

LAKE SIMCOE MINOR SOFTBALL ASSOCIATION

2017

Constitution & Bylaws

Effective October, 2016

Mission Statement

The Lake Simcoe Minor Softball Association strives to support and encourage fair play, sportsmanship and to help build confidence and self esteem all while having fun playing the game of softball.

Constitution

1.0 NAME:

- a) The name of the Association shall be the Lake Simcoe Minor Softball Association (LSMSA): hereinafter called the association.
- b) The Logo of the Association shall be as shown below:



2.0 OBJECT

The Association is committed to creating and maintaining a sport environment which is free from discrimination and harassment on prohibited grounds: including race, ancestry, place of origin, ethnic origin, political opinion, creed, sex, sexual orientation, age, marital, family status, language and any other discrimination or harassment prohibited by applicable law.

3.0 DEFINITIONS

- a) AGM: Annual General Meeting
- b) Committee Members: Members elected or appointed to the following positions:
 - i) Division Convenors, Webmaster, Scheduler/Stats, Sergeant at Arms
 - ii) Committee members are voting members at regular business meetings.
- c) Executive Members: Members elected or appointed to the following positions:
 - i) President, Vice President, Secretary, Treasurer, Umpire in Chief, Equipment Manager, Fundraiser, Select Coordinator and Blastball Coordinator.
 - ii) With the exception of the President Executive Members are voting members at regular business meetings. The president represents a tie breaking vote only.
- d) Member of the Association: Includes players, coaches, parents, guardians, step-parents, executive and committee members.
- e) Quorum: 50% + 1 of voting members present at either the AGM, SGM or Regular Business meetings.

BYLAWS

1.0 MEMBERSHIP

- a) Playing members of this Association shall be composed of residents of the Town of Georgina.
- b) The LSMSA Executive before acceptance may review applicants from outside the Town of Georgina only if the position(s) is not fulfilled with in the Town of Georgina.
- c) The membership of the program shall be composed of 3 year olds to 21 Year olds (age determined by year of birth as of December 31st) and a permanent resident within the boundaries of the Township of Georgina. Adults, who participate with the liaison committee's approval in coaching, managing, or supervising any of the programs, games or affairs, will also reside within the boundaries of the Township of Georgina. Exemptions may be considered.
- d) A birth certificate or baptismal certificate may be requested as satisfactory proof of age.
- e) All players, who take part in any softball game or practice in the program with a member of a team, must have their parent or guardian sign the registration form, which includes a waiver of accident liability.

1.1 AIMS AND GOALS

- a) To improve, encourage and govern all levels and divisions of House League or Select Softball in the Lake Simcoe Minor Softball Association.
- b) To promote and protect the mutual interest of it's members.
- c) To institute and regulate competition in softball among its members and arrange such games, as well as serve the best interest of its members.
- d) To promote and foster REP teams and Select teams to play ball for the Association.
- e) To carry out competition for championship in each classification, with the exception being due to changes in special operating policy, as deemed by the Executive and excluding the Blastball division.
- f) To promote LSMSA by establishing and maintaining a high profile within The Town of Georgina and the softball community.
- g) All coaches, players, parents, guardians, step-parents, umpires, executive and committee members will be expected to honour the LSMSA Code of Ethics.
- h) To promote Sportsmanship and fair play from all members of the Association.

1.2 CODES OF ETHICS

- a. All Players, Coaches, Parents, Umpires and executive & Committee members will be expected to honour the LSMSA Codes of Ethics.
- b. Coaches and Assistant Coaches are also required to provide a police report that will be paid for by them and then reimbursed by the league on acceptance.

2.0 THE EXECUTIVE AND COMMITTEE MEMBERS

- a) The Executive of the Associate shall consist of the following positions: President, Vice-President, Treasurer, Secretary, Umpire-In-Chief, Fund Raiser, Equipment Manager, Select Coordinator, Registrar and Blastball Coordinator.
- b) Executive may form a sub-committee to help assist in their duties when they feel it is required. Members of the Committee Boards must report back to the Executive with their findings.
- c) The Executive is elected by members at the AGM only. The AGM is held at the end of the season, before Oct 30. The President shall inform all parents/guardians of a player or resident of Georgina of date, time and location of the AGM.
- d) The Term is for one year for Executives and Committee members.
- e) Elections will take place by secret ballot. The President and the Sergeant at Arms will count the ballots. The Vice President will act in place of the President or Sergeant at Arms if their positions are being voted on.
- f) Resignations of an executive must be received in writing or verbally to the President.
- g) Any member may be forced to relinquish his/her membership at the discretion of the Executive, with a vote of a majority (50%+1)
- h) If an executive position is vacant, the executive may fill this position at any time by a member of the LSMSA/or resident of Georgina that is in good standings with the association and with a vote of majority of the executive (50%+1)
- i) The President doesn't vote unless required to break any ties.
- j) If an executive member holds more than 1 voting position they may only cast 1 vote in total.
- k) Convenors cannot coach in the division that they are Conveners for.

2.1 DUTIES OF THE EXECUTIVE

The President

- a) President-will act as the official spokesperson of the executive
- b) Provide the necessary leadership in the information and effective operation of the executive
- c) Chairs, when present, all meetings of the association Call the executive meetings.
- d) Call all Executive and Regular Business Meetings.
- e) Ensure that the minutes of the executive are recorded and maintained by the secretary.
- f) Ensure that there is regular communication with the members of council,
- g) Prepare an annual report for the AGM with the assistance of all executive members and sub-committees
- h) Helps with the schedules.
- i) Helps with and on Tournament Days.

Vice-President

- a) Chair all meetings (if president is absent), right hand to President
- b) Liaison with the division convenors
- c) Works along with Equipment Manager with purchasing of equipment
- d) Responsible for purchasing of uniforms
- e) Responsible for purchasing of trophies and medals
- f) Responsible for purchasing of team photographs
- g) Helps with and on Tournament Day
- h) All duties assigned by the President

Treasurer

- a) Keep full and accurate accounts of all receipts and disbursement of the association in proper books of accounts,
- b) Be guided by the executive of the Association in regards to banking and disbursements. See By-law 8.0,
- c) Provide, at regular meetings or whenever required, an account of all transactions of the association and of the financial position of the same,
- d) Prepare a full Financial Statement to the President to be included in the Annual Report
- e) Maintain that all accounts receivables are current, (user fees and insurance)
- f) Keep and file all registration forms
- g) Pay all umpires
- h) Ensure that securities and controls are in place for functions and handling of money
- i) Perform such other duties as may from time to time be determined by the Executive

Secretary

- a) Keep minutes of the proceedings of the association meetings,
- b) Ensure that all minutes are available to the parent community if asked for only individually.
- c) Keep tract of attendance by executive members and sub-committees and bring to the Executive members attention if a member has missed 3 consecutive meetings without substantial reason,
- d) Attend to all official correspondence and communication, filing records as directed by the Executive and Sub-Committees,
- e) Provide a copy of the constitution to all new members at the first meeting following the AGM
- f) Collect score sheets weekly from the mailbox at diamond 2 and ensure that the website is updated
- g) Perform such other duties as may from time to time be determined by the Executive

Umpire in Chief

- a) Schedule umpires for games
- b) Work with the Treasurer to make sure that the umpires are paid.
- c) Prepare all game schedules, working along with other Executive members
- d) Responsible for ensuring umpires adhere to the LSMSA code of ethics
- e) Work alongside the webmaster for website

Fundraiser

- a) Form committees for fundraising events
- b) Collect funds for such events
- c) Keep a clear record of funds collected
- d) Obtain receipts for money spent
- e) Hand over funds and receipts to the Treasurer for deposit within one week of the fund raising activity

- f) Ensure that securities and controls are in place for fund raising events and handling of money
- g) Responsible for co-ordinating of sponsorship activities with the help of all Executive and committee members
- h) Perform such other duties as may from time to time be determined by the Executive

Equipment Manager

- a) Maintain that all equipment is in good condition,
- b) Disburse equipment to all teams, have coaches sign for their equipment,
- c) Keep a record of the equipment handed out,
- d) Replace any broken equipment
- e) Purchase all equipment, as approved by the Executive, unless for an immediate safety concern and except uniforms
- f) At the end of the season collect all equipment,
- g) Conduct an inventory of all equipment,
- h) Clean and store equipment in storage unit,
- i) Helps with and on Tournament Day
- j) Perform such other duties as may from time to time be determined by the Executive

Blast Ball Coordinator

- a) Co-ordinates all events for blast ball division
- b) Liaison between the Executive & committees and the coaches,
- c) Assist with start of season responsibilities, getting coaches and division off to a good start, and assisting coaches with information where needed
- d) Maintains the call up lists for their division and works with the convenor above their division to ensure fair use of call ups as per the Association's house league rules.
- e) Responsible for collection of VSS forms, and code of ethics from players, parents, coaches, pre/post season questionnaires and player evaluations
- f) Assist with information and sales where applicable, for fundraising efforts
- g) Assist with picture/development day, fundraising events where possible, and tournament weekend
- h) Promote AGM within organization
- i) When possible, be a visible member of the executive committee to the membership at large
- j) Organize Blastball Team Selection, and notify coaches about Coaches Information Session where they will receive their team contact lists
- k) Organize and assist with Coaches onsite clinic for new coaches
- l) Organize and assist with year-end tournament and banquet
- m) Perform other such duties as assigned by the Executive

Select Coordinator

- a) Coordinates all events for the select teams
- b) Liaison between the Executive & committees and the coaches,
- c) Assist with start of season responsibilities, getting coaches and division off to a good start, and assisting coaches with information where needed
- d) Maintains the call up lists for their division and works with the convenor above their division to ensure fair use of call ups as per the Association's house league rules.
- e) Responsible for collection of VSS forms, and code of ethics from players, parents, coaches, pre/post season questionnaires and player evaluations
- f) Assist with information and sales where applicable, for fundraising efforts
- g) Assist with picture/development day, fundraising events where possible, and tournament weekend
- h) Promote AGM within organization
- i) When possible, be a visible member of the executive committee to the membership at large
- j) Assist with advertising and recruitment for select program
- k) Organize and assist with Select Tryout, team selection, and coaches selection
- l) Liaison between LSMSA and OSSTA
- m) Assist with planning and execution of LSMSA Select Tournament
- n) Assist with Uniform ordering for select teams
- o) Assist with tournament selection and scheduling for LSMSA and LSMSA Select Teams
- p) Perform other such duties as assigned by the Executive

Registrar

- a) Maintains current database for all past and current registrations and facilitates registration process and communication, keeping clear records to be made available as required.
- b) Vacant (Reserved)
- c) Primary Point of contact for LSMSA registrants.
- d) Actively involved in the registration process, keeps accurate records of registrations, requests, divisions, coaching interests, etc.
- e) Maintains Administrative data and information including master record of numbers, registrations, teams, team rosters, divisions, coaches, sponsors, contact information, etc
- f) Helps facilitate coaches application process up to and including coach selection process.
- g) Helps facilitate, and keeps clear records of current volunteer police checks to be made available as required.
- h) Assists with the preparation of coaches and convenors binders for distribution. (Providing team rosters etc.)
- i) Performs other such duties as from time to time may be assigned by the President

3) DUTIES OF CURRENT COMMITTEES

Webmaster

- a) Works with the all Executive and Committee members for updates for website
- b) Maintains the website and domain
- c) Maintains a relationship with all website vendors

Division Convenors

- (a) T-Ball Convenor
- (b) Squirt Convenor
- (c) PeeWee Convenor
- (d) Bantam Convenor
- (e) Midget Convenor

Duties

- a) Liaison between the Executive & committees and the coaches,
- b) Assist with start of season responsibilities, getting coaches and division off to a good start, and assisting coaches with information where needed
- c) Remind coaches about Select Tryouts where applicable
- d) Maintains the call up lists for their divisions and works with the convenor above & below their division to ensure fair use of call ups as per the Association's house league rules.
- e) Responsible for collection of VSS forms, and code of ethics from players, parents, coaches, pre/post season questionnaires and player evaluations
- f) Assist with information and sales where applicable, for fundraising efforts
- g) Assist with picture/development day, fundraising events where possible, and tournament weekend
- h) Promote AGM within organization
- i) When possible, be a visible member of the executive committee to the membership at large
- j) Assists with collection and reporting of weekly scores within assigned division from the home team and report to Secretary for record keeping and statistical updates as required
- k) Perform other such duties as assigned by the Executive

Sergeant at Arms

- a) Facilitate order within the league meetings
- b) Understand the constitution
- c) Understand the rules of order for meetings
- d) Assist and facilitate the process of incident reports making sure the discipline committee handles them appropriately as required

4) DISCIPLINE

- 4.1 The basic objective of disciplinary action shall be to further the interests, safety and enjoyment of the game of Softball.
- 4.2 Disciplinary action may be taken against a player, coach, parent, and spectator, game official or team (herein referred to as offender) charged with misconduct and found responsible.
- 4.3 The following table defines the type of misconduct and provides examples for greater certainty:

<u>TYPE OF MISCONDUCT</u>	<u>DEFINITION/EXAMPLES</u>
4.3.1 Lewd or vulgar actions or language on or around the playing field	Conversational language, gestures or behaviour deemed inappropriate. Applies to ALL persons attending LSMSA activities, including spectators and game officials
4.3.2 Alcohol or illegal drugs on or around the playing fields	The act of carrying and/or consuming alcoholic beverages or illegal drugs on or around the Playing field. Applies to ALL persons attending LSMSA activities, including spectators and game officials
4.3.3 Tobacco consumption within confines of playing field, dugout or bench	No tobacco products shall be consumed by ANY person while on the playing field, the dugout or bench. Tobacco consumption will be tolerated in stands
4.3.4 Verbal abuse directed at someone other than a game official	Abusive language directed at a player, coach, parent or spectator on or around the playing field by anyone attending an LSMSA activity. This includes heckling, poking fun at or in any other manner doing anything that in the opinion of the umpire distracts the opposing team (e.g. yelling” swing at the batter, or “the pitcher can’t pitch” or “the batter can’t hit”)
4.3.5 Verbal abuse directed at a game official	Abusive language directed at a person officiating an LSMSA activity (e.g. umpire, scorekeeper) by anyone attending that activity.
4.3.6 Physical abuse directed at someone other than a game official.	The act, attempt or threat of physical contact (e.g. Pushing, pulling, charging, spitting, etc) directed at a player, coach, parent or spectator on or around the playing field by anyone attending an LSMSA activity.
4.3.7 Physical abuse directed at a game official	The act, attempt, or threat of physical contact(e.g. pushing, pulling, charging, spitting, etc) directed at a person officiating an LSMSA activity (e.g. umpire, scorekeeper) on or around the playing field by anyone attending the activity.
4.3.8 Violent physical assault directed at any Individual	The deliberate act of assaulting any individual attending LSMSA activity in a violent manner, Causing physical harm(e.g. punching, swinging a Bat, etc)
4.3.9 Other unsportsmanlike conduct	The deliberate act of contravening a published rule or the principles of fair play and good sportsmanship on or around the playing field (e.g. playing a suspended or unregistered player, throwing equipment; instructing a player to “run him over of he is in your way”; or a pitcher deliberately “beating” a batter. Applies to ALL persons attending LSMSA activities, including spectators and game officials.
4.4.0 Sexual harassment/abuse	Any act by a member of the LSMSA to take advantage of a person for his/her own sexual

stimulation or gratification

TYPE OF MISCONDUCT	MANDATORY MINIMUM PENALTY
4.6.0 Lewd or vulgar language on or Around the playing field	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 3 meaningful games 3 rd seasonal offence: suspension for remainder of season
4.6.1 Alcohol or illegal drugs on or Around the playing field	1 st seasonal offence: suspension for 3 meaningful games 2 nd seasonal offence: suspension for remainder of season 3 rd seasonal offence: lifetime suspension
4.6.2 Tobacco consumption within confines of playing field, dugout or bench	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 3 meaningful games 3 rd seasonal offence: suspension for remainder of season
4.6.3 Verbal abuse directed at someone Other than a game official	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 3 meaningful games 3 rd seasonal offence: suspension for remainder of season
4.6.4 Verbal abuse directed at a game Official	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 6 meaningful games 3 rd seasonal offence: suspension for remainder of season
4.6.8 Other unsportsmanlike conduct	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 3 meaningful games 3 rd seasonal offence: suspension for remainder of seasonal
4.6.9 Act detrimental to the game	The Executive shall meet to review the misconduct in accordance with LSMSA bylaw 7 and shall determine the disciplinary action, if any, to be taken.
4.6.10 Sexual harassment/abuse	The sexual harassment/abuse should be handed over to the Police Authorities

NOTE: A meaningful game is defined as “a tournament game for which a entry fee was paid OR regular season game OR playoff game involving the offender’s parent team

4.7 The suspension shall take effect as of date of the verbal notification of suspension and shall terminate at 2400 hours on the final day of the suspension, during which time the offender shall not participate in any team activity: this includes playing, practicing, coaching, managing, administrating, officiating, spectating and any other game-related activities. The offender is additionally prohibited from participation with any other team registered with the LSMSA during the period of suspension.

4.8 The President shall deliver a written Discipline Report by hand to the offender, a team official, the division conveynor, Umpire-in-Chief and the LSMSA Secretary with two (2) days of the verbal notification of suspension.

5.0 APPEAL OF DISCIPLINARY ACTIONS

- a) Any person(s) affected by the decision has the right to appeal the decision.
- b) The appeal should be sent in writing to the LSMSA President within 72 hours of the notification of the decision; appeals filed after the time limit may be accepted at the discretion of the President.
- c) The notice of appeal must contain the following:
 - i. the name, address and phone number of the appellant
 - ii. the team to which the appellant is affiliated
 - iii. the grounds for appeal
 - iv. a detailed outline of the circumstances in question; and
 - v. any supporting documentation and/or witness statements

6.0 DISCIPLINE COMMITTEE

- a) The President shall select five members for the Discipline Committee as follows:
 - i. the President (who shall be the Chairperson)
 - ii. the secretary (who shall record the proceedings)
 - iii. any other member of the Executive council, including the convenor responsible for the division in question.
- b) The President may designate a replacement for a Discipline Committee member if there appears to be any conflict of interest or apparent bias.
- c) The Discipline Committee shall meet for one of the following reasons:
 - i. to review the type of misconduct specified in Bylaw 4.3 and determine the disciplinary action, if any, to be taken; OR
 - ii. to consider the appeal of any decision reached by the President pursuant to Bylaw 4.6 within two (2) days of receipt of the written appeal.
- d) The Discipline Committee shall have the power to issue whatever decision the majority of the Committee feels is appropriate upon completion of its investigation and shall not be restricted to the mandatory minimum penalties in Bylaw 4.5

7.0 DISCIPLINE HEARING

- a) The Secretary shall notify all effected parties in writing of the date, time and place of the hearing at least (2) full days prior to the hearing. Attendance at the hearing shall normally include all effected parties and one supporting person per party. The LSMSA Umpire-in-Chief, the Conveynor for the division and any eyewitness may also be requested to attend.
- b) Failure of an affected party to appear for a hearing without proper cause shall not prevent the Discipline Committee from adjudicating the case in his/her absence
- c) The procedure of the Discipline Committee will be relatively informal. However, they should generally conform to the following requirements:
 - i. The Chairperson shall read the written report (if Bylaw 4 applies) or the Discipline Report (if Bylaw 5 applies)
 - ii. The offender (if Bylaw 4 applies) OR the appellant (if Bylaw 5 applies) or his parent/guardian shall have the opportunity to question the report.
 - iii. Witnesses shall be allowed to make comments deemed pertinent to the discussion.
 - iv. Members of the Discipline Committee shall be allowed to ask question.
 - v. The Chairperson shall allow the offender/appellant the opportunity to make any final comments prior to the committee making a decision.
 - vi. All those not forming part of the Discipline Committee shall be asked to adjourn while the committee considers the evidence and makes a decision.
 - vii. The Discipline Committee shall decide by a simple majority vote and shall inform the affected parties of its decision at the meeting.
- d) In such instances where the Discipline Committee is unable to reach a decision based on the existing information, the offender shall be permitted to return to his team until such time a the Discipline Committee can render a decision. In such cases, any suspension or other disciplinary action shall only take effect as of the date the offender is advised of the decision.
- e) The Secretary shall mail a written decision of the Discipline Committee to all parties with 5 days of the conclusion of the hearing.
- f) Decisions of the Discipline Committee shall be conclusive and not subject to further appeal.
- g) Further disciplinary action may be taken by the Discipline Committee against any individual or team that knowingly contravenes the decision of the President or the Discipline Committee.

8.0 FINANCES

- a) Receipts are required for funds to be reimbursed. Where receipts are not available, approval cannot be given and any funds advanced must be repaid, with the exception of equipment, where a quote is acceptable following a receipt upon purchase to the Treasurer.
- b) Registration fees for the playing season are \$70.00 for Blastball, \$100.00 for T-Ball, \$130.00 for Atom, Squirt, Peewee, Bantam and Midget, or \$350.00 per family (3 or more children).
- c) Registrations received after April 1st may be subject to a \$25.00 late registration fee per player and to a maximum of \$60.00 per family (3 or more children)
- d) The late registration fee will not apply to the Blastball division.
- e) Late registrations must be paid in full, including all late fees, and /or NSF charges in the form of cash, certified cheque, or money order prior to the player taking the field for practices or games.

9.0 RULES OF ORDER

- a) An individual must be recognized by the President before obtaining the floor to make a motion. This means that the President must tell a person that his or her turn before that person can speak to the Executive and/or committee and formally propose a course of action. That person will begin his statement by saying, "I move that..." Someone else then has to second the motion. A short discussion on the matter is then started and when the discussion is done, a vote occurs to accept or decline the motion.
- b) Amending a motion: A motion is put on the floor to make an amendment to a motion prior to the original motion being passed, another must second and a vote is done to accept or decline the amendment. The amended motion is then voted on 'as amended'.
- c) Withdrawing a motion: A person who has put a motion on the floor withdraws it
- d) Tabling a motion: This motion needs to be done by one and a second motion needs to be done by another. No debate is done.

10.0 TEAM SELECTIONS

- a) 10.1 All teams in all divisions are chosen by the executive members/sub-committee based on skilled levels, ages and sex so that teams are divided as equal as possible for good sportsmanship

- b) We reserve the right to make any team changes for the good of the league..

11.0 REFUNDS

- a) Full refunds are given prior to season beginning, which includes practice. After this time, refund will be prorated at the discretion of the executive.

12.0 DISSOLUTION

The association shall be dissolved when and if the league ceases to operate. In the event of dissolution of the league, the disposal of funds in the Treasury shall be voted upon at the final general meeting, providing written notice containing the amount of funds in the Treasury and the intent to dispose of the funds shall have been sent to the members of the softball community, together with the notice of the final meeting.

13.0 INTERPRETATION

The executive shall have the power to enforce this Constitution and all Bylaws, rules and regulations adopted thereto. In all cases if the interpretation shall be called into question, the determination will be a quorum (50%+1) of executive members present and shall be final.

14.0 AMENDMENTS

The Constitution and Bylaws of the LSMSA and its association may only be amended at the AGM or SGM. The majority of the member's constituting the quorum must approve amendments. Proposals to change must be submitted in writing to the executive members not less than two weeks prior to the AGM or SGM. This does not include amendments made at the AGM or SGM to proposed changes submitted 2 weeks prior as required above.