

Squamish Slopitch Association



Constitution, Bylaws, and Operating Rules

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Squamish Slo-Pitch Association Constitution

1. The name of the Society is "Squamish Slo-pitch Association"
2. The purpose of this Society is to act as an administrative overseer for Slo-pitch in and about the District of Squamish, including Britannia Beach.
3. In the event of the League winding up or the dissolution of the Association, all assets of the Association are to be liquidated.

The assets are to be:

- a) split among the teams remaining at the time of dissolution or
- b) donated to the advancement of sports in and about the District of Squamish, including Britannia Beach.

Squamish Slopitch Association Bylaws

Part 1 - Interpretation

1.1 In these by-laws, unless context otherwise required:

- a) Members consist of:
"Adults" 19 or older in the year of the applicable season or "Minors" being over the age of 16 (with parental/guardian consent).
- b) "Team" means Slo-pitch team
- c) "SSPA" shall be the abbreviated form for Squamish Slopitch Association.
- d) "Member" refers to a member in good standing.
- e) "Voting member," means the team representative, or in his/her absence, a team member in good standing
- f) "Recognized couple" means a married couple or couple sharing the same residence
- g) "Executive" refers to the President, Vice President, Secretary, Treasurer, Field Maintenance Coordinator, Statistics Coordinator, Phoning Coordinator, Bylaws Committee, Rules Committee, and Umpire in Chief
- h) "Officer/ Director" refers to a member of the Executive
- i) "CBOR" shall be the abbreviated form for Constitution, Bylaws, and Operating Rules
- j) "League" and "Association" will mean Squamish Slo-pitch Association
- k) "Returning teams" are teams that are currently registered in the Association
- l) "Realignment standings" mean standings based on the full twenty (20) game season
- m) "Parent association" refers to the association that SSPA is affiliated with.
- n) "Registration certificate (roster)" means SPN Release of Liability, Assumption of Risk Agreement and Team Membership / Roster Application.

Part 2 - Membership

2.1 A fine system shall be used to obtain compliance with the league bylaws, as well as all decisions made by the SSPA in governing the Association.

\$25 fines shall be levied against teams for each of the following infractions:

- a) Not having at least one (1) team member in attendance at SSPA meetings;
- b) Not having two (2) team members present at the annual field maintenance day;
- c) Not having a member(s) carrying out duties asked by the various Coordinators and Committees and
- d) Not having e-mailed game scores to the league statistician within twenty-four (24) hours of the game.

A \$30 fine shall be levied against teams for each of the following infractions:

- a) Not notifying the umpire allocator that a game has been cancelled.

A \$50 fine shall be levied against teams for each of the following infractions:

- a) Any cheque returned to the SSPA as a result of there being insufficient funds in the author's bank account.

A \$100 fine shall be levied against teams for each of the following infractions:

- a) Not fulfilling their assigned duties at a tournament.

If at any time a team's fines exceeds the performance bond, that team will forfeit every game played until the performance bond is restored. Any team that has restored its performance bond prior to the following season registration will not members in good standing a therefore will not be allowed to participate in the League.

2.2 Membership in this Association shall be open to Adult/Minor Slo-pitch teams in and about the "Sea to Sky Corridor", including Pemberton, Whistler, Squamish, Britannia Beach, Lions Bay, etc. All affiliated players, coaches, and managers, whether they are voting or non-voting are members of this Association.

2.3 A team may apply at the first general meeting for membership in this association. Once accepted, the team immediately becomes members.

2.4 Every member shall uphold the constitution and comply with these bylaws and operating rules.

- 2.5 Each team shall have one (1) representative who shall be a voting member of the Association.
- 2.6 A team no longer in good standing will cease to be a member of the Association:
- a) Upon dissolution of the team;
 - b) If the Registration Certificate (roster) is not turned in to the Vice-president by the third (3rd) meeting;
 - c) If the league fees are not paid to the Treasurer by the end of the second (2nd) meeting in the season.
- 2.7 Any team or member misconduct will result in:
- a) A team or member may be expelled or put on probationary period by way of a letter of explanation.
 - b) A team or member may be expelled from the Association by a special resolution passed at an Executive Meeting. A brief statement of the reason(s) for the proposed expulsion must accompany the notice of special resolution. The team/member shall be given an opportunity to respond to the charges at an Executive Meeting before the special resolution is put to a vote.
 - c) Any team or member which is expelled from our Association will also be expelled from SPN (SPN will be notified with all documentation being forward to them)
- 2.8 Any team or member suspended shall have the right to appeal to the SSPA within thirty (30) days from the date of suspension.
- 2.9 All teams are in good standing, except a team that has failed to:
- a) Turn in the team registration certificate (roster) by the end of the third (3rd) meeting of the year.
 - b) Pay the annual league fee by the end of the second meeting of the year. (Schedules will be prepared based on the teams that have paid; all other teams will not be eligible to play in the current season.)
 - c) Pay any outstanding fines of \$100 or more from the previous year.
- 2.10 All members are in good standing, except a member who has failed to sign the team registration certificate (roster) prior to playing their first game.
- 2.11 Any teams having seven (7) or more members remaining from the previous year will remain in the same division (unless qualifying to move up or down) when applying for a name change.

Part 3 - Meetings

- 3.1 An Annual General Meeting shall be held in September each year.
- 3.2 Three general meetings will be held prior to the start of the season.
- 3.3 Notice of these meetings shall specify place, day and hour of the meeting, and in the case of special business, mention the general nature of the business.
- 3.4 All teams from the previous year are to be contacted and informed of the meetings. Information about the meetings shall also be announced in the media. (e.g. Association website, newspaper) and emailed to the previous years team representative.
- 3.5 A quorum at any general meeting shall consist of 50% the voting members (in good standing) attending the general meetings. Each voting member is entitled to one (1) vote at the general meeting. The number of non-voting members can exceed the number of voting delegates. If the representative (or alternate) is unable to attend the meeting, then a member in good standing from that team may attend and vote.
- 3.6 The President presides at all meetings of the Association. In his/her absence, the Vice-president will preside. Should neither the President nor the Vice-president be in attendance, some member of the Executive shall preside.
- 3.7 In emergencies, the President, or any two members of the Executive, may call a special meeting provided all voting members are notified.

Part 4 - Proceedings At Meetings

- 4.1 Business that must be included at the Annual General Meeting:
 - a) Roll Call
 - b) Adoption of minutes from last general meeting
 - c) The President's Report
 - d) The Treasurer's report – The expenditure of general funds, Consideration of the financial statement, Teams with outstanding fines, etc.
 - e) Old business
 - f) New business - The election of officers, proposed bylaw amendments and votes
- 4.2 The above business may not happen if a quorum is not present.
- 4.3 Purpose of general meetings:

- a) The first meeting will be for registration for both returning and new teams up to the maximum number of teams allowed. Teams will receive registration certificates (insurance rosters).
- b) The second meeting will be for realignment of divisions, operating rules and payment of league fees.
- c) The third meeting will be when the registration certificates (rosters) must be handed in. Schedules will be distributed.

4.4 "Roberts Rules" shall govern all meetings.

4.5 Voting shall be by a show of hands or by ballot as the Association sees fit.

Part 5 - Officers / Directors

5.1 The SSPA Executive shall consist of a President, Vice-President, Secretary, Treasurer, and Umpire in Chief. Statistics Coordinator, Field Maintenance Coordinator, The Tournament coordinator, and Bylaws/Rules Committee, are Directors.. Any one or all Directors may be requested to attend an executive meeting.

5.2 The President and Secretary are elected for two (2) year terms in the odd numbered years. The Vice-President and Treasurer are elected for two (2) year terms in the even numbered years. These Officers are elected from the general membership.

5.3 The Statistics Coordinator, Field Maintenance Coordinator, Tournament Coordinator and Bylaws/Rules Committee are all elected by the general membership for one (1) year terms. The Umpire in Chief is appointed by the Howe Sound Umpires Association.

5.4 No recognized couple may hold Executive positions with bank account signing authority at the same time.

5.5 Any member of the Executive may, by notice in writing, resign at any time.

Part 6 - Proceedings Of The Executive

6.1 A quorum consists of three 3 (3) of the five (5) Executive members.

6.2 The Executive may appoint committees as they see fit.

6.3 Questions arising at the meetings require a majority vote

6.4 The Secretary shall keep proper minutes of all Executive Meetings.

- 6.5 The Executive shall meet in January and March, or at any other time that a meeting may be required.
- 6.6 Two (2) members of the Executive may call a meeting should the President refuse to do so.

Part 7 - Duties Of Officers

- 7.1 The President is the Chief Executive Officer of the Association and shall:
- a) Preside at all Executive meetings.
 - b) Supervise the Officers in the execution of their duties.
 - c) Apply and enforce all bylaws and operating rules of the Association.
 - d) Watch over assets and records of the Association.
 - e) Make up game and field schedules for the league house games.
 - f) Have signing authority with the treasurer.
 - h) Be ex-officio of all committees.
 - i) Keep a file of office to be transferred to his/her successor. This shall include:
 - The agenda and minutes for two (2) years;
 - Financial statements for two (2) years;
 - A current copy of CBOR;
 - Correspondence for one (1) year;
 - Rosters of team representatives and Executive two (2) years;
 - Committees for one (1) year;
 - List of suspensions / probations.
- 7.2 The Vice-President shall:
- a) Preside at all Executive meetings.
 - b) Be responsible for the distribution, collection, and forwarding of the team registration certificates (rosters) to SPN.
 - c) Assist the President in the discharge of his/her duties, and in the absence or disability of the President, act on his/her stead.
 - d) Have signing authority with the Treasurer.

- e) Handle any insurance claims.
- f) Keep a file of office to be transferred to his/her successor. This file shall include:
 - Seven year (7) file of team registration certificates (rosters);
 - A current copy of the CBOR;
 - A permanent file of the team representatives, Executive and Committees;
 - Agenda and minutes for two (2) years;
 - Reports from Officers and Committees for two (2) years;
 - A permanent record of all accident reports and injury claims.

7.3 The Secretary shall:

- a) Preside at all Executive meetings.
- b) Be responsible for keeping accurate minutes of Executive and general meetings.
- c) Report all recommendations and actions of the Executive to the members.
- d) Assist the President with any correspondence or phone calls.
- e) Have signing authority with the treasurer.
- f) Keep a copy of CBOR for reference.
- g) Keep a file of office to be transferred to his/her successor. This file shall include:
 - A permanent file of Executive and general meeting minutes;
 - A list of team representatives, Executive, and Committees for one (1) year;
 - A permanent file of the CBOR;
 - A permanent record of all bylaw amendments;
 - Correspondence for two (2) years.

7.4 The Treasurer shall:

- a) Be responsible for all accounts and records of the Association.
- b) Collect and deposit any money due to the Association.
- c) Maintain accurate records of all receipts and disbursements.
- d) Retain all bills, vouchers, receipts, and other supporting documents.

- e) Reconcile bank statements.
- f) Prepare a financial statement for presentation at each meeting.
- g) Prepare and submit annual income tax returns, within six (6) months of the end of the fiscal year, (Non-profit Forms) after having them certified by the audit committee.
- h) Return the Annual Society Report (form 10) to the Ministry of Finance by December 31 each year.
- i) Arrange to meet with Audit Committee, so all records of inventory and accounts can be audited.
- j) Maintain a ledger of team fines.
- k) Keep a file of office to be transferred to his/her successor. This shall include:
 - A permanent file of the financial statement including the year end report;
 - Cheque book and receipts for six (6) years from the end of the last tax year for income tax purposes;
 - A permanent record of the cash journal;
 - A current copy of CBOR;
 - A current list of all inventory owned by the Association;
 - A permanent file of the audit reports.

7.5 The Statistics Coordinator shall:

- a) Be responsible to keep accurate statistics of wins, losses, ties, and points, with the help of a committee.
- b) Be responsible to contact the radio and newspaper with weekly standings.
- c) Keep a schedule of open fields for rescheduling rained out games.
- d) Keep a file of office to be transferred to his/her successor.

This shall include:

- A permanent file of the final standings of the season;
- List of team representatives for two (2) years;
- A current copy of CBOR.

7.6 The- Field Maintenance Coordinator shall

- a) Be responsible for the organization of field maintenance prior to the season and before tournaments.

- b) Chair the Field Maintenance Standing Committee and direct the members in their duties.
- c) Assess the conditions of all fields and make a list of repairs needed for the Field Maintenance Committee.
- d) Be responsible for disbursement, collection, and storage of all Association equipment.
- e) Keep a file of office to be transferred to his/her successor. This file shall include:
 - Permanent file of work done;
 - equipment, supplies and time needed
 - any recommendations from the committee
 - A list of team representatives for one (1) year;
 - A current copy of the CBOR;
 - Permanent inventory of all field maintenance equipment owned by the Association.

7.7 The Tournament Coordinator shall:

- a) Organize and schedule games for the tournament.
- b) Chair the Tournament Committee and direct members in their duties.
- c) Keep a file of office to be transferred to his/her successor. This file shall include:
 - A permanent record of the concession food order, number of workers needed and money spent;
 - A permanent record of the beer garden order, number of workers needed, any permits needed, and money spent;
 - A permanent record of the schedule of umpires, number of umpires needed, and money spent;
 - A permanent record of clean up duties, and the number of workers needed;
 - A permanent record of groups who may take on these jobs and not use league money;
 - A list of team representatives for two (2) years;
 - A copy of the tournament schedule for one (1) year;
 - A current copy of CBOR.

- 7.8 The Bylaws/Rules Committee is responsible for the integrity of the SSPA constitution as well as the governing of rules and rule changes. All proposed changes to the bylaws or rules must be forwarded, in writing, to the committee.
- 7.9 The Umpire in Chief is responsible for the scheduling of the umpires for tournaments. The Allocator is responsible for scheduling of the umpires for league games.

Part 8 - Standing Committees

- 8.1 The Field Maintenance committee shall:
- a) Consist of two (2) members from each team.
 - b) Repair fields prior to the onset of the season.
 - c) Repair the fields before the house league tournament.
 - d) Have the Field Maintenance Coordinator as their chairman.
- 8.2 The Tournament Committee shall:
- a) Consist of one (1) member per division (with subcommittees as needed).
 - b) Organize all aspects of the tournament (e.g. concessions, beer garden, umpire, and clean up).
 - c) Have the Tournament Coordinator as their chairman.
- 8.3 The Audit Committee shall:
- a) Consist of two (2) members, neither being the treasurer.
 - b) Audit the league account book.
 - c) Audit the entry fee account book of all tournaments.
 - d) Hand in written reports of their findings to the Executive.

Part 9 - Powers Of The Executive

- 9.1 The Executive has the power to control the affairs of the Association and may exercise all such powers and do all such acts and things as the Association may exercise and do, which are not by these bylaws and operating rules, or by statute or otherwise lawfully directed or required to be exercised or done by the Association in general meeting, but subject, nevertheless to the provisions of-
- a) All laws affecting the Association
 - b) These bylaws

- c) Rules not being consistent with these bylaws, which are made from time to time by the Organization in general meetings
- 9.2 No rule made by the Association in a general meeting invalidates a prior act of the Executive that would have been valid if the rule had not been made.
- 9.3 The executive shall adopt and act upon the present rules, regulations, and bylaws of the Association unless and until the same shall be duly altered or varied.
- 9.4 If a member of the Executive, or person acting as a member of the Executive is disqualified by some defect of the appointment, all acts done by the Executive in a meeting, prior to this discovery, will be as valid as if the person was duly appointed.
- 9.5 The Executive shall use total discretion on all decisions regarding the expenditures of funds and consider the best interests of the SSPA. Expenditures in excess of \$1000.00 shall be subject to membership approval.
- 9.6 Signing authority will be any two of-
 - a) The President
 - b) The Vice-President
 - c) The Treasurer
 - d) Secretary
- 9.7 Year-end will be December 31st.
- 9.8 The audit committee will complete an audit by January 31st.

Part 10 - Structure Of The League

- 10.1 The league will:
 - a) Be divided into three (3) divisions, A, B & C
 - b) Have a maximum of eleven (11) teams in A & C division
 - c) Have up to fifteen (15) teams in B Division.
 - e) Once B division reaches 16 teams, the league will then:
 - 1) Be divided into four (4) divisions of equal size
 - 2) Have a maximum of eleven (11) teams per division
 - 3) Place odd numbers of teams in the following order
 - C division
 - B division

A division

D division

- 10.2 Standings will be determined on the basis of two (2) points per win, one (1) point per tie, and zero (0) points per loss.
- 10.3 The standings for deciding the re-alignment of divisions will include all games that were played in the previous year, whether the scores were e-mailed in to the SSPA e-mail account or not.
- 10.4 Teams shall be divided into divisions as follows:
- a) From the previous year's final standing. The top two- (2) teams of each division will move up a division and placed in the bottom two (2) positions. Eg. 11 team division, they would be placed 10 and 11. The bottom two- (2) teams from each division will move down a division and be placed third (3rd) and fourth (4th) from the bottom. Eg. 11 team division, they would be 8 and 9.
 - b) If spots are available, a team may volunteer to be accepted into a division. If more than the required number of teams volunteer for a division, the teams will be accepted based on their record in the previous year's standings. Teams having a superior record will be accepted into a division. If less than the required number of teams for a division volunteer, the division will be filled to the required number of teams from non-volunteering teams with the most superior records from the previous year's standings.
 - c) This procedure will be repeated for B division, then C division, and then D division if applicable.
- 10.5 Every team shall have at least two (2) members familiar with the Parent Association, and SSPA operating rules and bylaws.

Part 11 - Fees

- 11.1 There shall be an annual league fee due on or before the end of the second meeting payable to the Treasurer.

Part 12 - Team Registration Certificates

- 12.1 The Parent Association Slo Pitch National requires that team registration certificates (rosters) be filled in, and signed, before being given to the Vice-President.
- 12.2 All registration certificates must be turned in by the third (3rd) meeting. After this date, there will be a \$10.00 charge per person for any changes or additions to the roster.

Part 13 - Standings Structure

- 13.1 All regular season games will be completed by Friday, eight (8) days before the league playoff tournament. This includes all rained out games.
- 13.2 Any games not played prior to the league tournament schedule makeup will be decided by the toss of a coin.
- 13.3 Special consideration maybe taken if there has been an abundance of rained out games.
- 13.3 In case of a tie in a division at the end of the regular season, the following will be considered, in order listed, to break the tie:
- a) Games won, then;
 - b) Games tied, then;
 - c) Games lost, then;
 - d) The record of play between the teams, then;
 - e) Run differential in league play, head to head games, with the highest differential taking precedence.

Part 14 - Tournaments

- 14.1 The league shall run tournaments on the May Long Weekend, two (2) in July, one (1) in August, and other tournaments as the league may find beneficial.

Part 15 - League Tournament

- 15.1 Format will be a double knockout. Teams reaching the final will play only one (1) game for the championship.

These bylaws must not be altered or added to except by special resolution or at the AGM.

SSPA Operating Rules

The SSPA will follow the regulation Slo-pitch National rules with the following changes and additions:

1. All players must be a minimum of sixteen (16) years of age. All players under eighteen (18) years of age must have a signed waiver from his/her parent or legal guardian.
2. Game times will be:
 - a) 6:45pm on weekdays
 - b) 1:00pm, 2:30pm and 4:00pm on weekends on school fields and
 - c) 10:00am, 11:30am, 1:00pm, 2:30 4:00pm and 5:30 on weekends.

If a team cannot field a team within fifteen (15) minutes of the regular scheduled game time, then they will forfeit the game.

3. Rained out or cancelled games must be played out 8 days before the league tournament so that the schedule can be made up. All make up games must be scheduled at least 15 days prior to the league tournament. If both teams cannot agree on a make up date by this time, the league will schedule their game(s). All outstanding unplayed games, for any reason, will be decided by a coin toss to decide the result.
4. Players are not allowed to be on more than one roster at a time.
5. Each team in the league must supply equipment. The home team will supply one new 12 inch "Worth Grey Dot" (or league approved) ball, one good used 12 inch "Worth Grey Dot" (or league approved) ball. Each team must have a minimum of one batting helmet in their dugout available for use by any individual wanting to wear a helmet for safety concerns. The home team will also supply bases and foul line markers for each game. First (1st) base must be a regulation Safety Bag.
6. Umpires are allocated for each game. Therefore if a game is to be cancelled for any reason, the person who allocates the umpires must be contacted in a timely manner so he/she can cancel the umpire for that game. If the Umpire Allocator is not notified of a game cancellation by the team who cancels the game, that team will be required to pay the \$30 umpire fee to cover the cost of the added make up game.
7. There will be seven (7) innings per game. If a game is tied after 7 innings, the game will go to international rules for one inning. If the score remains tied, the tie will stand.
8. Line-ups shall consist of no more than sixteen (16) players. At least four (4) female players must be on the field at all times. Line-up cards shall be used for league games. Players not on the line-up cards at the start of the game will not be eligible to play the game.

9. The batting line up for the first ten (10) batters can be in any order. Four (4) female players must be designated on the line up card before the start of the game. If more than 10 batters are on a line up card, the order after the first ten batters must alternate female then male to the maximum of 16 batters in multiples of two (2).
10. There will be a maximum of five (5) runs scored per inning, with the exception of a last open inning.
11. The winning team, or in the event of a tie, the home team, is required to email the score to the statistician at squamish_slopitch_association@yahoo.ca (or league approved web site). The statistician must receive the score within 24 hours of the game.
12. Ground rules will be posted on the SSPA website. Contact the Umpire in Chief to make minor modifications to the ground rules. Any other ground rule changes can be made during the off-season.
13. The "Mercy" rule will not be in effect for league games.
14. Verbal or physical abuse of Officials or players will not be tolerated and will result in ejection from games and possible suspensions or expulsions from the League. (See 2.7)
15. Players running to first (1st) base must run in foul territory to avoid interfering with the fielding team's ability to the play at first (1st) base.
16. Courtesy runners can be put in the game once the batter successfully obtains first base or is awarded first (1st) (or any other) base. Courtesy runners can be anyone on the line-up; however, a courtesy runner can only appear once per inning. A female player must run for a female player, but a male or female player can run for a male player.
17. Runners coming home to score must touch the scoring plate. The scoring plate is to be six (6) feet away from home plate in foul territory and in line with the home plate.
18. When a male batter is walked with four straight balls (no strikes) and a female batter is on deck, the batter is awarded second base and the female batter is at bat.
19. Teams shall be permitted to play with nine (9) players. There must be a minimum of three (3) women on the field and a maximum of six (6) men. The tenth position in the batting order will be called an automatic out. The tenth player may enter the game when he/she arrives as soon as the umpire has called time.
20. If teams choose to bat more than ten (10) batters, any batter or substitute missing from the line up shall be considered an automatic out.(eg. A team elects to bat fourteen (14) players. Player eleven (11) leaves the game, cannot return to the game, and no substitute is available, the result will be an automatic out in the 11th batter position).

21. A player must play five (5) league games in order to be eligible to play in the league tournament.
22. SSPA will implement a Performance Bond of \$250 per team per season. The purpose of this bond is to help negate the amount of time dedicated to collecting fines and to hold teams accountable to their league responsibilities. The performance bond will be refundable at the yearend AGM, providing that the teams have fulfilled all of its responsibilities to the league (ex. volunteering at tournaments, attending league meetings, sending in game scores, and all other assigned duties). Any fines incurred during the season will be deducted from the performance bond and the balance will be refunded. Teams may choose to roll their performance bond over to the next season. Any performance bonds rolled over to the following season with deductions must be topped back up to \$250 when league fees are due for the upcoming season.
23. Teams are permitted to pick up a maximum of 2 (two) players, 1 (one) male and 1 (one) female from another SSPA team roster. This rule is to be used where a team can demonstrate to the homeplate umpire that the shortage of eligible players from its own roster is due to unexpected or unpreventable circumstances and the shortage would otherwise result in a forfeit or playing with 9 (nine) players. No pick up players are permitted if any rostered player is available as a spare. This rule is not to be used to prevent playing 5 and 5 or 4 and 6 (females and male respectively). Eligible pickup players must be on the roster of a SSPA team. No pickup player may play for more than 4 (four) games for any one team. Pickup players must come from a team in the same division or lower division.