



CONSTITUTION AND BY-LAWS
STRATFORD SOFTBALL ASSOCIATION 2018

Updated November 2024

NAME

The organization hereby constituted shall be known as the Stratford Softball Association (SSA).

JURISDICTION

The geographical jurisdiction of the SSA shall be Stratford and surrounding areas as approved by the association.

OBJECTIVES

- A. To promote the sport of softball in the communities under the jurisdiction of this association.
- B. To provide an opportunity for all boys and girls within these communities, between the ages of four and nineteen, to participate in the sport of softball.
- C. To provide necessary opportunities for the development of skills relating to playing, coaching and officiating in the sport of softball.
- D. To organize, register, and govern representative teams in the various appropriate age classifications under the jurisdiction of Softball PEI.
- E. To establish softball clubs and leagues the boundaries of the association and to govern and direct such clubs and leagues.
- F. To develop and foster the qualities of sportsmanship, loyalty, respect and honesty in all members of the association.
- G. To apply discipline for violation of the rules of softball for conduct not in the best interest of the game.

CHANGES TO CONSTITUTION

This constitution shall not be altered except at an Annual General Meeting or a Special Meeting of the SSA. Notice of the proposed alteration shall be given to the Secretary, in writing, at least two (2) weeks before the day of the meeting. The Secretary shall forthwith notify the Executive of the SSA of the proposed changes. Any such proposed amendment to the constitution shall be deemed to have passed, if agreed by a 2/3rd majority of the members present thereon at such Annual General Meeting or Special Meeting.



MEMBERSHIP VOTING RIGHTS AT THE ANNUAL GENERAL MEETING

The voting membership will be made up of persons qualifying under any of the following categories:

- A. Parents or guardians of any participant registered as a player in the SSA; and
- B. Any sponsor, Executive, Coach, Manager or any person involved in the operation of the SSA who has reached 18 years of age.

POWERS AND DUTIES OF THE EXECUTIVE

- A. The Board of Directors shall have control of the affairs of the SSA and shall have power to amend the regulations of the SSA.
- B. Vacancy – Where the position of an Officer or Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for a term expiring not later than the close of the next Annual General Meeting.

THE EXECUTIVE

OFFICERS

President
Vice President
Secretary
Treasurer

DIRECTORS

Player Development Director
Youth Program Coordinator
Equipment Manager
Special Projects Coordinator
Field Coordinator
Registrar
Health & Safety Coordinator
Public Relations Coordinator



Term Expires in Even Years:

President
Treasurer
Player Development Director
Youth Program Coordinator
Equipment Manager
Special Projects Coordinator

Term Expires in Odd Years:

Vice President
Secretary
Registrar
Public Relations Coordinator
Field Coordinator
Health & Safety Coordinator

OFFICERS – POWERS AND DUTIES

PRESIDENT – the President shall have the authority to:

- A. Act as signing officer of the SSA.
- B. Preside at all meetings.
- C. Exercise the powers of the Executive in case of emergencies.
- D. Sit on all committees as ex-officio voting member.
- E. Oversee the efficient discharge of the responsibilities of the members of the Executive as allotted them.
- F. Vote on any and all motions placed before the Executive.

VICE-PRESIDENT

- A. Shall perform the duties of the President in his absence or at his/her request and he shall then have all the powers and rights of the President.
- B. When acting as President shall not have the right to vote except in the case of a tie.
- C. Shall assist the President in performing his duties and may hold the position of Chairman on an Ad-hoc or any Standing Committee.



- D. The Vice-President shall preside at meetings in the absence of the President.
- E. In the absence of the President, may co-sign cheques signed by the Treasurer.
- F. Perform other duties as assigned.

SECRETARY

- A. Recording in a minute book the minutes of the meetings
- B. Conducting all correspondence on behalf of the SSA
- C. Maintaining a filing system for all correspondence and records
- D. Notifying all members of the Executive of the date, time and place of upcoming meetings
- E. Perform other duties as assigned.

TREASURER

- A. Recording all financial transactions from all expenses and revenue generated from any Stratford Softball sanctioned activity.
- B. Safekeeping of a book of amounts along with supporting data
- C. Preparing financial statements for the General Meeting or any time a statement is required.
- D. Paying all accounts by cheque signed by herself/himself and the President and/or Past President provided that no two shall be related.
- E. Assist in the preparation of the yearly budget.
- F. Perform other duties as assigned.

DIRECTORS – POWERS AND DUTIES

PLAYER DEVELOPMENT DIRECTOR

- A. Shall be responsible for the organization of player development programs for age division U13 and up.
- B. Programs will include training in specialized areas such as pitching and catching and general softball skills training indoors and outdoors.
- C. Organize at least one off-season training session for all Stratford players and to open to other organizations if there is availability.
- D. Perform other duties as assigned.

FIELD COORDINATOR

- A. Coordinate with town of Stratford on field/gym availability
- B. Organize game times for teams and designate fields for practices.



- C. Work with SPEI with scheduling conflicts
- D. Procure new fields as needed.
- E. Perform other duties as assigned.

REGISTRAR

- A. Shall be responsible for all registrations within SSA for house league and tournaments and all Stratford Softball sanctioned events.
- B. Shall be the keeper of any waiting lists for any age group or division.
- C. Shall coordinate and maintain lists for any player requests to play for a particular team due to legal, medical and/or special requirements as considered by the board.
- D. Shall register players with Softball PEI and Softball Canada as required per insurance liabilities.
- E. Perform other duties as assigned.

EQUIPMENT MANAGER

- A. Responsible for all of equipment/jerseys for the SSA which will include security, replacement repair, monitoring, planning, accounting, control and inventory of all association equipment.
- B. Responsible for purchasing equipment as approved in the SSA budget.
- C. Responsible for the equipment education of all coaching staff, parents and players within SSA
- D. Responsible for maintaining and distributing purchase orders for buying equipment for SSA.
- E. Perform other duties as assigned.

PUBLIC RELATIONS COORDINATOR

- A. Primary responsibility for maintaining public relations and creating awareness of the SSA.
- B. Assist with branding and marketing the Stratford Stealers and SSA league.
- C. Assist with social media channels and moderating communications therein as required.
- D. Present a positive image of the SSA to the general public.
- E. Work other executive members as required to promote activities, events and league.
- F. Perform other duties as assigned.

YOUTH PROGRAM COORDINATOR



- A. Shall be responsible for the organization of youth player development programs for age divisions U11 and below.
- B. Shall organize and be the point of contact for the Learn to Play program – recruitment of volunteers or paid positions to help run the LTP as efficiently as possible.
- C. Shall work with SPEI for year-end jamborees and/or wrap up activities for each group or division pertaining to Stratford Softball.
- D. Perform other duties as assigned.

SPECIAL PROJECTS COORDINATOR

- A. Be the SSA Boards representative on any committee established to lead fundraising activities or events on behalf of the SSA.
- B. Perform other duties as assigned.

HEALTH AND SAFETY COORDINATOR

- A. Shall be responsible for all player safety in Stratford Softball
- B. Work with Town of Stratford should there be any field issues for maintenance.
- C. Be the single point of contact for any and all player reported injuries during the softball season.
- D. Ensure that every team has a fully stocked first aid kit and is maintained and re-supplied throughout the season.
- E. Perform other duties as assigned.

ELECTION OF OFFICERS AND DIRECTORS

- A. A call for nominations for expired and vacated positions will be made within 5 days of a meeting date and venue selected and confirmed for the AGM.
- B. All Officers and Directors shall be elected by secret ballot if there is more than one nomination for a position submitted to the secretary prior to the AGM.
- C. No proxy vote shall be recognized.
- D. All Members of the Board of Directors and all members of the SSA in good standing shall have one vote.
- E. Nominations are only accepted from the floor if there are no prior nominations provided to the secretary by written or electronic notice. Current Officers and Directors who are re-offering will be considered a nomination.



RESIGNATION AND REMOVAL OF DIRECTORS

Resignation – A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Secretary or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Corporation resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

Vacate Office – The office of any Director will be vacated automatically if:

- A. The Director no longer becomes eligible to serve as a Director.
- B. The Director resigns.
- C. The Director is absent from three (3) consecutive meetings of the Board without notice or due cause.
- D. The Director is found by a court to be of unsound mind, or
- E. The Director dies.

Removal – An elected Director may be removed by Special Resolution of the Members at an Annual General Meeting or Special Meeting provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at such a meeting.

PROTECTION OF DIRECTORS AND OFFICERS

- A. Every director and officer of SSA, in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interest of SSA and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, no director or officer shall be liable for the acts, receipts, neglects or defaults of any other director, officer or employee, or for any other matter permitted or performed by a director or officer in executing the duties of their office.
- B. The executive of SSA shall make every reasonable effort to obtain and keep in force liability insurance which covers the lawful activities of directors and officers.
- C. Indemnification - SSA shall indemnify a member of council against reasonable expenses incurred by such individual in connection with a proceeding in which such individual is a named defendant or respondent because such individual is or was a SSA board member, as the case may be, if such individual has been wholly successful, on the merits or otherwise, in the defense of the proceeding, unless such indemnification is limited by the



SSA's constitution. SSA shall indemnify a SSA board member who was, is, or is threatened to be made a named defendant or respondent in a proceeding because the person is or was a board member against any judgments, penalties (including excise and similar taxes), fines, settlements and reasonable expenses actually incurred by the person in connection with the proceeding if it is determined, in the manner described below, that the person (i) acted in good faith, (ii) reasonably believed, in the case of conduct in their official capacity as a SSA board member, that such conduct was in the SSA's best interests, and in all other cases, that such conduct was at least not opposed to the SSA's best interests, and (iii) in the case of any criminal proceeding, had no reasonable cause to believe such conduct was unlawful; provided that if the proceeding was brought by or on behalf of the SSA, the indemnification shall be limited to reasonable expenses.

MEETINGS

- A. The Board will hold at least six (6) meetings per calendar year or more as deemed necessary by the President.
- B. An Annual General Meeting of the SSA will be held annually between October 1st and December 31st.
- C. A general meeting must take place at the latest before December 1st, thirty (30) days prior to the required Annual General Meeting date.
- D. A quorum shall be necessary to conduct any business in an Executive meeting and shall consist of 50% plus one (1) members of the Executive including one (1) the President or Vice-President.
- E. Special meetings of the Executive shall be called by the President upon request by any three (3) members of the Executive.
- F. The President shall preside at all meetings with the usual privileges of the office.
- G. The Vice-President shall preside at a meeting in the absence of the President.
- H. Time sensitive and emergency issues that can be solved by a vote of the executive may be voted upon via electronic means (i.e. email or survey website) provided:
 - a. The motion must be made to the President in writing.
 - b. The President must deem that the issue is time sensitive and does not warrant an in-person meeting.
 - c. The President may act as the seconder and send the motion to the executive for a vote.
- I. Any director or officer at a meeting can request voting on motions be carried out by secret ballot.



- J. All regular monthly and specials meetings will be closed to the general public except by invitation by the Board.
- K. The Board will entertain written requests to attend a regular monthly meeting on a case-by-case basis.

COACH REQUIREMENTS

Coaches will be required to meet the training and/or certification indicated by Softball PEI for each age category and level of competition.

COACHING

- A. Application shall be sent to the association regarding coaching positions within the SSA. Preference shall be given to coaches from Stratford and surrounding areas.
- B. Where several coaches have applied to coach a certain level, the Executive shall decide who shall coach the division in question. Any Executive who are looking to coach will excuse themselves from the approval process for the division in question.
- C. All coaching and managing positions within the SSA shall be at the decision of the association.
- D. Coaching recruitment may begin prior to player registration. In the event that multiple coaches apply for the same position, then the Coach Selection Criteria will be used to assist the Board in the coach selection process.
- E. Coach Selection Criteria: The following process will be adhered to, and the following criteria considered when selecting coaches. This framework is intended to combine objective and subjective elements when considering coaching applicants.

The primary determinants for coaching suitability will be:

1. Number of years of experience coaching softball.
2. Level of coach training and/or certification.
3. If they have previously coached in the organization.
4. Years of experience coaching other sports and/or playing softball.
5. Coaching philosophy
6. If two or more applicants are considered to be equally qualified, the Stratford board may interview the applicants to discuss their background and philosophy. A co-coach situation may also be considered in this situation.
7. In the event that two (or more) equally qualified coaches are interested in a sole head coach position for a particular team in any given division or level, preference will be given to the coach who has contributed the most to the organization/age group as a whole determined by the Stratford board.
8. If the team being applied for is a female softball team and the coach is also female, providing she has met the criteria mentioned above, then preference will



be given to the female coach.

9. If there have been any filed complaints and where discipline has been handed to any individual, this may disqualify him or her at the discretion of the selection committee. The coaches and the President shall make the Selection Committee aware of any filed complaints and discipline.

COACHING POLICIES

- A. Each child must participate in each game. It is the feeling of the association that participation means a player should average at least three innings per game throughout the season, with the exception of tournaments, playdowns and Maritime Championships.
- B. Coaching staff shall have the right to discipline any ball player in the case of foul language, poor sportsmanship, tardiness for games and practices.
- C. Coaches are to have a parent/player meeting at the start of the season to discuss their coaching philosophy, requirements and expectations.
- D. Players must stay in their own division, and if a player is capable of advancing to the next division, it must be approved by the association. To then forward to Softball PEI.
- E. Each coach must create a list of players believed to be able to play in the next division up from their current level (affiliated players) who can be called upon as needed to play for another SSA team. Any requests for affiliated Players should be coach to coach first.
- F. Team rosters must be forwarded to the secretary prior to May 31st. Each team shall be permitted to carry a maximum number of players as permitted by Softball PEI. However no less than twelve (12) players per team where possible.

CODES OF CONDUCT AND COMPLAINT POLICY

The SSA will follow the:

- A. Parents and Players Code of respect policies
- B. Complaint Policy
- C. Coaching Code of Conduct

Should either Stratford Softball policy above not apply or be adequate in any situation, it is at the discretion of Stratford Softball to adopt any policy currently in place by Softball PEI and/or Softball Canada.

FUNDRAISING, DONATION AND SPONSORSHIP

Sponsorship - Funds issued to the SSA by a business/person(s) to be used as approved by the Executive. Sponsor will receive in return approved advertisement etc. as decided by the Executive.



Donations – A Donation is one-time lump sum to offset a specific special cost that may be incurred by a team, player, or SSA. Donations provided by a business/person(s) directly to a specific team/player will be used in an ethical manner to offset appropriate related expenses. Donations provided by a business/person(s) directly to SSA are to be used by the association as approved by the Executive.

Association Fundraising – Funds raised are to remain with association to be dispersed as approved by the Executive.

- A. All funds are to be provided to SSA treasurer.
- B. No monies to be held by any team/manager/or individual; and
- C. All fundraising ventures shall not be initiated or instituted by any person or team unless given prior approval by the Executive.
- D. Team Fundraising and Donations - to be completed by individual teams, monies to stay with the team for the duration of the season. All monies are to be managed by the team.
- E. A single donation is not to exceed the amount of \$500 unless approved by the Executive.
- F. All fundraising ventures shall not be initiated or instituted by any person or team prior to approval by the Executive.
- G. Money raised cannot exceed team expenses. Any money that it raised beyond expenses must be donated to the association.
- H. All teams need to provide a budget and/or fundraising plan prior to any fundraising.

PLAYING RULES

Playing rules shall be those set forth by Softball PEI except where amended by the governing body (i.e. tournament play not governed by Softball PEI.)

PLAYER REGISTRATION

All players in house league and competitive levels must register at the prescribed times as established by SSA and must complete the necessary registration forms.

FEES

The annual registration fees will be established by the board prior to registration.

REFUND POLICY



Registration for each season occurs between April 1st and 31st.

A full player refund will be given minus a \$5 administration fee and any Softball PEI issued player insurance fees to any player who has registered, paid in full and has decided NOT to play prior to the team selection draft. If the team selection draft has taken place and/or has been made public, then only 50% of your registration fee minus \$5 administration fee and SPEI Insurance fees will be returned. There will be no refund granted after the first regular season game has been completed.

Notice must be in writing by email to registation@stratfordstealers.com and the date of the email received will be considered the official date of the refund requested.

Any additional camps or tryouts where a fee was charged are non-refundable. Players in U11 and U9 will receive a refund minus \$20 in addition to administration fees and insurance fees for which they keep their jersey/shirt.

Refunds will be given by e-transfer to a specified email address at your request and must be.

Revised: October 24, 2023