

# **CABBAGETOWN GROUP SOFTBALL LEAGUE**

## **BY-LAWS**

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# **CABBAGETOWN GROUP SOFTBALL LEAGUE**

## **BY-LAWS**

### **Preamble**

These By-laws have been established to govern the internal affairs within the organization. These Bylaws may be amended by a majority vote of the Executive Committee members voting at any properly convened meeting, as provided in the Bylaws.

### **Definitions: (in alphabetical order)**

“AGM”: Annual General Meeting.

“Arbitration”: The process by which the parties to a dispute submit their differences to the judgment of an impartial person or group appointed by mutual consent or statutory provision.

“Arbitration Committee”: the group of impartial and objective league members (usually members of the Executive Committee, but not always) that will settle a dispute within the organization as provided within the bylaws.

“CGSL”: Cabbagetown Group Softball League.

“Divisional Representative”: The Open Division Representative or Women’s Division Representative.

“Executive Committee”: the group of officers that have administrative, financial and managerial authority within the organization.

“Executive Officer”: A member of the league in good standing that fulfills one of the Executive Committee roles as identified in the Constitution.

“Good standing” is defined as someone who:

- Has paid all pertinent fees for the current season;
- Observes continuous compliance with all provisions set forth in the Constitution, Bylaws, Rules of Play and Ethics Policy;
- Has no outstanding debt to the league or team; and,
- Has not had their membership suspended or previously terminated.

“Immediately”: As soon as possible.

**“In-kind debt”:** A debt to the league or team that is not monetary. Examples can include, but are not limited to: equipment and team uniforms.

**“League Officer”:** An official that fulfills a specific role identified within the organization.

**“Member Emeritus”:** An enduring membership, which is the highest honour that can be awarded within the league, which is presented publicly to a past member of the league that has made significant contributions to the organization.

**“Membership Period”:** Generally, this period covers May 1 to April 30 of each year.

**“NAGAAA”:** North American Gay Amateur Athletic Alliance.

**“Neutral parties”:** Not having an interest or conflict with a dispute that arises.

**“NSF”:** Non-sufficient funds.

**“Off-Season periods”:** The membership period where the softball season is not in play. Generally, this period covers September 15<sup>th</sup> – April 30<sup>th</sup> inclusive.

**“Organization”:** The Cabbagetown Group Softball League (CGSL).

**“Playing Season”:** Generally, this period covers May 1<sup>st</sup> – September 15<sup>th</sup>.

**“Quorum”:** The minimal number of officers and members of a committee or organization, who must be present for valid transaction of business.

**“Reasonableness”:** Governed by, or being in accordance with reason or sound thinking; being within the bounds of common sense and not excessive or extreme.

**“Rules of Play”:** the Amateur Softball Association (ASA) or CGSL mandated rules.

**“Satisfactory Service”:** Sufficient service provided to meet demand or a requirement.

**“Significant Contributions”:** actions and activities that have enhanced the organization through exemplary performance in their role within the league, or beyond their normal duties as defined in these bylaws.

**“Team Member”:** A member of the league that is affiliated with a team with the status of “player” or “non-player”.

**“Timely manner”:** Within a reasonable period of time that is not considered excessive by general standards within the context of the situation.

**“Un-sportsmanlike”:** Not displaying the qualities or behaviour befitting a good sport.

## **Section 1 – Membership**

### **Overview**

This section outlines the entitlements, responsibilities, obligations, requirements and flexibility for members within the organization.

### **Membership Period**

The annual membership period is from May 1st of the current year until April 30<sup>th</sup> of the following year.

### **Membership Categories**

#### *Regular Season*

An individual must select one of two categories of membership:

- Player – a person that plays on a softball team.
- Non-player – a person who does not play softball, but is affiliated with a team (i.e., coach, manager, supporter, etc.)

Previous CGSL members must be deemed to be in “good standing” before having their membership accepted.

#### *Member Emeritus*

Individuals that have retired from the organization may be awarded the status of “Member Emeritus”. The Executive Committee may grant this enduring membership to past members who have made significant contributions to the organization. Names will appear on the membership roll for as long as the organization endures.

### **Individual Fees**

#### *Player Fees*

The player fee must be submitted with the membership registration form and may be payable to the “CGSL”, prior to commencing play. The Executive Committee on a year by year basis may take into consideration a Student Fee for Playing Members

#### *Non-player Fees*

The non-player fee must be submitted with the membership application and may be payable to the “CGSL”, at any time.

### *Member Emeritus*

There are no fees associated with this membership category.

### *Late Registration Fees*

The league may charge a late registration fee for returning players only. The Executive Committee will determine the date and amount of fee each year.

### **Status**

A league member can be assigned one of three statuses throughout the membership period:

- Active membership (which means the individual is in good standing)
- Suspended membership (which means that the individual is temporarily not in good standing)
- Terminated membership (which means that the individual is not permitted to be a member of the league for a stated period of time).

### **Responsibilities and Obligations of Members**

- Observe continuous compliance with all provisions set forth in the Constitution, Bylaws, Rules of Play and Ethics Policy
- Return any debts and/or articles to a team manager or coach (includes: uniforms, equipment, etc.) when requested
- Report any concerns, issues, and suggestions to the team manager. If necessary, the team manager will consult with the respective divisional representative for clarification/resolution
- Demonstrate good sportsmanship

**\*\*Please read the ethics policy for further information\*\***

### **Individual Entitlements**

Once an individual has fully paid their membership fee, and the manager of the respective team has paid the team fee, each individual is entitled to the following:

- If categorized as a player, become affiliated with a CGSL team
- If categorized as a player, he/she is assigned a NAGAAA ranking
- If categorized as a non-player, choose to be affiliated with a CGSL team
- Request a team budget/financial clarification at any time from their respective team manager
- Eligible to run as an Executive Officer of the organization
- Eligible to become a League Officer or Committee Chairperson
- Entitled to cast one vote on each matter submitted to a vote of the general membership

- Attend all league meetings (except Executive Committee meetings unless invited)
- Eligible to make appeals to the Arbitration Committee (see “Section 6 – Committees” for further information) as provided in these by-laws.

### **Trades**

A player, who wishes to be moved or traded to another team, requires their team manager’s approval.

If team manager approval is not forthcoming, the team member must notify the Arbitration Committee in writing or by electronic mail (e-mail).

The Arbitration Committee, will seek representation from all parties concerned and render a decision. The matter is to be resolved within one week.

NOTE: The Secretary/Membership Chair must approve all trades.

### **Outstanding Debt to League/Team**

A player or non-player that owes a financial or in-kind debt to the league or team will have their membership suspended. Outstanding team and league debt records will exist for a minimum of five years until the debt has been repaid. A player/non-player has the right to appeal their suspension to the Arbitration Committee.

#### ***Team Debt Process***

The team manager is responsible to notify their respective divisional representative of any debts incurred by a player/non-player in writing or by electronic mail (e-mail) after notice has been provided to the team member. Notification must include:

- Type of debt
- Approximate/actual value of debt
- Circumstances of how debt was incurred
- The date the member was notified of the debt and method of communication (verbal/e-mail).

A player will have their membership suspension removed once the debt has been fully paid back to the team, or to the satisfaction of the team manager.

#### ***League Debt Process***

The Secretary/Membership Chair is responsible to notify a player/non-player of any debt owed to the league (e.g. NSF cheque) in writing or by electronic mail (e-mail). Their respective team manager will also be notified.

A player will have their membership suspension removed once the debt has been fully paid back to the league, or to the satisfaction of the Executive Committee.

### **Removal of a Team Member**

A player may be relegated to the status of “non-player” on written notice from the respective team manager to their respective divisional representative under the following circumstances:

- A player who does not give just cause, after three consecutive weeks without contact to the team manager and/or coach for reasons of not being able to play, according to the published league schedule
- Inappropriate behaviour or actions, as defined in the Ethics Policy.

The player has the right to appeal this decision to the Arbitration Committee in writing or by electronic mail (e-mail). The issue is to be resolved within a week.

### **Suspension/Termination**

Any member whose name has been brought forward to the attention of the divisional representative on charges of un-sportsmanlike conduct or conduct unbecoming a member of the CGSL, and/or violating the Constitution, Bylaws or Ethics Policy of the CGSL may have his/her membership status reviewed by the Arbitration Committee (see “Section 6 – Committees” for further information).

The Arbitration Committee will seek representation from all parties concerned. As a result of the review, the committee may recommend that a member may have his/her membership suspended or terminated for a specific period of time, and includes the forfeiting all dues, fees paid and the right to participate in future activities for the balance of the membership year.

**\*\* See Ethics Policy for further information on suspensions and terminations \*\***

### **Individual Resignations from the Team**

A team member may resign from a team in writing or by electronic mail (e-mail) to their respective team manager and/or Secretary/Membership Chair at any point after paying their annual dues. The team member will still retain their rights and privileges within the league.

### **Individual Resignations from the League**

A team member may resign from a team in writing or by electronic mail (e-mail) to their respective manager or Secretary/Membership Chair at any point after paying their annual dues. All rights and privileges will be forfeited once the Secretary/Membership Chair has received the written documentation.

### **Team Fees**

Each team is required to pay a team fee as determined by the Executive Committee each year before being recognized as an official CGSL team.

### **Team Entitlements**

Each team that has paid their annual team fee in full, shall be entitled to the following:

- Recognized as a CGSL team
- Have their team manager or delegate represented on the Manager's Council
- Register players on their team (up to a maximum number as determined by the Executive Committee)
- Register an unlimited number of non-players to their team
- Receive team manager support from the Executive Committee.

### **Team Removal from the League**

A team that forfeits three games in one season is no longer entitled to participate in the league for that season.

Players from a team that is no longer entitled to play in the league may change teams subject to approval by the Secretary/Membership Chair.

All players from such dissolved teams retain all league privileges and entitlements regardless of whether they join another team.

When a team forfeits during the regular season, all games played by that team will be eliminated from the standings and a new win/loss standing will be determined

## **Section 2 - Executive Committee**

### **Overview**

The Executive Committee is the governing body of the league. All Executive Officers have the power and authority to manage the affairs of the organization as provided in the Constitution and these bylaws.

No Executive Officer shall hold more than one officer position at any one time.

### **Duties, Responsibilities and Obligations**

It is the responsibility of the Executive Officers to:

- Be present at regularly scheduled Executive meetings,
- Take an active role in participating in the discussion of issues brought before the Executive, and
- Contribute to the implementation of league policies, goals and ongoing activities.

Govern the organization through NAGAAA rules, regulations and procedures.

Manage and direct the finances of the league (see Section 8 for more details regarding Finance).

Enforce all rules and procedures as stated in the Constitution, By-laws, Ethics Policy and Rules of Play.

Actively promote a positive culture of:

- Camaraderie
- Sportsmanship
- Teamwork
- Developing relationships among its members and the community.
- Participation by its members in such athletic, social, cultural, or charitable activities.

Promote the growth of leadership, coaching and playing skills within the organization.

Be accessible and provide support to League Officers, Committee Chairs and the general membership.

Maintain confidentiality regarding league-related business.

Post a “Member Handbook” on the web site at the beginning of each season.

Post a “Manager’s Handbook” on the web site at the beginning of each season.

Regulate team fundraisers within the league to maintain fairness among all teams.

Approve all player ratings for players going to the Gay Softball World Series.

Reorganize roles, responsibilities, committees, programs and regulations within the organization as it evolves over time.

### **Empowerment**

Structure the softball season, taking into account all articles of the Constitution and by-laws. This includes: divisional structures, location, player draft process, seasonal periods, playoffs, game play rules and tournament play rules.

Determine the amount of annual fees that each member and each team will pay for each membership period.

All Executive Officers have one vote at Executive Committee meetings.

In the event of a tie, the Commissioner has a second and deciding vote.

Approve all team managers before (and if necessary, during) the playing season.

The Executive Committee may deny an individual the status of “team manager” by a two-thirds majority vote.

The Executive Committee may create the following committees (see “Section 6 – Committees” for further information):

- Arbitration Committee
- Awards Committee
- Canada Cup Committee
- Election Committee
- Events Committee
- Fundraising Committee
- Player Rating Committee
- Membership Committee
- Regulations Committee
- Scheduling Committee
- Any other committee deemed appropriate to fulfill a need of the Executive Committee or initiative of the league.

The Executive Officer shall be the chair for their designated committee, or he/she can appoint a committee chair that will report to him/her.

The Executive Committee or Executive Officer shall determine the term of a committee.

A chairperson of a committee can be removed by a majority vote of the Executive Committee at any time.

The Executive Committee may dissolve any committee at any time, for any reason by a majority vote.

### **Conflict of Interest**

In the interest of voting rights, no Executive Officer may vote on any issue, motion, or resolution which insures to his/her benefit financially or otherwise, except that such individual may be counted in order to qualify a quorum and may participate in the discussion of such an issue, motion or resolution if he/she discloses the nature of the conflict.

If an Executive Officer participates in a matter(s) where there is a conflict of interest, the Commissioner will determine appropriate consequences.

If the Commissioner participates in a matter(s) where there is a conflict of interest, the Executive Committee will determine appropriate consequences.

### **Executive Officer Removal (except Commissioner)**

Membership on the Executive Committee may be terminated; creating a vacancy that shall be filled as provided in these bylaws.

If an Executive Officer (other than the Commissioner) fails to perform or violates the duties of his or her office, the officer may be removed from office by a two-thirds vote of the Executive Committee, provided that the officer in question is notified of the issue(s) in advance of the meeting. He or she will be given the opportunity to explain their position at the meeting before a vote to remove is held.

Any Executive Officer who is absent from three consecutive regularly scheduled meetings without good cause shall be automatically removed from the Executive Committee.

Any officer so removed will not be eligible for office for five years.

## **Vacancies**

In the event that an Executive Officer resigns or is removed, the Executive Committee may appoint a member of the league in good standing to fill this position until the next election is held within the calendar year.

The vacancy must be posted on the web site for at least one week before the vacancy is filled.

All members of the league in good standing are eligible to fill the vacancy. Members must express their interest in the position in writing or by electronic mail (e-mail) to the Commissioner within the week that the position is posted.

Upon leaving their position or at the end of their term, whichever comes first, any member of the Executive Committee, whether or not re-elected to another term, shall return to the current Commissioner all documents and/or items that are the property of the league.

A transition meeting shall take place among all outgoing and incoming officers. At this meeting all league records and other related League property shall be turned over to the incoming officers, bank signature cards shall be filled out thus turning over the league accounts to the incoming officers.

Failure to comply with this directive within a thirty-day period of leaving the Executive Committee shall result in this person's membership being suspended. Suspension may be released upon the return of all documents and items.

When an Executive Officer permanently becomes physically incapable of performing the duties of office, including by reason of death, a vacancy shall exist.

When an Executive Officer resigns his/her position, he/she has 72 hours to rescind their written resignation once made.

In the event that any dispute arises pertaining the determination of permanent physical incapacity, the Executive Committee shall decide the matter.

If 20% of the general membership petitions the Executive Committee for a ratification vote, then the appointment must be ratified by the general membership at a special meeting.

### **Individual Fee Exemption – Executive Officers**

All Executive Officers are exempt from paying any individual membership fees.

In the event that an Executive Officer resigns or is removed from his/her position before or during the season of play, he/she may be required to pay their individual membership fees in full (as determined by the Executive Committee).

In the event that a member is appointed to an Executive Committee position after he/she has paid their individual fee, the Commissioner will determine the amount of dues that the appointee will have refunded. This determination will be based on the length of term and workload remaining for the season.

League officers, committee chairs and other non-Executive officers are not eligible for non-payment of individual membership fees – only Executive Officers

### **Section 3 - Executive Officer Duties, Responsibilities and Obligations**

#### **Overview**

Executive Officer positions have been created to ensure that the activities of the league are carried out effectively and in an organized manner.

In addition to the Constitutional Executive Officer requirements, these bylaws will allow for the creation of the following positions within the organization:

- Director of Field Operations
- League Representative
- Membership Coordinator

All Executive Officers should conduct themselves in a professional and courteous manner.

Executive Officers must observe continuous compliance with all provisions set forth in the Constitution, Bylaws, Rules of Play and Ethics Policy.

All Executive Officers are responsible for developing and implementing initiatives to increase and maintain league membership and league sponsorship.

These positions provide an individual with the opportunity to gain management experience or advance their professional development. Skills that may be acquired include:

- Decision-making Issue Resolution
- Change Management Negotiations
- Planning and Co-ordination Teamwork
- People Skills Written and verbal communication skills
- Leadership Organizational development

## **Commissioner**

The duties and responsibilities of the Commissioner shall include, but are not limited to, the following:

Report and seek approval for activities from Executive Committee.

Chair all Executive Committee meetings.

Monitor performance and effectiveness of Executive Committee members and take corrective action to ensure that the interests of the league are protected.

Be the Executive Officer lead or delegate responsibility for the following committees:

- Arbitration Committee
- Regulations Committee
- Elections Committee
- Player Ratings Committee
- Coaching Clinics (Based on Need).

Develop a two-year succession plan for the following positions:

- executive members
- coaches
- managers; and,
- umpires.

Provide support and guidance to all other executive positions.

Ensure an adequate level of insurance for the league.

Has the authority to make decisions on behalf of the Executive Committee that require an urgent response or financial matters not totaling more than \$500. Any decisions or responses must be fully explained to the Executive Committee at the next regularly scheduled meeting.

Rule on the interpretation and intent of the Constitution, By-Laws and Rules of Play and Ethics Policy.

Represent the CGSL as lead spokesperson, or delegate as appropriate.

Protect the integrity of the league and maintain the privacy of the members within the organization.

**Serve as an authorized signatory on league chequing accounts and on any funds managed by the league.**

**Rule on parliamentary procedures at all formal meetings of the membership and Executive Committee (optional).**

**Act as web-site co-ordinator to perform the following duties and responsibilities:**

- **Manage and approve all communications to members through website**
- **Work with webmaster to improve design and functionality of web site**
- **Obtain and maintain documentation for website**
- **Maintain a repository of all league related information for all league officers.**
- **Determine and approve all financial and contractual arrangements as necessary**
- **Development of site (i.e. user friendly functionality)**

**Responsible to select representative(s) to represent the CGSL at all meetings of the national meetings of the North American Gay Amateur Athletic Alliance (NAGAAA) along with Executive Committee approval.**

**Be responsible for the handling of all documents to be sent to North American Gay Athletic Amateur Alliance (NAGAAA) for open division, including but not limited to:**

- 1) Non-resident player forms**
- 2) Team rosters**
- 3) List of teams and managers**
- 4) Division designation of teams (i.e. A, B, C, etc.)**
- 5) Reservation of slots in the Gay Softball World Series**
- 6) Gay Softball World Series rosters**
- 7) Player rating information and diskette (where applicable).**

**Assure the league has met all fees and filed correct information with NAGAAA to maintain membership in that body.**

## **Assistant Commissioner**

The duties and responsibilities of the Assistant Commissioner shall include, but are not limited to the following:

Report and seek approval for activities from Executive Committee.

Perform all duties and exercising all powers of the Commissioner during the Commissioner's absence or disability. If both the Commissioner and Assistant Commissioner are unavailable, the Executive Officer with the most seniority performs this duty.

In the Commissioner's absence, the Assistant Commissioner has the authority to make decisions on behalf of the Executive Committee that require an urgent response or financial matters not totaling more than \$500. Any decisions or responses must be fully explained to the Executive Committee at the next regularly scheduled meeting.

Be the Executive Officer lead for the following committees:

- Canada Cup Committee

Be the Executive Officer lead or delegate responsibility for the following committees:

- Awards Committee.

Chair all Manager's Council meetings.

Be the Executive Committee contact for all team managers to direct all questions, issues identified, comments and suggestions.

Consult team managers and/or general membership on key issues/changes as needed. Report back on findings/results prior to the Executive Committee's vote on the subject.

Inform the appropriate team manager(s) of any Executive Committee decisions within one week of the Executive Committee meeting where a question, issue or suggestion was raised.

Serve as an authorized signatory on league bank accounts and financial matters.

Provide support and guidance to all other executive positions.

## **Secretary**

The duties and responsibilities of the Secretary shall include, but are not limited to the following:

Report and seek approval for activities from Executive Committee.

Maintain an official record of the Constitution, By-Laws, Ethics Policy and Rules of the league and amendments and changes thereto.

Produce all publications as directed by the Executive Committee (i.e., Constitution, By-laws, Ethics Policy).

Distribute/post the “Manager’s Handbook” to all team managers each season.

Create, maintain and distribute/post the “Member’s Handbook” to the general membership each season.

Determine Executive Committee member agenda items (after consultation with Executive Officers) before regularly scheduled meetings.

Be the Executive Officer lead or delegate responsibility for the Fundraising Committee.

Provide web site management and direction.

Distribute agendas to Executive Committee members before the meeting date.

Accurately record all decisions and activities at Executive Committee meetings.

Maintain an up-to-date record of all league activities through the minutes.

Distribute all Executive Committee meeting minutes within two weeks of each meeting.

Support the Assistant Commissioner at Manager’s Council meetings.

Co-ordinate league meetings upon request of:

- Executive Committee;
- General membership; and,
- Commissioner.

## **Treasurer**

The duties and responsibilities of the Treasurer shall include, but are not limited to the following:

Report and seek approval for activities from Executive Committee.

Keep an accurate record of all financial activities including monies received and disbursed in accordance with Executive Committee decisions using an accounting program or Excel spreadsheet.

Prepare preliminary budget based on Executive member revenue/expense expectations.

Direct the budget deliberation process during Executive Committee meetings.

Serve as an authorized signatory on league bank accounts and financial matters.

Make available to any league member, a monthly statement of all receipts and disbursements (if requested).

Deposit all monies received into the league account.

Prepare and distribute monthly budgets for Executive Committee review.

Pay all league expenses as directed by the Executive Committee.

Draw up the accounts of the league and present them for audit no later than December 15th following that year's playing season.

Settle accounts for all major events within 15 days after the event. The settling of accounts will include the submission of all receipts and invoices and a written report from the organizer of the event.

Report to the Membership Coordinator when a member has an NSF cheque or unpaid dues to the league.

Act as a consultant to any committees expending league funds.

The Treasurer maintains a list of all debts owed to a team or the league. This information must also be communicated to Membership Chair.

## **Director of Field Operations**

The duties of the Director of Field Operations shall include, but are not limited to the following:

Report and seek approval for activities from Executive Committee.

Nominate an Umpire in Chief (UIC) to the Executive Committee at least 1 month before the playing season begins.

Manage the Umpire and Chief and provide direction in regards to all umpire related activities.

Review and recommend changes to the Executive Committee on softball playing rules.

Distribute copies of any special rules for tournament play.

Ensure that all managers have copies of Amateur Softball Association (ASA) rulebook, plus amendments passed by the Executive Committee.

Determine umpire protest procedures and communicate to team managers.

Propose amendments of the rules to the Executive Committee to allow situations that are unique to the league.

Make recommendations to the Executive Committee for protests regarding umpire decisions.

Oversee and direct field maintenance. If necessary, contact the City of Toronto – Parks and Recreation Department to repair playing fields as required.

Make field reservations with the City of Toronto – Parks and Recreation Department or any other diamond complex for seasonal play –and if necessary, for Canada Cup tournament play.

Be the Executive Officer lead or delegate responsibility for the Scheduling Committee. This committee is mandatory.

Provide a written inventory of the league's equipment to the Executive Committee at the beginning and the end of the season. The inventory count must be conducted with another Executive member.

**Should the Director of Field Operations be on a team involved with a protest procedure, a conflict of interest must be declared and the Commissioner will appoint another individual responsible to make recommendation(s).**

## **League Representative**

The duties and responsibilities of the League Representative shall include, but are not limited to the following:

Report and seek approval for activities from Executive Committee.

Actively promote the league through various activities that may include (but are not limited to):

- Pride booth
- Pride float
- Advertising – e.g. Xtra
- Other athletic, community or social organization activities
- CGSL Social events

These events should take place throughout the calendar year. Emphasis should be placed on current team and league sponsors where possible.

Organize social events for league membership throughout the calendar year.

Mandatory events include:

- Opening Pitch party
- Two summer events
- One fundraising event
- Awards banquet
- Holiday Party (approx. early December)

Awards banquet duties and responsibilities:

- Order awards
- Arrangements with hotel
- Obtaining volunteers set up the day of event
- (if possible) entertainment
- Determine deposit process

Collaborate with Membership Coordinator to create a membership recruiting strategy.

Make incentive recommendations to Executive Committee to increase the membership base.

Meet with each open division team at least once during the season.

Communicate social events to membership via website, Manager Council Meetings and email notification.

## **Membership Co-ordinator**

The duties of the Membership Coordinator shall include, but are not limited to the following:

Report and seek approval for activities from Executive Committee.

Represent the interests of league members at Executive Committee meetings.

### ***Membership Activities:***

Co-ordinate and organize all membership related activities (that include):

- Set dates/times for membership drives
- Determine recruitment strategy
- Create and maintain membership database
- Create and distribute "Call-up list" to managers at the start of the season
- Determine and communicate clear guidelines for the draft process

Collaborate with League Representative to create a membership recruiting strategy.

### ***Player Rating Activities:***

Co-ordinate and organize all player rating related activities (that include):

- Set dates/times of player rating clinics (with PRC Chair)
- maintain the Player Ratings list
- Provide player rating list to Commissioner by July 1 of each year
- Communicate all player ratings as necessary
- Support the PRC Chair when necessary

Notify Treasurer of an outstanding debt identified by a team manager.

## **Section 4 – League Officer Duties, Responsibilities and Obligations**

### **Team Manager**

The duties, responsibilities and obligations of the team manager shall include, but are not limited to, the following:

#### *Obligations*

Actively promote a positive environment of:

- Camaraderie
- Sportsmanship
- Teamwork
- Developing relationships among its members and the community
- Promote participation by its members in such athletic, social, cultural, or charitable activities.

Promote the growth of leadership, coaching and playing skills within the team.

Conduct him/herself in a professional and courteous manner.

#### *Team Business*

Select and approve all players and non-players for his/her respective team.

Responsible to register the team and pay the associated team fee each year.

Responsible for all team financing and budgeting.

Provide softball training and coaching. These responsibilities may be delegated.

Communicate all league correspondence and communications to team members as required.

Represent all team members at all Manager's Council meetings and Executive Committee meetings and Arbitration Committee meetings as required.

Be the team contact for all players/non-players to direct any questions, issues identified, comments or suggestions.

Contact the divisional representative on behalf of the team for any questions, issues identified, comments or suggestions.

Obtain and manage the relationship with a team sponsor to assist in the coverage of team expenses (optional).

Engage in fundraising activities (optional). The lead for this activity may be delegated, although the team manager is ultimately responsible for team finances.

Delegate a team treasurer (optional). The team manager will determine the treasurer's duties and responsibilities. The purpose of this position is to create a "check and balance" within the team for all financing. The team manager is ultimately responsible for all team finances.

If requested, provide a complete and accurate budget to any member of his/her team. The team manager has one week to provide the information. Budget to include all income (such as: sponsorship, fundraising activities) and expenses (such as: equipment, uniforms, fees). If the team manager fails to provide the requested information, the team member can submit notification to his/her divisional representative in writing or by electronic mail (e-mail) after one week has passed.

In the event that a team member(s) writes to the divisional representative with a specific issue regarding team finances, the team manager may be required to provide updated budget and bank account information to the Executive Committee.

Failure to do so within 10 days of formal notice from the team member will result in an automatic removal from position, unless otherwise stated by the Commissioner.

### *League Business*

Identify an additional delegate from the team to replace the team manager if not available.

Submit a complete roster (full name, number & position) to the umpire and opposing team manager before each game.

Provide the scores of each game within 72 hours to the Director of Field Operations and Webmaster.

Provide player ratings to respective divisional representative. The deadline for player ratings will be determined and communicated by the Executive Committee each year.

Participate, as a neutral member of the Arbitration Committee on an 'as needed' basis. The request will come from the Commissioner or appropriate delegate.

Provide the respective divisional representative with the name(s) of any players/non-players that have resigned from his/her team. Team managers must do this within 24 hours of receiving notification from the player/non-player.

Provide the respective divisional representative with the name(s) of any players that have been relegated to 'non-player'. Team managers must do this within 24 hours of receiving notification from the player.

Recommend appropriate individuals for the following positions:

- Executive Officer
- Committee Chair
- Committee Member
- Volunteer position for league events/activities.

### **Team Manager Resignations**

A team manager may resign from a team by writing to their respective divisional representative.

The team will be responsible to elect another team manager and notify their respective divisional representative before the next scheduled league game. Failure to do so will result in a forfeit of each game until a manager is declared.

The Executive Committee must approve the new team manager once declared.

**EXCEPTION:** In the event that a manager resigns his/her position on the same day that a regular league game has been scheduled, the team will not be required to declare a team manager that day, but will be required to do so before the next scheduled game.

### **Team Manager Removal**

A team manager can be removed from his/her position in one of two ways:

- Removal by the Executive Committee for not following the rules outlined within the Constitution, By-laws, Rules of Play and Ethics Policy. The Executive Committee reserves the right to remove a team manager for other reasons not identified within these documents.
- Removal by a two-thirds majority vote by the players and non-players on the team manager's respective team.

## **Umpire in Chief**

The duties and responsibilities of the Umpire in Chief shall include, but are not limited to, the following:

Report to the Director of Field Operations and follows direction provided by the Executive Committee.

Instruct umpires on rules of play and protest procedures.

Schedule umpires for all league games and tournaments.

Promote good sportsmanship among all league members.

Provide a list of day to day operations.

Responsible for the selection of umpires for the playing season (note: all umpires must be approved by the CGSL Executive Committee).

Verify that all umpires are accredited each year and that they re-test and attend a 1 day course for level 1 umpires prior to the season opening

Monitors and assesses performance of umpires selected, takes corrective action when necessary for the purpose of improving the skills/abilities of league umpires.

UIC to attend the first Managers Council Meeting prior to the season start.

UIC will hold an umpire meeting directly following/shortly thereafter the MCM Meeting.

UIC to copy Commissioner on all emails sent to umpires.

Communicate rule changes to umpires throughout the season.

Attend Manger Council meetings as needed.

## **Section 5 - Manager's Council**

As an official league officer, the role of the team manager is critical to the success of the organization. A Manager's Council has been created to facilitate the exchange of ideas to continuously improve the organization. Specifically, the Manager's Council will:

1. Provide support to the Executive Committee through consultation regarding:
  - League policies, procedures and rules
  - Organizational development
  - Succession planning
  - Awards
  - Nominating volunteers for league activities and initiatives.
2. Provide a forum to present/suggest ideas to the Executive Committee.
3. Provide a forum for the Executive Committee to share and exchange ideas/suggestions to strengthen the organization.
4. Learn best practices.
5. Identify existing issues or potential issues within the organization.
6. Act as an advisory body on an 'as-needed' for the Executive Committee.
7. Identify improvements that can be made within the organization.
8. Network with other team managers.

The Manager's Council is chaired by the Assistant Commissioner.

Each team manager that has paid their individual and team fees and is in good standing, will be a member of the Manager's Council.

In the event that the team manager is not available, a designated representative from the team must attend the Manager Council meeting(s).

Managers are expected to conduct themselves in a professional and respectful manner. Failure to do so may result in being ejected from the meeting.

Each team in attendance at any Manager's Council meeting shall be entitled to cast one vote pertaining to each item requiring a vote.

The Executive Committee will determine the number of meetings per year.

## **Section 6 – Committees**

### **Overview**

The Executive Committee may create committees to implement league initiatives and activities.

Each committee will have a Chairperson.

The Executive Committee must approve each Committee Chairperson, if that person is not an existing Executive Officer.

Each non-Executive Officer Committee Chairperson will report to an Executive Officer.

The chairperson of each committee will determine the term of the committee.

Committee Chairpersons do not have voting privileges at Executive Committee meetings.

### **Duties and Responsibilities of Committee Chairpersons**

Serve to provide support by implementing specific league initiatives and activities deemed appropriate by the Executive Committee.

Committee chairpersons may be provided with a budget for approved league activities. Any unapproved expenses will be the responsibility of the committee chairperson.

Any chair responsible for an event shall ensure that a statement of receipts and disbursements for the event be completed within 15 days of that event to the Treasurer.

### **Arbitration Committee**

The purpose of the Arbitration Committee is to arbitrate and resolve all disputes arising from:

- Player or non-player appeals
- Team manager appeals
- Ethics violations
- Any disputes that the Executive Committee deems as requiring arbitration.

An ad hoc Arbitration Committee will be created each time arbitration is required.

The Commissioner is responsible for chairing each Arbitration Committee that is formed. If there is a Conflict of Interest with the commissioner then the Assistant Commissioner will be responsible for chairing the Arbitration Committee formed

The Commissioner can delegate the chair of the Arbitration Committee to any other Executive Officer or League Officer.

The Commissioner or designate must designate three to five representatives to resolve an issue.

Representatives on each Arbitration Committee must be members in good standing and a neutral party to the situation.

There must be at least one Executive Officer on each Arbitration Committee.

Each member of the Arbitration Committee will use 'reasonableness' in all decision-making processes. All factors must be taken into account including the impacts to the individual/teams concerned and the league's interests.

The Arbitration Committee shall resolve all player-rating protests arising out of any league sanctioned softball game within 72 hours after the game has been completed.

The Arbitration Committee will not resolve disputes that are deemed to be a "team issue" and to be resolved within the team, as determined by the Commissioner.

### **Player Rating Committee PRC**

The Player Ratings Committee is responsible for ensuring that accurate and up to date ratings for players in the league are maintained and upheld with Standardized Rankings for all players.

PRC Chair and the committee will oversee the Appeals Process for Player Ratings protests. The Appeals process will consist of the PRC Chair and 2 to maximum 4 of the Committee members and 1 Executive Officer in most Cases Commissioner unless there is a Conflict of Interest for which the Assistant Commissioner or alternate Executive League Officer will attend.

The Commissioner may Appoint/Designate a chair of the Player Rating Committee.

- 7 member (max) Player Rating Committee including Chair
- Each member will ideally have a minimum 3 years as Coach/Manager of a Team and will have provided Ratings for their respective team for a minimum of 3 years or sufficient softball experience and expertise, resulting in a potential appointment by League Commissioner or Ratings Committee Chair

- Changes will be communicated to the Executive by the Chair of the PRC at the next Executive Board meeting
- Following implementation of suggested PRC ratings adjustments, the revised ratings will be communicated to the Managers/Members at a Managers Council Meeting so they can be conveyed to their respective team players
- Assign members of the committee watch games and rate players
- Players in question should have a minimum of 5 games supervised by different PRC members to provide a good cross section
- Players will be assessed in B & C Divisions over the 2007 and 2008 Season. Players/Teams are very strongly encouraged to align themselves with the Division (most closely equal to their overall ratings) they expect to play in. Intentional stacking into a lower division will not be tolerated. The League Commissioner will authorize the PRC to immediately place offending players into the appropriate division. These players will receive League support to find a new team in which to play. Or, in special cases, an entire team may be moved into a higher division
- Players in D Division will be assessed over the 2007 Season. The same rules apply as per B & C Division as outlined above except this will take place over the 2007 Season and for 2008 players will be moved into C Division.
- Managers/Members may approach a PRC member at any time with questions about their rating
- PRC will report findings to the Executive with recommendations that either the Player and or Team move to the up graded level D to C and C to B.
- Rate any new member joining the CGSL
- Manager/Player will be notified of player(s) that are questioned by the PRC Chair and Commissioner
- PRC member will be part of the Arbitration Hearing to resolve any disputes or appeals by the manager or Player involved
- PRC members must provide all documentation as to why this player has the assigned rating
- By the end of 2007 (D Division) 2008 (C & B Division) all players will be evaluated and rated properly. At this time the League Commissioner will announce whether players with the new rating will or will not be moved into a higher division in 2008 for D Division players and C Division in 2009 or if the League will continue with its current ratings format
- Any Manager who may wish to join the PRC will be asked to sit with the PRC Chair and watch games to see why and how the player is rated.
- This will allow all managers to be educated on the proper way of rating their players.

## **Awards Committee**

The Awards Committee is responsible for determining the recipients of the league's awards at the end of each season.

### *Individual awards*

- Team Manager Award
- Volunteer Award
- Most Valuable Player (MVP)
- Spirit Award
- Sportsmanship Award
- Don Kezima Award
- Gordie Hendrickson Award
- Commissioner's Cup Award.

### *Team Awards*

- Season placement (top three teams)
- Playoff placement (top three teams)

\* Please see the league web site for a description of awards \*

## **Canada Cup Committee**

The Canada Cup Committee is responsible for co-ordinating all activities relating to the Canada Cup tournament including:

- Registration
- Scheduling of games/Seeding brackets
- Awards
- Communications
- Financing
- Advertising
- Securing sponsorship (optional)
- Securing a host hotel
- Securing umpires
- Developing back-up plans.

## **Elections Committee**

The purpose of the Elections Committee is to be an impartial body to oversee the integrity of the CGSL election process.

One month prior to the Annual General Meeting, the Executive will appoint an Election Committee consisting of not less than (3) members in good standing of the league, who are not running for a position.

The Election Committee shall prepare and circulate ballots and supervise the election returns.

Elections Committee members will keep all election results confidential until announced.

### **Event Committee**

Separate event committees can be formed to co-ordinate events/activities for the league throughout the calendar year, which may include, but are not limited to:

- Holiday Toy Drive Party in December
- Opening Pitch Party
- Canada Cup Party
- Awards Banquet.

There is no limit to the number of league members that may be on an events committee.

Non-league members can volunteer for event committee activities.

### **Fundraising Committee**

The purpose of the fundraising committee is to raise funds for the league to offset costs.

The Secretary will be the chair of this committee.

Members of the Executive Committee can select members that are part of the league's volunteer program to assist in organizing and raising funds.

There is no limit to the number of league members that may be on the Fundraising Committee.

### **Membership Committee**

The purpose of the membership committee is to:

- Determine member registration dates
- Register all members
- Maintain accurate records of members
- Maintain all players ratings
- Maintain outstanding debt records
- Provide membership information as required.

Provide a list of players that are not associated with a team to all team managers that require additional players (also known as the "player draft"). This must be

provided to team managers that request this information at least 1 week before the playing season.

Determine and communicate the location and dates/times of official league registrations. Provide this information to the web site administrator in a timely manner.

Provide full access of the membership database to the Commissioner and Assistant Commissioner when requested.

Keep all membership information confidential. Member names (only) can be distributed for fundraising purposes or other purposes as determined by the Executive Committee.

Approve all team member trades between teams.

Actively promote the league and seek new members.

There is a maximum of five members that can be on the Membership Committee.

### **Regulations Committee**

The purpose of the Regulations Committee is to make recommendations to alter, rescind or add to the Constitution, bylaws and ethics policy.

There is a maximum of five members that can be on the Regulations Committee.

### **Scheduling Committee**

The purpose of the Scheduling Committee is to assist the Director of Field Operations with scheduling all teams in each division for the season and Canada Cup tournament.

There is a maximum of three members that can be on the Scheduling Committee.

The committee will ensure that all teams are provided fair treatment of (as best as possible):

- Early games
- Playoff schedule
- Canada Cup schedule
- Friday versus Saturday games.

## **Section 7 - Meetings**

### **Executive Committee Meetings**

Executive Committee meetings are conducted regularly to discuss league business between the Executive Officers.

The Commissioner shall chair all Executive Committee meetings. In the absence of the Commissioner, the Assistant Commissioner will chair the meeting. If the Commissioner and Assistant Commissioner are not present, a quorum is not valid and the meeting must be rescheduled.

Upon petition in writing by one-third of Executive Officers, the Commissioner shall call and convene a meeting of the Executive Committee.

Notice of Executive Committee meetings, including the purpose of the meeting, shall be given to each Executive Officer at least three days prior to such meeting.

Quorum shall be established by the attendance of at least 50 percent plus one of the Executive Officers.

League Officers are entitled to attend Executive Committee meetings.

Non-league officers and individuals that are not league members may be invited to attend Executive Committee meetings by invitation only.

In the event that all Executive Officers are present at any time and place, and choose to decide any question, the notice requirement shall be waived.

### **Annual General Meetings**

The purpose of the Annual General Meeting is to provide a forum for the Executive Committee the opportunity to provide the general membership with an update of all league business and activities. The AGM also provides a forum for the general membership to ask questions, obtain clarification and present issues, concerns and suggestions to the Executive Committee.

The Executive Committee shall determine the time and location of the Annual General Meeting of the league membership.

Notice of the Annual General Meeting shall be mailed, posted on the web site or electronically mailed to each team manager at least ten days prior to the AGM date.

The Chair must recognize all persons before speaking.

Only one person can have the floor at any one time.

No member shall speak twice on the same subject without the permission of the Chair. The exception is the presenter, who may open debate and provide summation.

Each speaker is limited to 5 minutes unless the Chair waives this rule.

A quorum for the Annual General Meeting is 10% of the general membership.

A quorum to vote at the Annual General Meeting is 10% of the general membership.

Individuals that are not league members may be invited to attend the annual general meeting by invitation only.

### **Special Meetings**

Upon petition in writing by one-third of all team managers, the Executive Committee shall call and convene a special meeting of the Managers Council.

Upon petition in writing by 10% of the general membership, the Executive Committee shall call and convene a special meeting.

The Commissioner shall determine the time and place of any special meetings. The meeting must take place within three weeks of receiving the petition.

Notice of the Annual General Meeting shall be mailed, posted on the web site or electronically mailed to each team manager at least ten days prior to the AGM date.

A quorum to vote at Special Meetings is 10% of the general membership.

Individuals that are not league members may be invited to attend a special meeting by invitation only.

### **Committee Meetings**

If necessary, the committee chair, or any other member of the committee who is familiar with committee proceedings, shall present a report to the Executive Committee describing the committee's work, findings and/or recommendations.

No action by any committee shall be binding upon or constitute an expression of the policy of the Executive Committee except with the approval of a majority of all Executive Committee members.

There is no quorum required at committee meetings.

## **Section 8 - Finance**

### **League Business**

The league's fiscal year shall commence on December 1st of the current year and end on November 30<sup>th</sup> of the following year.

The Executive Committee shall generate the necessary operating funds to implement the activities and initiatives of the organization.

Expenditures for umpires, balls and field user fees shall have priority over all other expenditures.

The Executive Committee shall generate income through the following sources:

- Individual (player/non-player) fees
- Team fees
- Fundraising activities
- Sponsorship
- Donations/Contributions
- Umpire Fees are determined by the Executive Committee

The Executive Committee will determine when the team fees are due each season.

The Executive Committee will not charge any team “sponsors” for “team/sponsor” fees.

The Executive Committee shall accept gifts-in-kind as a form of sponsorship to support the league and it’s activities.

The Executive Committee shall accept any bequeaths from estates.

The league shall maintain such accounts in an accredited financial institution as are necessary to implement the Constitution and Bylaws.

The Executive Committee shall determine the particular financial institution to be utilized.

Operating funds shall be deposited in such account(s) in a timely manner.

All funds disbursed by the league shall be in the form of a cheque.

Each cheque shall be signed by two Executive Officers.

All members and/or teams that submit “Non-Sufficient Funds” (NSF) cheques to the league will be automatically suspended until full payment of dues are received.

If an NSF cheque is received, the member or team will be required to make fee payments in cash and pay for any financial costs that the league incurred.

The league’s web master will be compensated for all league business performed.

The league’s Umpire in Chief will be compensated for all work performed.

Any team that qualifies for participation in the Gay World Series shall have the sole responsibility for financing the cost of travel to the World Series event, and other related expenses with regard thereto.

**Fundraising Activities**

The Executive Committee or other designate(s) may host events/fundraisers for the purpose of generating income.

The Executive Committee or other designate(s) may use volunteers from outside the league to conduct fundraising activities.

All fundraising activities will require the appropriate “checks and balances” to ensure that income is secured.

## **SECTION 9 – Correspondence and Communications**

### **Communications**

The league web site at [www.gaysoftball.ca](http://www.gaysoftball.ca) will be the main vehicle to communicate league activities.

Electronic mail can also be used to communicate league activities.

All communications must be reviewed by the Commissioner or Assistant Commissioner before being sent to the league membership.

The following information shall be posted on the web site:

- League History Manager's Handbook
- NAGAAA Information Members' Handbook
- League and Team Sponsors Regulations
- Executive Committee Contact List Tournament Information
- Team Standings Game Schedule
- Volunteer Recognition Awards Recognition
- Member Emeritus Recognition Directions to Fields
- Minutes - Executive Committee meetings Photo Gallery
- Important Dates Forms
- Charitable Donations

### **Responsibilities of Web Site Administrator**

Post timely and unbiased communications to all league members as directed by the Executive Committee.

Provide continual maintenance of the league's web site and provide timely updates as directed by the Executive Committee. This responsibility may be delegated. The web site administrator is responsible for all web site functions.

Post Executive Committee minutes and AGM minutes on the web site in a timely manner.

Manage and direct web site functionality and design.

Continually improve the web site year after year.

## **Correspondence**

Post a “Member Handbook” on the web site at the beginning of each season, which contains:

- The names and titles of all Executive Officers
- CGSL Constitution
- CGSL By-laws
- CGSL Ethics Policy
- An audited financial statement of the previous year or a “Review Engagement Report”
- Current year’s budget
- Summary of the league mandated exceptions to the rules of Slo-Pitch softball (ASA).

Post a “Manager’s Handbook” on the web site at the beginning of each season, which contains:

- Introduction to the league Best practices of previous managers
- Membership Volunteer information
- NAGAAA Contact information
- Gay World Series Sponsors
- Administrative responsibilities Banquet information
- Responsibilities to the team Equipment requirements
- Responsibilities to the league Player Rating Process
- Manager’s Council meetings Uniforms
- Canada Cup

## **Media Inquiries**

It is the responsibility of the Commissioner to protect the integrity of the league and maintain the privacy of the members within the organization.

All media inquiries must be brought to the attention of the Commissioner.

The Commissioner must give prior approval before a member of the league can engage the media.

One Executive Officer or League Officer must be present during the engagement for the purpose of protecting the league and individual members (unless the Commissioner waives this rule).

## **SECTION 10 – Elections**

### **Overview**

Impartial and objective members of the league conduct elections for Executive Officer positions.

All nominees must be a current member of the league in good standing.

Nominees for the Commissioner position must have served as:

- Assistant Commissioner for at least one year
- Past Commissioner within the past ten years
- An Executive Officer for at least two years.

No experience is required for all other Executive Officer positions.

All members within the league are entitled to vote once for each position available.

All voting will be conducted confidentially.

There shall be no proxy voting in general elections.

In the event that an Executive Officer wishes to be a candidate for an Executive position different from the one he/she is currently holding, the officer must resign from his/her current position before becoming a candidate for a different position.

In the event that only one person is nominated for an Executive Officer position after the nomination period ends, that person will be acclaimed to the position.

The Executive Committee has the flexibility to determine the timing to announce the election results.

Election results will be posted on the web site for 3 months after the election results announcement.

## **Terms of Office**

Executive Officers will have staggered election dates.

Each term of office is for two years effective November 1st in the current year of election.

Terms of office for each position are as follows:

### **Even Years**

Commissioner

Assistant Commissioner

League Representative

Secretary

### **Odd Years**

Treasurer

Director of Field Operations

Membership Coordinator

## **Election Process**

The call for nominations must remain open for a minimum of 2 weeks.

To nominate an individual for an Executive Officer position, a member shall submit the name of the individual being nominated in writing or through electronic mail (e-mail) to the Elections Committee chairperson.

All candidates for Executive Officer positions must consent to their nomination to the Elections Committee chairperson.

There must be at least two separate opportunities for the membership to vote.

Ballots shall indicate the position and the full names of all candidates in alphabetical order for said position.

A ballot will be considered spoiled if any other mark(s) exist, other than the indication of one person that was voted for.

A corrected ballot will be considered invalid. A spoiled ballot can be exchanged through the returning officer.

Ballots will be collected, opened and counted and announced within one month of the election date.

The candidate receiving the greatest number of votes shall be elected.

In the event of a tie, a second election for this position between the two candidates will be held.

### **Section 11 – North American Gay Amateur Athletic Alliance (NAGAAA)**

Two Executive members will be sent to the NAGAAA Open Division meetings and one member to the Women's Division meetings each year.

The Commissioner is the voting member at NAGAAA Open Division meetings (or Assistant Commissioner or designated alternate by the Executive Committee).

### **Section 12 – Officiating and CGSL Mandated Rules of Play**

#### *Officiating*

The league will adopt Amateur Softball Association (ASA) rules.

The UIC will ensure that all umpires are accredited by Softball Canada.

#### *CGSL Mandated Rules of Play*

The CGSL uses the ASA rulebook in addition to the following:

There shall be two extra hitters permitted (teams may bat 12 players).

#### **Number of Players**

Teams can start with 8 players (use opposing team player as a person to return ball to pitcher)

–players can be added anytime to the batting order up to 10 (but must be added to the bottom)

Teams can play with 9 players

–players can be added anytime to the batting order up to 10 (but must be added to the bottom)

Teams can play with 10 players

–players can be added up to 12 before going through the batting order..

–after going through the order, the player would then need to be substituted

Any additions to the batting order must be reported to the umpire and opposing score keeper.

## **Pick Up Rule**

- **A team that only has 7 or 8 original team players available for a game and is at risk of defaulting may opt to use the pick-up rule.**
- **Only CGSL registered playing members may be used as pick-up players.**
- **A list of pre-registered pick-up players will be handed out to each manager at the beginning of the season. Player may be picked up same day from a lower division if needed**
- **No more that two (2) pick-up players may be used during any one game.**
- **A team using pick-up players must notify the manager of the opposing team and the Umpire prior to the start of the game.**
- **Upon consent from the opposing manager if the team has 8 players and to avoid a forfeit, they may request the use of the opposing teams Catcher. The Catcher would not be involved in any plays made at home plate.**
- **With 8 Regular players and using Catcher from opposing team this is where the automatic 9<sup>th</sup> batter would classify as an automatic out.**
- **Pick-up players must be used for the entire game.**
- **If you have eight (8) original team players, you are allowed to call up one (1) pick-up player.**
- **If you have seven (7) original team players, you are allowed to call up two (2) pick-up players.**

**Pick-up players are not necessary, nor allowed if you can field nine (9) original team players. The automatic 10<sup>th</sup> out rule no longer will be enforced**

**Each team must have their own field equipment.**

**Each team must use league-supplied softballs. The home team will provide a new or reasonably new game ball prior to the start of each game and the visiting team will provide a second ball in “useable” condition.**

**The home team (as indicated in the playing schedule) will prepare the field for play before each game.**

**All bases must be double spiked.**

All players must wear a uniform with identifiable numbers on their jersey, no two persons can have the same number and all players must wear their uniform when on the field of play.

All rosters must identify players by given names along with their number (no nicknames permitted).

Maximum/minimum rosters are:

Open A, B, C 18/14

Open D and Women's 18/14

An umpire will call a game finished if one team leads in runs batted in by either:

15 runs ahead at the END any inning after the 5th inning.

12 runs maximum per inning, no matter how many out and then opposing team goes up to bat.

7th inning is open and has no restrictions.

No inning can START 10 minutes to the time limit

Any inning started must be finished unless deemed unsafe to play by umpire.

A game is a minimum of 5 complete innings

Teams will be allowed a maximum of 12 runs batted in per inning. If the maximum of 12 runs is reached by a team at bat before the opposing team gets the third out, play for that half of the inning will cease, regardless if players are left on base, and teams will switch offensive / defensive sides (i.e.: the team at bat will take the field, and the fielding team will go to bat). Players left on base if/when the maximum 12 runs is reached will not be added to the score for that inning.

### **Section 13 - League Structure**

A league team shall consist of a minimum of 14 players.

The Executive Committee structures the divisions and games each season. Teams for the 2007 Regular Season of play B & C Division's will merge for the first half of the season. The top teams will break off into "C" Competitive and the remaining teams will be "C" Recreation

A league team in the open division (B and C) cannot have more than 18 players.

A league team in "D" division and the women's division cannot have more than 18 players.

**Non-players can choose to be associated with a league team if approved by the team manager.**

**There is no limit of the number of non-players affiliated with a league team.**

## **Section 14 – Player Ratings**

### **NAGAAA Player Ratings**

Team managers must use the NAGAAA Rating Guide to assist them in determining the appropriate rating for each team member.

Team managers must use the Rating Appeal Form to protest a player rating.

As per NAGAAA guidelines, the cumulative top ten player ratings cannot exceed the overall team rating. Ratings are as follows:

Division	Player Rating	Overall Team Rating (not to exceed)
A	1 - 27	270
B	1 - 20	170
C	1 - 14	130
D	1 - 11	100

All non-rated players must be rated prior to the start of the season. Their field skills will be evaluated according to NAGAAA ratings.

The Player Rating Committee or designate(s) will rate all new players prior to conducting the draft.

Two dates and times will be available for player rating clinics as determined by the Executive Committee.

New players can be rated by their own team manager and Player Rating Committee designate and submitted to the Executive Committee no later than May 3rd.

All players must be re-evaluated by their team managers during the season. This information is due to their respective divisional representative no later than May 31<sup>st</sup> of each year.

Any player rating that decreases by two or more points must complete an appeal form and submit it to the Director of Field Operations for review and approval.

Any revised player rating that causes the overall team rating to decrease to a lower division must complete an appeal form for all players affected and submit to the Director of Field Operations for review and approval.

## **Player Protest Procedure**

The following information explains the protest procedure:

An Executive Officer can submit a protest for the Arbitration Committee for review at any time.

During game play, only a team manager can submit a protest for the Arbitration Committee for review.

A protest must be issued before the end of the game. It must be made to the umpire with the following information:

- The player name
- The player jersey number
- Explanation of protest.

The game continues. No discussion is required. The umpire records the protest and provides to the Director of Field Operations.

Within one week of the protest being filed an Arbitration Committee will convene to review the protest. The two team managers and player being protested may be called to provide information. The player may continue to play until the Arbitration Committee renders a decision.

All player ratings are subject to appeal and penalties (if assessed).

The Arbitration Committee will recommend its findings to the Executive Committee for final approval (if necessary).

## **Appeals**

A player may appeal his/her rating based on new information not provided during the first protest only.

## **Penalties**

The Executive Committee may impose a financial or suspension penalty to the team manager and/or player that has provided an inaccurate player rating.

The team manager and player will be suspended from league membership until the financial penalty has been paid in full. An outstanding debt will be attached to the team manager or player member file.

## **Section 15 - Amendments to Regulations**

### **Overview**

Once amendments to regulations are approved, they take effect immediately.

All content changes must be communicated to the general membership through electronic mail (e-mail) and/or posted on the web site.

### **Constitution**

The Executive Committee will review all proposed Constitutional changes and must circulate the same at least 7 days prior to the meeting to vote on the changes.

The order of priority in which the proposals will be presented will be as follows:

- Changes proposed by the Regulations Committee
- Changes proposed by an Executive Officer or league member.

The general membership must pass these changes with a two-thirds vote of those present and eligible to vote.

The Annual General Meeting or a special meeting may be called to consider a Constitutional change.

### **Bylaws**

These Bylaws may be amended by a majority vote of the Executive Committee members voting at any properly convened meeting, as provided in the Bylaws.

Proposals to amend these Bylaws shall make explicit and detailed reference to any existing provision(s) which would be affected by adoption of the amendment.

Highlights of any changes to the Bylaws must be communicated/posted on the website to the general membership and changed in the Bylaws immediately after approval.

### **Ethics Policy**

The Ethics Policy may be amended by a majority vote of the Executive Committee members voting at any properly convened meeting, as provided in these Bylaws.

Any changes to the Ethics Policy must be communicated to the general membership and changed in the ethics policy document immediately after approval.

### **Rules of Play**

Rules of Play may be amended by a majority vote of the Executive Committee members voting at any properly convened meeting, as provided in these Bylaws.

### **Complete Re-Write of Regulations**

The Constitution, By-laws and Ethics Policy may be completely re-written at any time. The new regulations will require approval by the appropriate bodies (either the Executive Committee or general membership) as provided in these Bylaws.