

**SOFTBALL PEI (“S.P.E.I.”)
POLICIES AND PROCEDURES**

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Mandate

1. S.P.E.I. recognizes all amateur sports and claims jurisdiction over and recognizes its responsibilities as the Provincial governing body of the game of softball, which includes fast pitch, slo pitch, orthodox softball as played by member teams of S.P.E.I.

Aims and Objectives

1. The purpose of S.P.E.I. is to carry on without monetary gain for its members the following objectives:
 - (i) to foster, develop, promote and regulate the playing of amateur softball.
 - (ii) to provide the game of softball with proper safe guards in accordance with the spirit of true sportsmanship.
 - (iii) to encourage registration of all eligible teams, organizations or groups with S.P.E.I. with active membership and representation with S.P.E.I.
 - (iv) to establish a set of uniform rules for playing the game of softball throughout the Province of Prince Edward Island.
 - (v) to establish and maintain by allied membership, alliances with associations to devote wholly or partially to the promotion of the game of softball.
 - (vi) to initiate, promote and regulate championship play, regional, provincial, and Canadian in all classifications of the game as may be deemed feasible and in the best interest of the game of softball.
 - (vii) to co-operate with the Canadian body in the promotion of the Canadian Championship competition where deemed feasible; this is to be done through the medium of the Canadian Amateur Softball Association (Softball Canada).
 - (viii) to represent the Province of Prince Edward Island on softball councils or associations of the other provinces and/or territories where deemed practical and necessary.
 - (ix) to do such things as may be deemed necessary for the proper promotion and jurisdiction of softball throughout the Province of Prince Edward Island.
2. S.P.E.I. shall be carried on without the purpose of gain for its members and any profits or other accretions to S.P.E.I. shall be used in promoting its objectives.

Nominating and Voting Procedures

In addition to the procedures for nominations and elections as described in the By-laws, the following procedures will apply:

1. The Election Chairperson - a member of the Executive of Sport P.E.I. shall act in this capacity during elections or, in the absence of such an individual, an independent expert in rules of procedure (such as a Parliamentarian) shall be appointed by the Board to act in this capacity.
2. Nominating Committee - chaired by the immediate Past President and one other person appointed by the Board. The Nominating Committee will be in place sixty (60) days before the date of the Annual General Meeting.
3. Scrutineers - two (2) individuals will be appointed by the Election Chairperson at the Annual General Meeting, if required.
4. Duties of Election Chairperson:
 - (i) Identify and declare the vacant Director positions;
 - (ii) Call for a motion from the Secretary that determines the following:
 - method of voting (ballot, show of hands, etc.)
 - identification of the scrutineers
 - presentation of Nominating Committee's report
 - identification of the candidates for each position
 - determination any positions with no valid candidates and, if so, call for nominations from the floor for those positions
 - (iv) Close the nomination by:
 - asking for a motion from the floor, requiring a seconder and a vote
 - (v) Ask for a vote for each vacant Director position
 - (vi) Ask the scrutineers to count the results
 - (vii) Ask the Secretary to read the list of elected Directors
 - (viii) Ask the President to return to the Chair.
5. Duties of the Nominating Committee:

- (i) Make and receive nominations.
- (ii) Ensure that all nominations are valid by determining that candidates are eligible and willing to be nominated. If nominees are not in attendance, it is required that the nominee has signed a letter of intent to serve as a Director. A nominee not in attendance cannot be elected if a letter of intent is not available.
- (iii) Prepare a report for presentation at the Annual General Meeting.

6. Duties of the Scrutineers:

- (i) Distribute ballots - keep count.
- (ii) Collect ballots - keep count.
- (iii) Count ballots.
- (iv) Convey results of count to Election Chairperson or Secretary.

7. Fifty percent (50%) plus one of the delegates present at all meetings will carry an issue (excluding the amendment of the Bylaws). In the event of a tie vote, the motion shall be defeated.

Fees

Each adult team in S.P.E.I. shall be charged an annual registration fee. This fee must be paid to S.P.E.I. on or before June 30th of each and every year. Teams entering into Provincial Championships will also be required to pay a Provincial fee which must be received by the Board accompanied with the Softball Canada/S.P.E.I. Team Registration Form on or before June 30th of the current year. The amount of these fees shall be set annually by the Board. Failure of teams to meet the above requirement shall disqualify them from membership with S.P.E.I. and/or entry into Provincial Championships.

Powers of the Board

In addition to the powers of the Board as described in the By-laws, the Board shall have the following powers and responsibilities:

- a) to cause S.P.E.I. to become affiliated with the Canadian Amateur Softball Association (Softball Canada);
- b) to pass and enact such rules and regulations as it deems advisable for the improvement and regulating the game and in particular but without limiting the foregoing, to regulate exhibition matches and teams seeking affiliation with S.P.E.I.

- c) to prohibit any act or practice by S.P.E.I. member team or person which in the opinion of the Board is detrimental to the interests of the game and deal with any member team or person disregarding such a prohibition in such manner as it may deem necessary
- d) to reinstate upon teams or otherwise, as it may deem proper, any member team or persons who through inadvertence, ignorance, or for any other reason, has ceased to be a member and is desirous of being reinstated.
- e) to inflict penalties upon a member team or person for any infringement of the rules of the game or of the rules and regulations of S.P.E.I. or for any act or practice which in the judgement of the Board is detrimental to the interests or contrary to the ethics of the game.
- f) to sanction all tournaments and all meetings conducted under the auspices of S.P.E.I. All inter-provincial tournaments **MUST** be sanctioned by S.P.E.I.
- g) to decide all questions of eligibility of persons nominated or elected as a Director.
- (vii) to sanction the holding of championships, exhibition games, play-offs, money-making promotions, such as lotteries, soliciting, games of chance, and negotiations with any organizations from within the Province of Prince Edward Island or outside the Province of Prince Edward Island.
- (viii) (1) Any member team/person or official must address S.P.E.I. in writing within five (5) days concerning any incident which could involve suspensions. A decision on this incident shall be made within five (5) days upon written receipt of the said incident.

(2) Any member team/person or official may address an appeal within ten (10) days of the S.P.E.I. decision on this incident within five (5) days upon written receipt of the said incident
- (ix) to determine listing sites for championship tournaments.
- (x) to decide all questions of eligibility regarding team players/members and umpires.

Championship Play

1. All championships conducted by S.P.E.I. shall be governed by the Bylaws and Policies and Procedures of S.P.E.I.
2. Any Prince Edward Island team participating in the Softball Canada play-offs shall do so at their own expense.
3. A team attending a Softball Canada championship is responsible to ensure a coach eligible for

Canadian championship play, in the respective category, is signed to the team roster and is present with the team throughout the Canadian Championships.

4. A team attending a Canadian championship without an eligible coach will pay to S.P.E.I. \$2,500.00 within sixty (60) days after completion of said championship, or shall remain suspended until money is received by S.P.E.I.
5. Team(s) attending Canadian Championships must pay to S.P.E.I. a refundable performance bond in the amount and date determined by softball Canada in the year of the championship.
6. Each team participating in the provincial play-off games must pay their expense.
7. All expenses incurred and profits realized by the hosting organization in any Provincial/Eastern Canadian playoffs are as per S.P.E.I. Hosting Policy and Regulations.

Hosting Sites

1. Teams/Organizations wishing to submit a bid for a Provincial Championship must submit that bid to S.P.E.I. by June 30th of that year. After this date bids will be received on a 'first come, first serve' basis.
2. Protest Committees for all S.P.E.I. Provincial Championships must consist of three (3) persons and must include an umpire. Their decision is final.
3. The tournament will operate under the rules laid down by Softball Canada Rule Book and/or the S.P.E.I. Bylaws, Policies and Procedures, and S.P.E.I. Championship Guidelines.
4. Host organizations shall abide to all S.P.E.I. "Hosting" Policy/Regulations.

Discipline

1. Conditions and Procedures:
 - (i) Players, coaches, managers and teams may be suspended from participation.
 - (ii) Notice of suspension shall be communicated to the suspended party.
 - (iii) In case of individual suspension, the team management involved shall also be notified.
 - (iv) The notice of suspension must also state the reason for the suspension.
 - (v) Decisions on suspensions shall be made by the Board, or designate, and Notice of

Suspension shall be made by the President. This decision shall be made within five (5) days and shall be final.

- (vi) Umpires must notify the President of S.P.E.I. of any action they deem warrants possible suspension or other penalties. Such notice shall be made within five (5) days of the action.
- (vii) The Board shall deal with all cases of verbal or physical abuse toward any registered umpire officiating in P.E.I. by a player or team member. The suspension/penalties in such cases shall reflect the standard penalties as per Softball Canada policies and procedures.

2. Violations punishable by suspensions (disqualifications) include but are not limited to the following:

- (i) A player, coach, manager, team or umpire may be suspended for failing to comply with the terms of S.P.E.I. Bylaws, Policy and Procedures, decisions by the Board or decisions made pursuant to the Softball Canada Official Guide and Rulebook.
- (ii) A player, coach, manager, team or umpire may be suspended for any misconduct provided there is majority consent by the Board.
- (iii) A player, coach, manager, or umpire may be suspended for:
 - (i) striking or threatening an official on the playing field or elsewhere.
 - (ii) ungentlemanly or unladylike conduct, or the use of abusive or vulgar language on the playing field or elsewhere.
- (iv) Player may be suspended for:
 - (i) playing with a player, umpire, league, or team member that has been suspended
- (v) A coach or manager may be suspended for:
 - (i) playing ineligible players.
 - (ii) defaulting any Provincial play-off game.
- (vi) A team may be suspended for:
 - (i) for defaulting games when they are ordered to play.
 - (ii) for playing an ineligible player; (all games played by the offending team in

which ineligible players participate shall be forfeited).

(iii) (i) DISQUALIFICATION PROCEDURES

A team, team member, umpire or association official must be notified in writing of the time, place and date of a hearing with the Board (or designate) to determine if disqualification of the individual or team is required. With just cause, the date can be renegotiated once by the accused. Even if the accused fails to attend, the hearing will be held and a decision reached.

(ii) The Board (or designate) will take appropriate action based on the hearing evidence and notify the accused in writing within ten (10) days after the hearing.

(iii) RIGHT OF APPEAL

A team, team member, umpire or association official disqualified may appeal to the Board, via the President, in writing, within ten (10) days after mailing of the notice of disqualification. The President shall appoint a committee to hear the appeal to determine if a fair hearing was held and equitable decision reached. The person or team shall remain suspended until such time as the appeal and a decision is rendered.

(iv) Penalties will be issued at the discretion of the committee having conducted the appeal hearing for violations outlined in the letter of disqualification.

Miscellaneous

1. No play-off dates are to be broken except in the case of inclement weather or extra-ordinary circumstances after being approved by a Director (or designate) assigned to supervise the tournament.
2. Any team registered for the Provincial play-offs may withdraw from such play-offs without penalty provided they have informed the President at least seven (7) days in advance of the commencement of said play-offs.
3. Residency Requirements - players signing with teams which are registered with S.P.E.I. must be bonafide residents (except as per Softball Canada Special Operating Rules - "Player Additions") of Prince Edward Island as of June 30th of the playing year. Players registering in Provincial play-offs leading to Canadian Championship must meet Softball Canada residency requirements.
4. Registration of Players/Teams:
 - (i) Player(s) shall be considered to be registered with team(s) when his/her name is

forwarded to S.P.E.I. on a Softball Canada/S.P.E.I. Team Registration Certificate.

- (ii) A player shall be allowed to register with more than one team, providing the following criteria is adhered to:
 - (i) They do not register with more than one (1) fast pitch team.
 - (ii) They do not register with more than one (1) team per league.
 - (iii) A player can only play on one (1) team per provincial.
 - (iii) A player who is registered with S.P.E.I. team(s) as of the established registration date shall be the property of these teams for the remainder of the season.
 - (iv) A player who is registered with S.P.E.I. team(s) may be released up to the established affiliation or registration date.
 - (v) Any player seeking release and being opposed in this action may appeal to the Board and their decision shall be final.
5. Only teams registered with S.P.E.I. will be eligible to participate in Provincial, Eastern Canadian or Canadian Championships.
 6. Teams (in Intermediate fast pitch categories only) may add no more than three (3) players to their team roster between July 1st and July 15th each year to play in Provincial/Eastern Canadian Championships provided these players are selected from non-registered teams in their respective category or from a lower category. These names must be forwarded to a Director prior to 6:00pm on July 15th. S.P.E.I. will decide on all questions of eligibility of these players and their decision is final.
 7. Teams playing in a "league" must have S.P.E.I. approved insurance coverage.
 8. Registered umpires shall not be assigned to game(s) where uninsured teams are participating without prior written approval of S.P.E.I.