Pitch Division will allow late registration and accept all late Team Registration Forms until July 15<sup>th</sup> if submitted with a late fee of \$100.00 per roster.

It is the responsibility of the League to ensure that all Team registration forms are completed properly and into Softball Manitoba by the team registration deadline. Team registration forms must be channeled through the League concerned. Softball Manitoba will not accept a Team registration form directly from any team that is registered with an affiliated league.

2. When applying for membership each year, a league/association must complete Softball Manitoba membership forms as per instructions issued:
  - a. League Executive List - Provide the names, e-mails, mailing addresses and telephone numbers for the League Executive;
  - b. Team Contact List - Provide a list of all league participants and the names, e-mails, mailing addresses and telephone numbers of two contacts for each team in the league. Because player signatures are no longer required (other than Minor 'A' Female), Softball Manitoba requires at least one coach signature per team in your League approving the data on their Team Registration Form as submitted;
  - c. Indicate the category of each team in the league/association applying for membership
  - d. Indicate the classification of each team applying for membership;
  - e. Provide a list for each team of the names of all team participants (including coaches and certification) and their mailing address, telephone numbers and email address (if applicable);
  - f. All information above must be provided electronically to Softball Manitoba;
  - g. Leagues must provide one paper copy of each League's Team Contact List signed by at least 1 Coach per team. This Coach is responsible to ensure their team players are only listed on one roster unless otherwise allowed;
  - h. Pay the annual team registration fee for all teams in the League if necessary;

NOTE: If application for membership is not completed as indicated in Article 1 – Registration of Teams, A – (1) & (2) by June 1st (June 15th for Fast Pitch and Slo-Pitch), the league or team will forfeit all membership rights including voting privileges with Softball Manitoba.

## **Article 2 – Rules of Play**

The playing rules, as printed in the Official Softball Rule Book adopted by Softball Manitoba, shall govern all championship play. However, special playing rules approved by Softball Manitoba will take precedence over the playing rules in the Official Softball Rule Book.

## **Article 3 – Hosting Regulation**

### **A. General**

1. Provincial Playoffs and Championships must be conducted in accordance with Softball Manitoba's General and Divisional Operating Rules. Excluded are all Canadian or Western Canadian Championships hosted in Manitoba.
2. Any registered League may apply to host a Provincial Championship, in a classification or category of their choosing.
3. Softball Manitoba will appoint a Delegate for each event. The Delegate will ensure that the playoff is conducted as per Softball Manitoba General and Divisional Operating Rules. This Delegate will be responsible for determining player eligibility and will also head up the protest committee. The Delegate has the final authority in all matters relating to the competition.

4. Softball Manitoba will post and circulate the official draws. Draws will be posted on the Softball Manitoba Website <http://www.softball.mb.ca> once completed.
5. The Association will provide appropriate awards for all Provincial Championships.
6. Any Provincial Championship date may be changed as approved by the Division and Softball Manitoba.

**B. Provincial Championship Format/Draw**

1. Provincial Championship draws will be determined by Softball Manitoba once all provincial entries (for that event) have been received/approved.
2. Depending on the number of provincial entries per championship the type of draw shall be:
  - a. Round-Robin
  - b. Group Round-Robin with Playoff
3. Whenever possible round-robin and group round-robin will be played. In Minor 'A' Provincial Championships, no team will be eliminated with only one event loss. In all Provincial Championships, draws will be designed to ensure that all teams are guaranteed at least 3 games. Following round robin play (in Minor B) teams will use the single round knockout formula in the playoffs. The "if game" no longer exists and teams can be eliminated with only one loss."

**C. Host Committee Responsibilities**

1. The hosting body will be responsible for providing all the necessary equipment and services for the proper conducting of the playoff.
2. No hosting body may charge an admission charge to participants in a Special Playoff or Provincial Championship without receiving prior permission to do so from the Association.
3. Where the host does not provide a scorekeeper, the home team will be designated as the official scorekeeper.
4. The hosting body will be responsible for all pre-and post-tournament publicity.
5. The host must ensure that an updated record of the official draw is maintained at all times for the benefit of participants. The official draw shall be posted in a location accessible to all concerned.
6. Ensure that the results reach all media that received pre-tournament publicity as well as the media in the respective areas of the teams. In the case of radio, T.V. and the daily newspaper, ensure that the results reach them the day on days play takes place.

**D. Areas of Importance**

1. Playing Facilities and Equipment
  - a. Suitable and sufficient softball diamonds available to accommodate the number of games required in the time allotted.
  - b. Indicate the availability of the following support areas.
    1. Central control (Delegate area).
    2. Pre-tournament meeting room.
    3. Umpire meeting and change rooms.
    4. Posted schedule and result area.
    5. Canteen facilities.
    6. Washroom facilities - indoor/outdoor.
    7. Parking area and proximity to diamonds.
    8. Home Run Fences for all 'A' Provincial Championships.
  - c. Provide all necessary field equipment.
    1. Home and pitching plates.
    2. Double base and bases for 2<sup>nd</sup> and 3<sup>rd</sup> base.
    3. Foul flags (flexible if possible)
    4. Tape measure.
    5. Marking equipment.

6. Rakes & shovels, etc., must be available along with a supply of infield material if needed to keep diamonds playable.
7. Adequate groundskeeping should be provided to ensure that the diamonds and equipment are maintained in a playable condition at all times.
- d. Only Softball Canada approved Worth/Rawlings balls (provided by Softball Manitoba) may be used. The type & size of ball will be determined by Softball Manitoba.

#### **E. Officials**

1. Officials for each Championship will be the responsibility of Softball Manitoba and its UDC.
2. A 1-Umpire System will be used for all 'B' Division Round-Robin games. A 2-Umpire System will be used for all 'B' Division Tiebreaker and Playoff games and for all 'A' games in U12, U14 and U16 categories (Round-Robin, Tiebreaker and Playoff Games). A 3-Umpire System will be used for all 'A' games in the U19 category (Round-Robin, Tiebreaker and Playoff games). A 2 or 3-Umpire System will be used for all Open (Adult) Division games (Round-Robin, Tiebreaker and Playoff games) at the discretion of Softball Manitoba.
3. Softball Manitoba is responsible for the payment of Provincial Championship umpire fees.

#### **F. Scorekeepers**

1. One (1) Official Scorekeeper must be assigned to each game in progress.
2. Scorekeepers must ensure an accurate record of the game is maintained at all times.
3. Once complete, each scoresheet is to be given to the Delegate at the conclusion of each game.
5. Where the host does not provide a scorekeeper, the home team will be designated as being responsible to keep score for the game and submit sheet to Delegate after the game.

#### **G. Protest Committee**

1. The host body shall appoint a Protest Committee which is to be made up of at least three (3) people who are familiar with the rules and who are knowledgeable in the game of softball. Two of these three (3) will include the Delegate and the UIC that were assigned to the Championship by Softball Manitoba.
2. Any properly registered protest, as defined in the official rule book, must be considered and decided upon before the game may continue.

#### **H. Accommodation**

1. The host body (in the application) must include:
  - a. The quantity and type of accommodation available, both in housing and food service.
  - b. Other accommodations available within a reasonable travel distance.
  - c. Possible camping or tenting areas.

NOTE: Leagues or teams participating in the Provincials are responsible for reserving their own accommodation.

#### **I. Host Committee**

1. The Host should serve as contact for inquiries related to accommodation, meetings, locations, etc.
2. The Host (in the application) must identify:
  - a. Host Committee chairperson and Alternate including address and phone numbers.

#### **J. Additional Information**

1. Upon application the Host Committee should include
  - a. other diamonds available within a reasonable travel distance.
  - b. any additional activities the host body is prepared to offer such as social activity, evening barbecue, etc.

**K. Equipment and Services Checklist (All Categories)**

Softball Diamonds	Field Equipment
Central Control Area (for Delegate and Event UIC)	Pre-Tournament Meeting
Publicity	First Aid Kit and ice/ice packs (recommended)
Protest Committee	Proper restroom facility
Umpire change facility	Umpire & Delegate water
Groundskeeping	Scorekeeping
Awards Presentation (Medals or Prizes). Photos of the top 3 finishers provided to Softball Manitoba in each event.	

**Article 4 - Sanctioned Competition****A. Rules**

1. All Softball Manitoba sanctioned competition will be conducted in order and accordance with the following regulations:
  - a. The Softball Manitoba General and Divisional Operating Rules
  - b. The Softball Canada By-Laws and Special Operating Rules
  - c. The Softball Canada Rulebook
  - d. The WCSA By-Laws and Special Operating Rules (as per WCSA Handbook)

**B. Officials**

1. One umpire will be appointed Event Umpire-in-Chief. This appointment will be made by the PUIC and the Umpire Development Committee. The Event UIC shall be responsible for assigning the officials for the Championship.
2. Duties of the Event UIC shall include the following:
  - a. Hold a pre-tournament meeting with the assigned officials prior to first game of Championship.
  - b. Participate in Pre-Championship meeting with Delegate and Team Representatives.
  - c. Serve as a member of the Protest Committee.
  - d. Submit event expense report / other duties - as outlined in Umpires Handbook.

**C. Smoking, Alcohol and Substance Abuse**

1. Smoking will not be allowed on the field or the players' benches while a game is in progress. The game is considered in progress once team participants enter the field to prepare to start their warm-up.
2. There is to be no drinking of alcoholic beverages or consumption of other drugs before, during, or after any game at, or near any game site. It is the responsibility of the team coach and manager to ensure that no persons with alcoholic beverages or other drugs are on or near the bench area. Failure to observe this regulation could result in forfeiture of the game as well as further action by the Delegate and Softball Manitoba.

**D. Draws**

1. Additional Draw Information is listed in the Divisional Operating Rules Whenever possible round-robin and group round-robin will be played. Draws will be designed to ensure that all teams are guaranteed at least 3 games.
2. In the event of delays or cancellations due to rain or other uncontrollable circumstances, alternate types of playoff draws will be available:
  - a. Succeeding games may be boosted or re-scheduled into other times, or onto other available diamonds.
  - b. Competing teams must be available to play and are expected to co-operate to the fullest extent in attempting to complete their respective playoffs.
3. If a playoff cannot be completed due to weather conditions, unplayable facilities or other uncontrollable circumstances, the Delegate, after consultation with the tournament committee, has the right to declare co-winners or joint winners of the playoff.  
If a decision is made to re-schedule the playoff at a later date, it will be held or completed the following weekend if possible at the same or an alternate location.
4. When criteria is used to determine team placement, should the home team score the winning run in the last inning, the inning shall be counted as a full inning.

## **ARTICLE 5 - Provincial Championship Duties**

This document defines the Provincial Championship duties and responsibilities of Softball Manitoba, the Office and the Divisions.

### **A. Softball Manitoba Office & Divisional Responsibilities**

1. Confirm as soon as possible after the entry deadline the number of teams that will be participating in each event.
2. Develop draws, based on and including:
  - a. General rules of team placement in groups including distribution of rural/urban teams, league representation, seeding and previous year's schedule, if available/relevant.
  - b. Game times with reference to number of innings & games per day per team.
  - c. Provide tie-breaking rules.
  - d. Provide the final playoff format.
3. Provincial Championship participants (Leagues or teams) are to be the draw in advance (2 weeks if possible). Teams are responsible to book their own accommodations.
4. The event Umpire-in-Chief or his designate is to be provided with a copy of the draw.
5. Opening ceremonies, if held, shall be confirmed with the host, as to time, available time and length of ceremony.
6. The Office will provide the Delegate a provincial championship kit consisting of:
  - a. Rule Book
  - b. Draw
  - c. Playoff and hosting regulations & By-Laws
  - d. Plaques and medallions as applicable
  - e. Rawlings Softballs and Rawlings/Worth banner
  - f. Copies of Team Registration Forms for all teams participating including the team forms for pickups
  - g. Blank Championship Team Rosters for participating teams to complete
  - h. Scoresheets and lineup cards
10. The Event Umpire-in-Chief or designate is to provide sufficient umpires for all championships. This includes a pre-determined number of umpires per game.
11. Hosts are to arrange for official scorekeepers. In the event that scorekeepers are not available, the Delegate is to advise the home team that they must provide the official scorekeeper.

### **B. Delegate Duties**

1. Ensure that all the necessary equipment and information is available.
2. Conduct the pre-tournament meeting with reference to information provided.
3. Liaison with the Event Umpire-in-Chief to ensure sufficient qualified umpires are on site and that a Protest Committee is formed.
4. Meet with the host to ensure all conditions are met; verify actual diamond numbers to listed schedule diamonds. The host is to provide one member of the Protest Committee. Finalize official scorekeeping arrangements - provided by the Host or by the home team.
5. Check Softball Manitoba Team Registration Forms against Championship Team Rosters to confirm eligibility of players. This should be done before play begins if possible. If any question arises in regard to the eligibility of a player, the player's coach or manager should be informed as soon as possible. By making the coach or manager aware of the eligibility questions, the coach or manager may be able to keep the player in question out of the game until the problem is resolved.
6. **Important** - Before you make any decision on team or player eligibility or any rulings that will affect the outcome of any game, take the time to read the By-Laws, Playoff Regulations, draw, etc. completely. If you are not sure how to interpret the By-Laws or Playoff Regulations, contact the President or a Director for clarification immediately.
7. Monitor the progress of the event, making changes to the draw as necessary.
8. Present the awards and take photos (with Worth/Rawlings banner).

9. Return event kit promptly. Included should be your report on the tournament. The report must include the final score of all games and Delegate and Officials Expense report. If possible please forward the 2 expense reports to the Office electronically.

#### **Article 6 - Hosting Regulations for Western Canadian Softball Championships**

1. Hosting bodies for WCSC held in Manitoba must abide by Hosting Rules/Regulations of the WCSC Association in addition to the following:
  - a. Once a host has been selected, the Softball Manitoba Director on the WCSC Board or their designate will meet with the Host Committee to review all responsibilities, commitments and expectations to be followed by the Hosting Committee.
  - b. Host sites should have a minimum of two (2) diamonds/category.
2. Umpire Game Fees (as determined by the WCSC Draw) in total, will be paid by the Host to the Tournament U.I.C. prior to the Umpire Meeting. The U.I.C. will ensure that all officials receive their game fees prior to departure of the championship. Any differences (rainouts, tiebreakers, other) between Official Opening Draw and Final number of games in regards to Total Game Fees will be amended between Host Chair and UIC.



#### **Article 7 – The Border Rule**

Softball Manitoba has adopted The Border Rule and is part of the same agreement that Softball Saskatchewan has with Softball Alberta. The rule is as follows:

**The Border Rule** – or - Boundary Border Rule – (applies to Players that reside within 40 km of the border) that allows players who are residents of Saskatchewan (and Northern Ontario) to apply to us to play in a neighboring Province. The players must apply by May 15<sup>th</sup>. Once Softball Manitoba receives the application it will check with the neighboring Province (Saskatchewan) to see if they would allow the player to register with them. Players who reside in Manitoba who do not apply to play in a neighboring Province would be suspended should we find they have registered in another Province. This rule applies to adult players as well as minor players. This rule can also work in the reverse manner allowing Manitoba players that reside within 40 km of the border to apply to play in Saskatchewan.

#### **Softball Canada Special Operating Rules (Slo-Pitch)**

Any team from Manitoba attending the Canadian Slo-Pitch Championship can pick up to five (5) players from Saskatchewan, providing Saskatchewan does not have a team entered, with the release of that province.

The above SOR includes any current border agreements that provinces share.

**SOFTBALL MANITOBA CODE OF ETHICS**

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## SOFTBALL MANITOBA CODE OF ETHICS

Softball Manitoba has adopted a Code of Ethics.

If you have any questions or comments regarding the Code of Ethics, please contact your Division Chairperson.

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### SOFTBALL MANITOBA COACH'S CODE OF ETHICS

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#### **Commitment to the Players:**

1. Coaches shall provide a copy of the Coach's and Player's Code of Ethics to each athlete in their program.
2. Coaches shall put the welfare of their athletes above all else while maintaining professional relationships with them.
3. All games shall be conducted within the letter and intent of the rules of Softball.
4. Coaches shall encourage the athletes to exhibit sportsmanship at all times.
5. Coaches shall not discriminate on the basis of race, religion, sexual orientation, age, national or ethnic origin, or qualified handicapped or disabled persons.
6. Coaches shall follow league, national governing body and Provincial/Territorial rules regarding drug, alcohol and tobacco use.

#### **Commitment to your Program:**

1. Coaches shall behave in such a way that they shall bring credit to themselves.
2. Coaches shall exhibit professionalism in their actions, words and attire.
3. Coaches shall act in full accordance with league, Provincial/Territorial and National Governing Body rules.
4. Coaches shall immediately report any violation of league or governing body rules regardless of how minor they believe the violation to be.
5. Dissatisfaction with the implementation of league and governing body rules shall be addressed through the proper channels and not through the media and through public opinion.

#### **Commitment to Other Coaches:**

1. A coach has an obligation to be honest and forthright during the recruiting process. A coach must refrain from making derogatory statements about another coach or program.
2. Coaches shall treat their colleagues with dignity and respect.
3. Coaches shall honor all relationships with their colleagues. They shall avoid conflicts of interest and exploitation of these relationships.
4. Coaches must make athletes aware that they may move anytime between August 15th and March 15th without penalty or consequence. They may attend more than one try-out camp without penalty (elite leagues).
5. Between March 15th and August 15th, registered players on teams may not be contacted or picked up to play in any other competition by other coaches without their own team's coaches' knowledge and consent. The only exception being "after the completion of the Provincials", where Westerns and Canadian Championships are concerned. Athletes' Championships must be completed until any contact can be made.

#### **Commitment to Umpires:**

1. All game umpires shall be treated in a professional and respectable manner at all times.
2. Any displeasure with an umpire's actions or conduct shall be addressed through the proper channels and not through the media or through public opinion.
3. Softball Manitoba participants shall strive to develop positive working relations with the umpires.

**Coach's Fair Play Code**

1. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests.
2. Teach your players that rules of the game are mutual agreements, which no one should evade or break.
3. Avoid over coaching the talented players. The "just average" players need and deserve equal opportunity.
4. Remember that children play for the fun and enjoyment and that winning is only part of it. Never ridicule or yell at the players for making mistakes or losing a competition.
5. Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
6. Follow the advice of a physician when determining when an injured player is ready to play again.
7. Remember that players need a coach that they can respect. Be generous with your praise when it is deserved and set a good example.
8. Make a personal commitment to keep yourself informed on the newest coaching principles and techniques.
9. Create opportunities to teach sportsmanship.
10. Help players understand the fundamental philosophical differences between the games they play and professional games shown on TV. The professional is an entertainer and a wage earner whose play often reflects these facts.
11. Make athletes aware of the physical fitness values of sports and their life-long recreational value.
12. Remember no recruiting between March 15th and August 15th. (Or longer - Athletes' Championships must be completed until any contact can be made).
13. Coaches shall actively use their influence to enhance sportsmanship by their spectators working closely with parents and other fans.

**Coach's Recruiting Code:**

1. Recruitment of players during the competitive season shall be prohibited. Have respect for athletes and do not place players in positions of torn loyalties.
2. Allow a "cooling off" period after a season before discussing a team change with a player.
3. Have respect for fellow coaches and their programs.
4. Between March 15th and August 15th, registered players on teams may not be contacted or picked up to play in any other competition by other coaches without their own team's coaches' knowledge and consent. The only exception being "after the completion of the Provincials", where Westerns and Canadian Championships are concerned. Athletes' Championships must be completed until any contact can be made.
5. Sell your program and accomplishments only. Don't degrade and down talk opposing coaches and programs.
6. Let athletes and parents know how the player fits into your program in the short term and the long term. REMEMBER A PROMISE IS A COMMITMENT.
7. Recruit only for your own program. Cross recruiting is strictly prohibited.
8. Always show professionalism. Be courteous and respectful.
9. The use of sponsorships/scholarships or cash rewards as "bribery" shall be prohibited in the recruitment of players.

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## SOFTBALL MANITOBA

### PLAYERS CODE OF ETHICS

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#### Fair Play Code for Athletes

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper --- fighting and "mouthing off" can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a team player.
6. I will remember that winning isn't everything --- that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances --- those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that when I play or practice the game of softball, wherever I am, I represent my team, my city, my province, but most of all myself.
10. Remember no recruiting of players signed on a Softball Manitoba roster is allowed between March 15th and August 15th of any year. Please report any violations of this rule to Softball Manitoba (204-925-5673) so they may pass it on to the appropriate people. EXCEPTION: Players out of the country/out of province or any unsigned player are liable to be recruited at any time up to June 15th.
11.
  - a. You have no obligation to commit yourself to any team between the dates of August 15th and March 15th. You can go and play anywhere at all during this time with no consequence or penalty.
  - b. After March 15th players desiring a release from their current team may apply to the Softball Manitoba for a release (this does NOT guarantee a release but you have the right to do this).
12. The use of sponsorships/scholarships or cash rewards as "bribery" shall be prohibited in the recruitment of players.

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**SOFTBALL MANITOBA**  
**FAIR PLAY CODE FOR SPECTATORS**

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1. I will remember that children play sport for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the official's decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, or officials or other spectators.

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## SOFTBALL MANITOBA OFFICIAL'S CODE OF ETHICS

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### **Fair Play Code:**

1. Softball Manitoba has entrusted us to assist them in the development of our youth through athletics. The proper operation of such a process requires that officials shall be independent, impartial and responsible to people they serve.
2. An official must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and credible service in a fair and unbiased manner.
3. An official must work with fellow officials and Softball Manitoba in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.
4. An official must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.
5. An official must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the athletes, coaches' administrators, colleagues, and the public, to be a worthy example to the athletes under one's jurisdiction.
6. An official will be prepared both physically and mentally, dress according to expectations and maintain a proper appearance that is befitting the importance of the game and Softball Canada's expectations.
7. The official shall avoid the use of tobacco products, drugs, and alcohol at the contest site.
8. Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.

### **Commitment to Athletes and Coaches**

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or action. I will not tolerate unacceptable conduct toward officials, other athletes, spectators or myself.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I accept my role as a teacher and role model for fair play, especially with young participants.
7. I will remain open to constructive criticism and show respect and consideration for different points of view.

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## **SOFTBALL MANITOBA ZERO TOLERANCE POLICY REGARDING ABUSE OF OFFICIALS**

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### **ZERO TOLERANCE**

There will be zero tolerance for abuse of Softball Manitoba Officials during softball games in the Province of Manitoba.

### **IMMEDIATE EJECTION AND SUSPENSION**

Immediate action to be taken by the Umpire will be to eject the offending player/coach/team official from the game and the offender shall be suspended from all subsequent games until the occurrence has been dealt with by the Umpire-in-Chief of the League and the League President.

### **VERBAL REPORTING**

The Umpire must verbally report all instances of ejection due to abuse of an official immediately following the game to the League Umpire-in-Chief. The League Umpire-in-Chief will then inform the League President of the incident.

### **WRITTEN FOLLOW-UP**

The verbal contact must be followed up in writing within 72 hours and sent to the Umpire-in-Chief of the League and copied to the League President, Zone Umpire-in-Chief and Provincial Umpire-in-Chief (or designate).

### **RESULT OF ACTIONS**

The League Umpire-in-Chief will discuss the course of action required with the Umpire and League President to which the offender belongs. The Zone UIC and Provincial UIC will be copied on the outcome.