

Constitution-Pickering Softball Association

Part 1 -- General

1.1 Name.

1. The name of the organization shall be “The Pickering Softball Association”, abbreviated “PSA” and referred hereinafter in this document as the “Association”.

1.2 Logo.

1. The logo of the Association is a softball glove and ball with the Association name inscribed to the right. Artwork is attached as Annex A to this document.

2. Use of the Association logo may be granted only by the Association Executive Council and only in writing, for a specific application. Approved use of the logo implies endorsement by the Association.

1.3 Mandate.

1. The Association is responsive to the Town of Pickering to organize youth, non-rep, softball within Town boundaries.

1.4 Objectives.

1. The Association is to carry out, within its mandate, and without pecuniary gain to its members, the following objectives:

- a. Foster, develop, promote and regulate the play of non-rep softball.
- b. Ensure the safety of all members during the conduct of play.
- c. Practice and teach sportsmanship as integral to the game.
- d. Promote physical fitness and provide its members/players with an opportunity for competition, recreation and fun.
- e. Establish a set of rules consistent with those established by Softball Canada and other associations in the Town of Pickering.
- f. Represent its membership to the Town and other governing softball bodies within the Town.

1.5 Harassment.

1. The Association is committed to maintaining a harassment free environment for its members. A harassment policy paper is available, upon request, to all officers and head coaches. The policy is the responsibility of the President who implements through the V-P Rules and Discipline, the designated “Harassment Official”. The President will be apprised of all potential/actual harassment cases and their resolution. The Discipline Committee will review all harassment complaints submitted to the Harassment Official for resolution. The Secretary will maintain a separate file for all harassment cases/correspondence.

1.6 Dissolution.

1. Upon dissolution of the Association, assets shall be distributed as directed by the Town of Pickering.

1.7 Jurisdiction.

1. The Association shall confine its operations to the Town of Pickering unless given a mandate to do otherwise by its membership and the Town is consulted.

1.8 Amendments.

1. Once written, substantive amendments to the constitution, by-laws and regulations of the Association shall be approved by a majority vote of the membership at a General Meeting. Non-substantive amendments may be made with the approval of the Executive Council.

1.9 Approval -- Meaning.

1. Unless otherwise stated in a specific clause of this document, “approval” means “consent of a simple majority of those members in good standing, present for the vote”.

1.10 Affiliations.

1. The Association has affiliations with:
 - a. West Pickering Ladies Slo Pitch
 - b. Men and Women’s Recreational Softball
 - c. Pickering Rep Softball Association.

1.11 Votes.

1. Unless otherwise stated the following applies to all voting procedures:
 - a. No proxy voting.
 - b. One vote per member in attendance.

Part 2 -- Organization

2.1 Membership/Eligibility.

1. Unless otherwise approved at a general membership meeting, eligibility for membership in the Association is restricted to those who reside within the jurisdiction of the Association and those who show proof that they will reside in the jurisdiction during the period for which they are making application.

2. Membership is restricted to individuals of the following groups. Where appropriate membership begins with the paying of fees/dues.

- a. Players 18 years of age and older.
- b. Guardians of players less than 18 years of age.
- c. Executive Officers. *
- d. Coaches. *

(* Note: persons holding these positions are members by reason of guardianship of a player OR by payment of dues)

3. Membership terminates:
 - a. When fees/dues lapse, or
 - b. Upon suspension, or
 - c. Upon written resignation, or
 - d. Upon dissolution of the Association.

2.2 Executive Council.

1. The Executive Council of the Association consists of the following officers, in order of succession for voting members:

- a. President
- b. Vice-President - Operations
- c. Vice-President - Rules and Discipline
- d. Registrar
- e. Treasurer
- f. Secretary
- g. Past President (Ex-Officio).

2.3 Executive.

1. The Association executive consists of the officers of the Executive Council and the following;

- a. Conveners
- b. Equipment Manager
- c. Sponsorship Member(s)
- d. Tournament/Selects Member
- e. Special Events Co-ordinator(s)
- f. Picture Co-ordinator
- g. Media Co-ordinator
- h. Town Liaison (Ex-Officio)
- i. Affiliated Organizations Liaison (Ex-Officio)
- j. Umpire-in-Chief
- k. Umpire Co-ordinator.

2.4 Committees.

1. A list of standing committees and their terms of reference is attached as Annex B to this document.

2. The Executive may, as required, form committees to assist in the operation of the Association. At the time of formation, the committee Chair will be given a written statement of the committee terms of reference and duration of the committee.

2.5 Duties/Responsibilities.

1. The duties and responsibilities of Association Executive officers are attached as Annex C to this document.

2. Should an officer not complete a term, the Association or Committee succession order applies until an election or appointment determines a replacement.

3. The decision when and if to hold mid-term elections rests with the Executive Committee. Officers other than President and Vice-Presidents may be appointed by the Executive Committee should a vacancy result after the AGM elections.

2.6 League Structure.

1. At the Senior "T"Ball **and Atom** levels the Executive Council has the authority, based on player registrations each year, to form either a Co-ed division or a combined Senior "T"Ball/Atom division. Within each league, divisions will be formed based on age groups. The preferred league and division structure is attached as Annex D to this document.

2.7 Past President.

1. A President that completes a term and is not re-elected may be asked by the Executive Council to serve as Past President.

Part 3 -- Finances

3.1 Fiscal Year.

1. The Association Fiscal Year (FY) is 1 October to 30 September inclusive.

3.2 Reports.

1. The Treasurer shall give an abbreviated financial statement at each meeting.

2. The Treasurer shall provide a full financial report at the Annual General Meeting (AGM) following the conclusion of the playing season and at any other time, within one week of being directed to do so by the Executive Council.

3. A template for the Treasurer reports is attached as Annex E to this document.

3.3 Compensation.

1. No officer of the Association shall be financially compensated for service to the Association unless approved by the general membership. All gifts/awards received by an officer of the Association for service with the Association, that have an intrinsic value (greater than

\$25.00) shall be reported to the Executive Council for a decision on disposition.

2. Certain “out of pocket” expenses may be reimbursed by the Association, if approved in writing, and in advance by the Executive Council and receipts are provided.

3.4 Fees/Dues.

1. Membership in the Association is subject to the timely payment of applicable fees and/or dues. The amount of fees/dues shall be approved each year by the Association Executive Committee. Attached, as Annex F is the current fees/dues schedule.

3.5 Signing Authorities.

1. Financial signing authority shall consist of two members of the Executive Council. One signing authority must be one of the President, either of the Vice Presidents or the Registrar. The second authority must be the Treasurer. No officer may sign any financial document payable to himself/herself.

2. Financial documents equal to or greater than five thousand (\$5000.00) require the signature of three Council members.

3.6 Banking/Investing.

1. All funds of the Association shall be deposited in a branch of a Chartered Bank or Trust Company in Canada located within the Town of Pickering.

2. No funds of the Association shall be invested for a term that prevents the Association from meeting its financial commitments.

3.7 Contracts.

1. The Executive Council may enter into such contracts as are essential to the operation of the Association. No contract shall exceed the term of office of the members of the Executive Council signing the contract.

3.8 Insurance.

1. The Association shall arrange insurance for its members/players and ensure that all are aware of the details of the coverage prior to selection of players.

3.9 Budget

1. A draft budget with projected registration fees per member shall be circulated to the Executive for approval not later than eight weeks prior to the Spring registration.
2. No change shall be made to budget approved by the Executive of the Association, nor shall any specific budgetary allotment be over expended by more than 10% of the budgetary amount, nor any transfer of funds between specific allotments be made without approval of the Executive Committee of the Association.
3. Any Executive Officer required to submit and annual budget is also required to submit a post season financial statement detailing expenses and providing receipts. This statement is due prior to the end of the Fiscal Year and in time to be included in the Treasurers end year reports.

3.10 Audit.

1. The Executive Committee shall provide for an end year audit of the Association finances by two members of the Association not members of the Executive Council. The Town shall be offered the opportunity to do an annual audit of PSA accounts.

Part 4 -- Personnel

4.1 Qualifications.

1. The following criteria apply to anyone seeking an Association executive position:
 - a. No two family related persons may hold positions with financial signing authority;
 - b. No person that has a pecuniary business interest with the Association may hold office, other than Coach, Assistant Coach, or Convener, unless approved by the general membership;
 - c. All those seeking office must be members in good standing;
 - d. Any person seeking the office of President must have held an executive position within the Association within one year of being nominated;
 - e. Nominees must declare any potential conflicts of interest prior to elections;
 - f. No two persons shall be allowed to jointly hold an Executive position.
 - g. Any officer of the Association that resigns during the term that they are serving cannot stand for election for 1 full year, from the time of their resignation, without the prior approval of the Executive Council.

4.2 Selection of Executive Officers.

1. Executive officers will be elected at the post season AGM.
2. Call for nominations will go to the membership coincident with the advisory notice of the post season AGM.
3. Elections shall be presided over by the current President with the exception of the President position, which will be presided over by a Vice-President.
4. Elected officers shall take over their position effective end of FY at which time all records appropriate to the position will be completed and handed over.
5. Except where members are elected by acclamation, elections will be open vote and the results a function of simple majority of the members in good standing, in attendance.
6. Prior to a position being voted on, the nominees shall be given the opportunity to make a brief statement.
7. During the actual showing of hands, the nominees for the position on the floor will absent themselves until the vote has been confirmed.

4.3 Selection of Players (League).

1. League teams may be formed by a process of appointment by Conveners or by a draft depending upon age/division. A draft will be held for all players from Mite age and up. For all ages below Mite, teams may be formed by a process of appointment by the Conveners.

4.4 Selection of Coaches (League).

1. League coaches will be selected by division Conveners based on personal knowledge and information provided on player registration forms. Conveners should use some form of screening process such as resumes or references in selecting coaches. All coaches selected are subject to the approval of the VP Operations and the President.

2. Generally the assignment of coaches to teams is arbitrary unless there is a coach/sponsor affiliation. The latter should not create an unbalanced team.

4.5 Selection of Coaches/Players (Tournament/Select Team(s)).

1. The Tournaments/Selects member will select tournament team coaches from volunteers.

2. The conduct of tournament/select teams shall not be detrimental to the league team of the players selected.

3. A Select player must play 3/4 of all league games to maintain Select eligibility. Absences due to vacation and health are not considered in eligibility calculations.

4.5 Removal of Executive Officers.

1. Officers of the Association may be removed from office for cause with a 2/3 majority vote of the Executive Committee. A quorum at such deliberations is 60% committee attendance.

Part 5 -- Meetings

5.1 Types of Meetings.

1. The Association shall conduct its business using a meeting format. The types of meetings that may be called are:

- a. General Meetings - attended by all members who wish to do so. These meetings are generally information in nature but also used for the election of officers and for amending the regulations of the Association.
- b. Executive Meetings - attended by Executive Officers and Ex-Officio members. Generally concerned with the proposal and approval of Association operating rules, procedures and budgets.
- c. Executive Council Meetings - attended by Executive Council Members. Produces operating rule amendments and procedural options for Executive Committee consideration. Conducts the routine operation of the Association in accordance with approved rules, procedures and budgets.
- d. Special Meetings - may be called from time to time, by at least two of the Executive Officers, one of which must be the President or a Vice-President. The convening notice shall indicate who is to attend and give details of the agenda.

5.2 Schedule of Meetings.

1. General Meetings - once annually, normally post season (Sep).
2. Executive Meetings - once monthly, Nov, Dec, Jan, Feb, Mar, Apr, May.
3. Executive Council Meetings - once monthly,

4. Special Meetings - as required.

5.3 Order of Business.

1. Meetings will normally follow the following order of business:

- a. Call to order
- b. Review, Revision, and Acceptance of previous Minutes
- c. Old business - derived from previous minutes
- d. Treasurer's report
- e. Reports - Officers/Committee Chairs
- e. New business derived from agenda
- f. New business, points from the floor
- g. Adjournment

5.4 Minutes.

1. Minutes shall be taken at each meeting and be available within two weeks of the meeting. Minutes shall be a brief statement of discussion points, the resulting items of action and individual(s) tasked with the action.

5.5 Time Limits.

1. Meetings shall have a time limit of two hours unless an extension is approved by those in attendance for a specified period.

Part 6 -- Venues/Equipment

6.1 Equipment.

1. Where appropriate, the Association shall provide each team with a set of team equipment which includes bats, balls (game and practice), catcher's equipment (shin guards, chest protector, mask), batting helmets with straps and carry bag. In addition the Association

will provide one set of bases and a first aid kit at each diamond used by its teams.

2. An inventory of all equipment belonging to the league shall be maintained by the Equipment Manager, Conveners and team coaches will sign for all equipment assigned to their team(s). The value of the equipment in the inventory will be the purchase price less a depreciated amount established by the Treasurer.

3. Inventory items will not be disposed of through sale or discard without the approval of the Executive.

4. Players must provide personal items of playing and protective equipment.

6.2 Playing Fields.

1. The Executive will arrange for sufficient playing fields within the jurisdiction and liaise with the Town concerning use and maintenance.

Part 7 -- Rules

7.1 Authority/Powers of the Association.

1. The Association shall have the following powers:

- a. To make and enforce rules and regulations to govern itself.
- b. To enter into contracts (see restrictions in Part 3).
- c. To solicit contributions and raise funds to support its operations.
- d. To hold and own equipment.
- e. To affiliate with organizations whose purpose and objectives are consistent with those of the Association.
- f. To enter into such agreements and affiliations as are necessary to meet its objectives.

7.2 Rules of Play.

1. Unless otherwise specified in written directions to the Umpires and Coaches the Association uses the current version of the "Official Guide and Rulebook of Softball Canada".

2. Association specific rules are published each year prior to the commencement of play either as a stand-alone document or in the Association Coach's Handbook.

7.3 Discipline.

1. All members of the Association shall conduct themselves in a manner which brings credit to the game and meets the objectives of the Association.
2. Disciplinary matters which cannot be dealt with by Umpires and Coaches will be referred to the Conveners and then if necessary to the Vice-President Rules and Discipline for action.

7.4 Suspensions.

1. Any player, member or official may be immediately suspended from play for exhibiting unacceptable conduct or acting in a manner which endangers himself/herself or others.
2. All immediate suspensions will be reported to the Vice-President Rules and Discipline with a recommendation for follow-up action. All suspensions, other than where a participant is suspended for the remainder of a game, shall be responded to in writing by the V-P with an information copy to the immediate league supervisor (Convener, Coach,...).
3. No suspension for cause will entitle the suspended member to a refund of fees/dues.
4. A suspended member/guardian is entitled to appeal a suspension before an open hearing Chaired by the V-P Rules and Discipline unless the appeal is deemed to be frivolous in nature. In the latter case the V-P will respond to the appellant indicate why the appeal is not granted.

7.5 Safety.

1. All activities held under the auspices of the Association must hold safety as its prime concern. No member or official shall partake in or permit any action which endangers a member.

7.6 Code of Ethics/Conduct.

1. Members of the Association agree:
 - a. To act with integrity in the performance of their duties.
 - b. To demand the highest standard of personal conduct from themselves and others that they supervise/coach.
 - c. To accept the letter and spirit of the rules that define the sport and at all time

support the spirit of fair play.

LOGO



COMMITTEES

1. EQUIPMENT COMMITTEE

- A. Comprised of a Chair (Equipment Manager) plus three assistants
- B. Under the direction of the Chair:
 - i. Maintains the equipment inventory (items and value)
 - ii. Prepares equipment budget
 - iii. Equips teams
 - iv. Equips diamonds
- C. Meets when called by the Chair

2. DISCIPLINE COMMITTEE

- A. Chaired by the VP Rules and Discipline
- B. Comprised of Chair plus two members of which the President is one. Two alternates will be designated who can replace any of the primary members.
- C. Reviews and recommends amendments to disciplinary procedures
- D. Hears disciplinary appeal cases
- E. Meets when called by the Chair
- F. Determines disciplinary action

3. RULES COMMITTEE

- G. Chaired by the VP Rules and Discipline
- H. Comprised of Chair plus four members of which the Umpire-in-Chief is one
- I. Reviews and recommends, at least annually, league rule amendments

DUTIES AND RESPONSIBILITIES – OFFICERS

1. PRESIDENT

- A. Voting member of the Executive Council
- B. Ex-Officio member of all committees
- C. Presides over all Executive Council, Executive and General Membership meetings
- D. Supervises/guides overall operation of the Association
- E. Liaison with the Town and affiliated groups
- F. Promotes the Association and the sport with local media
- G. Sits on the Rules and Disciplinary Committee
- H. Arranges venues for meetings

2. VICE PRESIDENT – RULES AND DISCIPLINE

- A. Voting member of the Executive Council
- B. Acts for the President when delegated to do so
- C. Chairs the Discipline Committee
- D. Establishes, promotes and enforces a code of discipline within the Association
- E. Annually reviews and amends league rules

3. VICE PRESIDENT – OPERATIONS

- A. Voting member of the Executive Council
- B. Acts for the President in the latter's absence
- C. Under the guidance of the President, oversees the day-to-day operation of the league
- D. Arrange for and allocate diamonds to Conveners
- E. Train Conveners/Coaches

4. REGISTRAR

- A. Voting member of the Executive council
- B. Advises the Executive on fee policy
- C. Provides the Treasurer with estimate of fee income
- D. Organizes and conducts registration events
- E. Prepares and distributes registration documents
- F. Maintains a database of registrants, complete with current coach ratings/comments
- G. Provides Conveners with lists of registrants at least 2 weeks in advance of player selection
- H. Co-ordinates with Adult leagues for representation at first registration
- I. Maintains the Association information line and passes pertinent information to appropriate committee members

5. TREASURER

- A. Voting member of the Executive Council
- B. Responsible for the financial affairs of the Association
- C. Keeps Executive and membership informed as to the state of the Association finances
- D. Prepares budgets and financial statements
- E. Audits equipment inventory and appraisal
- F. Signing authority for all Association financial documents and contracts

6. SECRETARY

- A. Voting member of the Executive Council
- B. Custodian of all correspondence, records, contracts, and documents of the Association
- C. Prepares, distributes minutes of meetings
- D. Prepares, distributes regulatory documents
- E. Prepares and disseminates notifications of meetings; arranges venues
- F. Prepares agenda
- G. Co-ordinates production/maintains the Coach's Handbook

7. SPONSORSHIP MEMBER

- A. Voting member of the Executive Committee
- B. Ensures that each fielded team is sponsored
- C. Primary liaison between the Association and sponsors
- D. Develop/maintain a sponsor database
- E. Ensures sponsors are shown appreciation for assistance provided
- F. Contract, receive and distribute uniforms to Conveners
- G. Collection and monitoring of sponsorship payments

8. EQUIPMENT MANAGER

- A. Voting member of the Executive Committee
- B. Ensures that each team and diamond is outfitted
- C. Ensures diamond equipment is accessible to teams
- D. Submit equipment budget
- E. Obtain necessary quotes from equipment suppliers
- F. Award equipment contracts and ensure suppliers are paid

9. UMPIRE -IN-CHIEF

- A. Voting member of the Executive Committee
- B. Train league umpires
- C. Member of Rules Committee

10. UMPIRE CO-ORDINATOR

- A. Voting member of the Executive Committee
- B. Recruit and schedule league umpires
- C. Schedule umpire training clinics in co-operation with the Umpire-in-Chief
- D. Pay umpires on a regular basis and maintain records/receipt for payment
- E. Prepare annual umpire budget and end of year financial statement

11. TOURNAMENT/SELECTS MEMBER

- A. Voting Member of the Executive Committee
- B. Recruit tournament/Select team coaches
- C. Co-ordinate tournament organization and participation
- D. Pre and Post tournament publicity with local media
- E. Prepares and submits Selects budget

12. CONVENER

- A. Voting member of the Executive Committee
- B. Responsible for the operation of a specific league division
- C. Responsible for schedule of division games including playoffs
- D. Responsible for the conduct of the division selection of players
- E. Responsible for rain-out calls up to 30 minutes before game time
- F. Maintains standings and division statistics and reports to Media Co-ordinator
- G. Actions/resolves protests and discipline referred by division coaches
- H. Selection of coaches (see constitution item 4.4)

13. SPECIAL EVENT(S) CO-ORDINATOR(S)

- A. Voting member(s) of the Executive Committee
- B. Co-ordinates special events including on site organization, budget submissions and ensures payment of suppliers
 - i. Canada Day
 - ii. Champions Day
 - iii. Picture Day

(NOTE: These functions may be done by one individual, a number of individuals acting independently, or in a committee format)

14. PAST PRESIDENT

- A. Non-voting member of the Executive Council
- B. Advisory capacity to the Executive

15. MEDIA CO-ORDINATOR

- A. Voting member of the Executive Committee
- B. Co-ordinates advertising of the Association and Association events in local newspapers and community brochures
- C. Prepares the media budget and ensures payment of suppliers
- D. Publicizes team standings during active season

16. JUNIOR "T" BALL CONVENOR

- A. Voting member of the Executive Committee
- B. Hosts awards event
- C. Other duties as per Conveners in other Divisions

PREFERRED PSA LEAGUE ORGANIZATION

Junior “T” Ball
(Age < 6)

GIRLS

BOYS

Senior “T” Ball (Age 6)

Senior “T” Ball (Age 6)

Atom (Age 7 - 8)

Atom (Age 7 - 8)

Mite (Age 9 - 10)

Mite (Age 9 - 10)

Squirt (Age 11 – 12)

Squirt (Age 11 – 12)

Novice (Age 13 – 14)

PeeWee (Age 13 – 14)

Bantam (Age 15 – 16)

Bantam (Age 15 – 16)

Midget (Age 17 – 18)

Midget (Age 17 – 18)

NOTE: AGES AS AT DEC 31 OF PREVIOUS CALENDAR YEAR

See constitution item 2.6 for gender division guidance.

FINANCE REPORT FORMATS

1. **BUDGET**

EXPENSE	Pre-Season Estimate	Post-Season Actual	Difference
Registration			
Awards			
Uniforms			
Insurance			
Equipment			
Advertising			
Correspondence			
Office Supplies			
Umpiring			
Canada Day			
Champions Day			
Pictures			
Tournaments			
Telephone			
Banking			
Totals			

2. FINANCIAL STATEMENT

Assets/Income	Months												YTD	Budget	Difference
	O	N	D	J	F	M	A	M	J	J	A	S			

Totals

Liabilities

Totals

NET

FY Opening Balance \$_____ FY Closing Balance \$_____ Difference \$_____

FEES/DUES SCHEDULE

(Subject to annual review)

1. Registration Fees:

A. To conclusion of second February registration:

- 1) \$80.00 for first child
- 2) \$60.00 for additional family members

B. After second February registration:

- 1) \$85.00 for first child
- 2) \$65.00 for additional family members

C. After March registration add \$5.00 to each child's fee

2. Dues

A. Association voting membership status for those who do not have status as a player or guardian may be gained by payment of annual dues of an amount set at the AGM.

3. Sponsorship Fees

1 st Team	\$275.00
2 nd Team	\$225.00
3 rd Team	\$225.00

Additional team sponsorships will be subject to the recommendation of the Sponsorship Committee which will consider the state of the PSA finances and sponsor applications to set the rate.