

### **Past Presidents of Calgary Minor Softball Association**

1970 – 1971	Jake Pohl
1972 – 1973*	Doug Dippel
1974 – 1975	Alice Thomas
1976	Dave Anderson
1977	Randolph Headley
1978 – 1981	Ed Corbett
1982 – 1984	Dale Hertlein
1985 – 1986	Penny Dutchak
1987	Bill Peters
1988 – 1992	Paul A. Wagner
1993 – 1994	Brian Galipeau
1995 - 1996	Evelyn Clapson
1996 – 1998	Shelley Bali
1999 – 2003	Darrel Kesslering
2004 - 2007	Maria Dougherty
2007 – 2011	Murray Slezak
2011 - 2013	Wendy Wilson
2014 -	Shelley Rudd

*\* Calgary Minor Softball Association registered in 1973\**

# CALGARY MINOR SOFTBALL ASSOCIATION

Over 40 Years

HOME OF MINOR SOFTBALL IN CALGARY

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## OFFICIAL 2015 HANDBOOK



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## BYLAWS & OPERATING RULES

*Play by rules, Govern by Ethics*

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*Affiliated with*

Softball Canada  
Softball Alberta  
Softball Calgary  
Sport Calgary

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Updates may occur and will be reflected on the website – in the event of a discrepancy the web version will be considered most current

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**Annual Calgary Minor Softball Association Information****202, 811 Manning Road NE., Calgary, Alberta T2E 7L4****Tel (403) 245-3008 Fax (403) 229-3799**E-mail: [Fastpitch@calgaryminorssoftball.com](mailto:Fastpitch@calgaryminorssoftball.com)**1) Fees**

1.1 Basic team registration fee	\$800.00 per team \$560.00 U10 \$ 70.00 LTP
1.2 Umpire Fee U16/U19/U14 Boys	\$420.00 per team
1.3 Individual member fee	\$15.00
1.4 Affiliated teams	\$150.00 per team
1.5 Affiliated minor teams in CWFA	\$150.00 per team
1.6 Late Team Registration Fee	\$200.00/per team

**2) Age Categories**

<b>Learn To Play</b>	players born in 2007, 2008, 2009	Determined by District
<b>U10</b>	players born in 2005 & 2006	Games: Tue/Thu
<b>U12</b>	players born in 2003 & 2004	Games: Mon/Wed
<b>U14</b>	players born in 2001 & 2002	Games: Tue/Thu
<b>U16</b>	players born in 1999 & 2000	Games: Mon/Wed
<b>U19 C &amp; D</b>	players born in 1996, 1997, 1998	Games: Tue/Thu

**3) Team Registration Deadline****March 28, 2015****4) Player Registration Deadline****April 17, 2015****5) Provincial Team Entry****June 1, 2015**

Provincial Play down Fee

\$100.00 per team

**6) Provincial Team roster****June 15, 2015**

Softball Alberta deadline date

## 2015 GUIDE FOR REGISTRATION & PLAYING DATES

1.	Team Roster Registration	March 28 Deadline – all teams must be registered by this date	Calgary Minor Softball Office 202, 811 Manning Road NE
2.	Player Roster Registration	April 17 Deadline. All players must be registered by this date	Calgary Minor Softball Office Completed Player Rosters with minimum 10 players (except U10 minimum 7 players), & Calgary Minor Softball registration numbers or proof of age (Birth Certificate, etc.). <b>NO INCOMPLETE FORMS WILL BE ACCEPTED!</b>
3.	Round 1 Play	April 27 – May 7	As per team schedule
4.	Round 2 Play	May 11 – July 10	As per team schedules.
5.	Provincial Team Roster Deadline due to Softball Alberta	June 15	Softball Alberta Office.
6.	City Championships	U10 U12 U14 U16 U19	Begins June 18, 2015 Begins June 17, 2015 Begins June 18, 2015 Begins June 29, 2015 Begins June 30, 2015

## Calgary Minor Softball Board Meetings

January 13, 2015  
 February 10 2015  
**AGM – February 17, 2015 Crossroads Community**  
 March 10, 2015  
 April 14, 2015  
 July 14, 2015  
 September 8, 2015  
 October 13, 2015  
 November 10, 2015  
 December 8, 2015

All Meetings are held at the Calgary Minor Softball Boardroom



## EXECUTIVE & GOVERNORS

### EXECUTIVE DIRECTOR

Kathy Worthington

### EXECUTIVE:

### 2015 Season

President  
Past President  
Vice President  
Treasurer  
Secretary  
Registrar  
League Director  
Assistant League Director  
Commissioner  
Umpire In Chief  
CMSUA President

Shelley Rudd  
Wendy Wilson  
Adelle Rover  
Danielle Smith  
Carlee Savory  
Frank Worthington  
Kathy Ervin  
Lanky Johnson  
John Gheran  
Jim Portman  
Jim Portman

### BOARD OF GOVERNOR'S:

### 2015 Season

U10 Category Chair  
U12 Category Chair  
U14 Category Chair  
U16 Category Chair  
U19 Category Chair  
AASA Minor Delegate  
AASA Minor Delegate  
Governor  
Governor  
Governor  
Governor  
Governor  
Governor  
Governor  
Governor  
Governor

Kathy Worthington  
Lindsey Wright  
Justine Worthington  
Blaine Rudd  
Lindsey Wright  
Tim Hubert  
Blaine Rudd  
Todd Neuman (South Bow River)  
Wayne Funk (West Valley)  
Sherry Gavlin (West Valley)  
Melanie Oberg (Southfour)  
Mark Beerkircher (West Hill)  
Kelsey Claeys (Nosecreek)  
Doug Arnold (Okotoks)  
Cindy Hunter  
Susan Shipley (YMFL)





## **CALGARY MINOR SOFTBALL UMPIRES ASSOCIATION EXECUTIVE**

### **EXECUTIVE**

### **2015 Season**

President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
Secretary  
Treasurer  
U19 Coordinator  
U16 Coordinator  
U14 Coordinator

Jim Portman  
John Gheran  
Grant Fischer  
Kathy Ervin  
Geoff Larsen  
Annmarie Millius  
Ian Clarke  
Charles Baker



## **CANADIAN SPORT FOR LIFE (CS4L) CORE VALUES**

1. CS4L believes in one vision and one system for Canada, building and linking the strengths of organizations and institutions at the national, provincial, territorial and local level.
2. CS4L believes physical literacy is the basis of life-long participation and excellence in sport and physical activity.
3. CS4L believes every child is an athlete; therefore, is genetically predisposed to be active if their environment encourages participation!
4. CS4L recognizes life's significant development stages with their transitions from child; to adolescent; to adult; to senior.
5. CS4L is anchored in the belief that each participant; child, player or athlete, is different with distinctive rates of growth, maturation and behavioral development resulting in individualized progression through the stages of long-term athlete development (LTAD)
6. CS4L recognizes a variety of factors affect the planning of optimal training, competition and recovery programs.
7. CS4L recognizes that the accumulation of deliberate practice and training age is linear and that the development of key capacities is non-linear and individualized<sup>1</sup>.
8. CS4L believes providing guidance through the developmental stages across a lifetime of sport and physical activity will result in increased participation and performance.
9. CS4L recognizes that mastery in sport develops over time, through participation in quality sport and physical activity programs.
10. CS4L is participant / athlete centered, appreciating the interdependence of home, organized sport, community recreation, school sport and physical education for quality programs.
11. CS4L values inclusiveness of all, regardless of gender, geography, race, intellectual or physical disability or ability.
12. CS4L is of the belief that quality sport and physical activity, combined with proper lifestyle, results in: better health.

1. Modified after Pat Duffy's unpublished outline of sportcoachUK's LTAD Core Values 2007

# **The Coaching Code of Ethics**

*(Developed and Endorsed by the Coaching Association of Canada and the Canadian Association of National Coaches)*

## **Integrity**

The coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.

## **Competence**

The coach must strive to be well prepared and current in order that all duties in the respective discipline are fulfilled with competence.

## **Athlete's Interest**

The coach must act in the best interest of the athlete's development as a whole person.

## **Respect for the Rules**

The coach must accept both the letter and the spirit of the rules that define and govern sport.

## **Respect for Officials**

The coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

## **Responsibility to Other Coaches**

The coach's conduct toward other coaches must be characterized by courtesy, good faith, and respect.

## **Personal Conduct**

The coach must maintain the highest standards of personal conduct and support the principles of fair play.



## Hints for Coaches

1. The coach who controls his team helps the umpire to control the game.
2. The team is as good as its coach; the game is as good as its umpire. Both actually work towards the success of the game. Therefore, both should work as a team.
3. A good team can look better with good umpiring. Therefore, co-operation toward better umpiring helps the good team.
4. The umpire and coach are both striving toward success through excellent achievement. The coach teaches his players to play well. The umpire encourages them to play well through good umpiring.
5. The umpire can do a better job when he is not badgered or intimidated. The coach can do a better job when he is not provoked or needled. Both should work toward preventing this.
6. Spectators should be controlled and influenced by coaches as well as by umpires. Both can do a better job this way. Spectators who razz the umpire who errs will also razz the coach who makes a mistake.
7. Coaches and umpires who back up each other need not back off from spectators or players.
8. Coaching is a public interest; so is umpiring. Both work for the welfare of the players.
9. Players look good when the coach and umpire look good. Bizarre incidents and arguments take attention and credit away from the players.
10. The coach who wants an umpire to favor his team and the umpire who does so are both guilty of premeditated cheating.
11. Good umpiring complements good coaching. Both know and interpret rules and techniques similarly.
12. The coach's job is to teach; the umpire's to arbitrate. Neither should encroach on each other's duties.
13. A coach who tries to secure home team favors from an umpire should keep in mind that he will be the visiting team 50% of the time.

14. The coach and umpire are worthy of the utmost in respect. However, they must earn this respect through their actions.
15. The coach wants his team to win because he thinks it is the best; the umpire hopes the best team will win.
16. The coach and umpire who live by the rules are apt to live right on the field.
17. To get others to do what you want them to do you must see things through their eyes. Try to win an agreement, not an argument.
18. The coach and umpire set the example, players follow it.
19. Dignified coaches and umpires do not resort to childish regressions and behavior. Their efforts are absorbed in helping children become adults.
20. Coaches and umpires do not individually win or lose games. Team effort does.
21. The coach who frequently stops the game to teach fundamentals has a team as poorly prepared as the umpire who tries to learn the rules during the game.
22. The coach or team that depends upon the breaks will lose. Breaks are mystical occurrences that cannot be predetermined through a crystal ball.
23. The coach who creates better working conditions for umpires attracts better umpires.
24. The umpire is a judge who prevents persecution; he should not be the object of it.
25. An alibi is like a crutch. It is only for the lame and the weak.
26. Think big and your results will be big.

*This article taken from the magazine "Balls and Strikes": American Softball Association.*



# Operating Rules of Calgary Minor Softball Association

The Operating Rules of Calgary Minor Softball are for the operation of the District teams playing in the scheduled leagues of Calgary Minor Softball Association (CMSA).

## 1.0 DEFINITIONS

### 1.1 Mission and Vision Statements

#### Vision

Calgary Minor Softball is committed to providing a successful youth softball program.

#### **To build a successful program we will:**

- Govern and Coordinate Calgary Minor Softball Programs
- Incorporate the principles of (CS4L) Canadian Sport For Life and (LTPD) Long Term Player Development
- Promote lifelong sportsmanship
- Facilitate skill development
- Encourage Fun and Fair Play

### 1.2 Principle Statement:

#### ***Play by Rules, Govern by Ethics***

The Calgary Minor Softball Association (CMSA) Executive, Board of Governors and Committee Executive are dedicated to providing a fun, safe and abuse free sporting experience to all minor aged players in our city wide league. They extend this commitment to all coaches, team representatives, league chairmen, program coordinators, umpires, umpire assignors and office staff.

### 1.3 Fair play Statement

Calgary Minor Softball considers fair play to be the opportunity for athletes and coaches to have equal opportunities in the game of softball. This principle applies to practice time, playing time, offensive position and defensive position throughout the season.

### 1.4 Definitions and Terms

#### **Community Association**

**A Member Association or Sports Association that is assigned to a district.**

#### **Calgary Minor Softball Association (CMSA)**

Is the Calgary Minor Softball Association, and is referred to as either CMSA or the Association.

#### **Affiliated Organization or Sub Committees**

An organization that operates under the bylaws of Calgary Minor Softball Association that provides a specific program or service that benefits Calgary Minor Softball Association and the sport of softball. The two sub committees of Calgary Minor Softball Association are:

- Calgary Minor Softball Umpires Association (**CMSUA**)
- Young Men's Fastball League (**YMFL**)

### **Category**

An age grouping of the Association for the purpose of playing softball. There are five categories: (U10), (U12), (U14), (U16), (U19). (C & D) Each category may have divisions (tiers).

### **Division**

The rating or level of teams in each category. There may be up to three divisions (tier) in each category: Division 1 (top teams), Division 2 (intermediate teams), and Division 3 (beginner teams)

### **Board**

The board of Governors of the Calgary Minor Softball Association, elected by the members.

### **Executive**

The Executive Committee of the Calgary Minor Softball Association.

### **Governors**

Any person elected or appointed to the Board, including the President and the immediate Past President.

### **Members**

A member is any person who is:

- the parent or guardian of a currently registered Calgary Minor Softball player. Only one parent or guardian may represent a family of players.
- a coach of a registered Calgary Minor Softball team
- Calgary Minor Softball Board member

The annual term of membership is for twelve (12) months beginning May 1.

Any person wishing to withdraw from the membership may do so upon written notice to the Secretary. Any member may be expelled from the Association for any reason the Association deems reasonable but only upon a two-thirds majority vote by members at a Special Meeting. The rights and obligations of the members shall be to adhere to the by-laws.

### **Player Release**

A release permits a player who resides in one district to be on a roster of a team in a different district.

### **Unacceptable Behavior**

An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing any coach, player, certified or volunteer umpire, league volunteer, office staff or spectator

It is the responsibility of any District Representative, parent, coach, player or official to report any incident of abuse or harassment to the Calgary Minor Softball Appeals, Suspension & Discipline committee, as per the Disciplinary Policy. It is not the responsibility of any parent, coach, player or official to take matters into their own hands. The policy processes will begin within 24 hours of the incident being reported to the Calgary Minor Softball office (Disciplinary committee).

## **2.0 FEES**

- The team registration fees will be set by the Executive at least thirty (30) days prior to the team registration date. These fees will be set with regard to the monies required for the annual operation of the Calgary Minor Softball Association.
- Upon payment of team registration fees, the team if applicable becomes members of Calgary Minor Softball Association as defined by Bylaw 4.0 & 4.1.
- Player and coach insurance is included in the team registration fee.
- Associations, groups or individuals not meeting the above guidelines may become members as defined in Bylaw 4.0 & 4.1 upon approval of the Calgary Minor Softball Executive and payment of the **Individual fee**. The individual fee will be set in accordance with the team registration fee schedule.
- In all cases, payment of any fees must be made payable to Calgary Minor Softball Association.

## **3.0 ROTATIONAL ELECTION OF OFFICERS**

The Annual General Meeting will elect the Officers of Calgary Minor Softball Association:

- Vice-President, Secretary and Registrar for two year terms in even numbered years.
  - President and Treasurer for two year terms in odd numbered years.
  - Other Governors are elected for a 2 year term, and appointed to appropriate role.
- All officers will serve until their successors are elected.  
In the event of a position becoming vacant, the Board may appoint a Board member to that position.

## **4.0 LEAGUE OFFICIALS**

### **4.1 Calgary Minor Softball Association Executive Committee Responsibilities**

These are the duties and responsibilities for the League Officials that are responsible for the operation of the Softball programs. See Calgary Minor Softball Association Constitution and Bylaws, Article 7, Duties and Responsibilities for the roles of the Executive committee.

### **4.2 Commissioner**

- There shall be at least one member of the Board appointed annually by the Executive to serve as Commissioner of the Calgary Minor Softball Association leagues.
- The Commissioner appointment shall be within ninety (90) days of the Annual Meeting. The term of appointment shall be for a minimum of one (1) year.
- The Commissioner shall be responsible to the Association that the Calgary Minor Softball Playing Rules are followed in the leagues and divisions.
- The Commissioner shall have the power to issue a suspension to any member, player, coach, or member of the leagues or divisions, in accordance with the suspension rules.
- The Commissioner may appoint an Assistant Commissioner to act for the Commissioner.

### **4.3 League Director and Assistant League Director**

- There shall be at least one member of the Board appointed annually by the Executive to serve as League Director of the Calgary Minor Softball leagues.
- The League Director appointments shall be within ninety (90) days of the Annual Meeting. The terms of appointment shall be for a minimum of two (2) years, overlapping terms between the League director and Assistant League Director.



- The League Director shall be responsible to the Association by assisting the Category Chairperson in the organization of the leagues and divisions.
- The League Director shall be standing member(s) of each Category Committee.
- The Assistant League Director will be appointed by the board as necessary and assist in the running of the categories.

#### **4.4 Umpire-in-Chief**

- If deemed necessary, the Board may appoint an individual to the Board of Governors to serve as the Umpire-in-Chief.
- If appointed, the Umpire-in-Chief shall be appointed at least thirty (30) days prior to the team registration date. Term of the appointment shall be for the duration of the current season until the Annual Meeting.
- The Umpire-in-Chief shall act as a consultant to the Commissioner on the interpretation of playing rules, serve as liaison to the Calgary Minor Softball Umpires Association (CMSUA) and the Calgary Softball Umpires Association (CSUA) and other roles as deemed necessary by the Executive.

#### **4.5 Category Chairperson**

- The Executive shall appoint annually (1) person to each category to serve as Category Chairperson for the following divisions: U19 Girls, U16 Girls, U14 Girls, U14 Boys, U12 Girls, U12 Boys, U10 Girls, U10 Boys.
- The Category Chairperson shall be appointed within ninety (90) days of the Annual meeting.
- Term of appointment shall be for a minimum of one (1) year.
- The Category Chairperson shall be the Chairperson of the respective Category Committee. The Category Chairperson shall be responsible to the Association for the organization of teams into equally balanced tiers and divisions.
- The Category Chairperson may select for appointment through the Board, Division Coordinators and Chair people to assist with the organization of the categories.
- The Category Chairperson is a member of the League Committee.

### **5.0. FINANCE**

- An interim financial statement shall be prepared for presentation along with the audited financial statement to the membership at the Annual General Meeting.
- The interim financial statement is to include the period from the fiscal year end (December 31st) to the Annual General Meeting.
- Any expenditures exceeding \$250.00, must receive approval by the Executive Committee unless prior approval was granted via acceptance of a budget.
- Operating accounts may be established for any committee or Affiliated Organization after acceptance of the committee or Organizations budget. Signing authority on the committee accounts shall be limited to the Executive Directors of the Committees (normally to be Chairman or President, Treasurer, Secretary of the Affiliated Organizations). Dual signature accounts will be required for all Association, Committee and Affiliated Organization accounts.
- Any cheque made out to an individual may NOT be signed by that individual.
- Bank Statements will be reconciled by a member of the finance committee other than the treasurer.

### **6.0 HONORARIA**

Honoraria not exceeding \$600.00 in total may be awarded annually, subject to review by the Board of Governors.

### **7.0 AMENDMENTS TO OPERATING RULES**

The Operating Rules of Calgary Minor Softball Association can be changed only at the Annual or General meetings as recommended by the Board of Governors.

## 8.0 PLAYER ELIGIBILITY

A pick up player is allowed a maximum of Four (4) league games in Round 2 as an Associated Player with any team. Any subsequent games must be approved by the League Director or designate. A player may not miss their own league games in order to play for another team or league, this includes any adult leagues.

A player being picked up must be from an equal or lower category.

**NOTE:** Teams playing in city Playoffs must do so with only their Registered Players. Exceptions must be approved by League Director or designate.

T-Ball, Learn-To-Play & Coach-Pitch teams must be registered with Calgary Minor Softball prior to using players as 'AP'.

**NOTE:** See Policies for more information

## 9.0 TEAM PROCEDURES AND REGISTRATION

**9.1** Team registrations will be accepted from Districts and from non-Zone 3 teams (out of Calgary City Limits). Teams choosing to register outside of a district will have their registration reviewed via an appeal to the Standing League Committee through the League Director for acceptance of the roster. Acceptance will be made on a team by team basis, reviewed annually.

**9.2** Team Rosters will be accepted with a minimum of nine (9) players:  
Exception: U10 will be accepted with a minimum of 7 players

**9.3** Calgary Minor Softball Association shall enforce the player registration deadline as set annually by the Executive. All Player/Team rosters must be accompanied by the required documentation and must be presented to the Calgary Minor Softball Association office on the yearly assigned registration date fully completed. **Failure to do so will result in the immediate suspension of the team, player or coach.** Suspensions will be lifted immediately upon receipt of required information.

**Registered Players** - All players listed on the Player Registration Form must play a minimum of three games during league play before they can qualify to play in City Playoffs. Deadline for adding players to a roster is June 1. All players must be registered through their District before they can be added to a roster. Exception: requests will be handled through written correspondence only.

**Release Forms** - Release Forms MUST be attached to the Team Registration Form. Coaches must obtain proper Release & Transfer Forms and return completed form to Calgary Minor Softball office.

**9.4** T-Ball, Learn To Play & Coach-Pitch only - all Calgary Minor Softball recognized Associations are to register their Coach-Pitch teams with Calgary Minor Softball; T-Ball is optional but encouraged.  
▪ T-Ball & Coach-Pitch players must be registered with Calgary Minor Softball prior to playing as Associated Players as per 8.0 Player Eligibility, Rules 9.1 - 3, Registration, do not apply to T-Ball, Learn To Play & Coach-Pitch.

## 10.0 PLAYING RULES

### 10.1 Rules

Calgary Minor Softball Association (CMSA) follows the current Softball Canada (CASA) Rules 1 through 12, except where noted otherwise in the Softball Alberta (AASA) Operating Rules and in the Calgary Minor Softball operating rules.

### 10.2 Responsibilities to Players – Fair Play

All coaches shall exercise and promote the principles of Fair Play.

Fair Play shall be defined as all coaches taking reasonable measures to ensure players

- receive proportionally equal playing time on the field during the course of the season regardless of skill.
- receive equal access to instruction, support and playing time.
- have the opportunity to play at least half of defensive playing time at an infield position. Exceptions may be considered if there are extreme safety concerns or player development requests.

### 10.3 Mercy Rules

Calgary Minor Softball will follow the Softball Canada Mercy Rule 5.6

A mercy rule shall result in the conclusion of the game if:

1. After 2 ½, 3, 3 ½ or 4 complete innings of play if there is a difference of 15 or more runs.
  2. After 4 ½, 5, 5 ½ or 6 complete innings of play if there is a difference of 7 or more runs.
- a. Complete innings must be played unless the team second at bat scores the required number of runs while at bat. When the team first at bat reaches the required number of runs in the top half of the inning, the team second at bat must have their opportunity to bat in the bottom half of the inning.

### 10.4 Run Per Inning / Open Inning Rule

Category	Division	Round	Runs / Inning Limit	Open Inning
U10	All	All rounds	4	None
U12	All	Round 1 & 2	4	None
U12	Div. 1	Playoffs	4	Final Inning
U12	Div. 2 & 3	Playoffs	4	None
U14	All	Round 1	4	None
U14	All	Round 2	4	Final Inning
U14	All	Playoffs	4	Final Inning
U16	All	Round 1	5	None
U16	Div. 1	Round 2	N/A	All Innings
U16	Div 2 & 3	Round 2	5	Final Inning
U16	Div. 1	Playoffs	N/A	All Innings
U16	Div. 2 & 3	Playoffs	5	Final Inning
U19	All	Round 1	5	None
U19	Div 1	Round 2	N/A	All Innings
U19	Div 2 & 3	Round 2	5	Final Inning
U19	Div 1	Playoffs	N/A	All Innings
U19	Div 2 & 3	Playoffs	5	Final Inning

Note: Adjustments to Run Per Inning/Open Inning Rule can be made at the discretion of the Category Chair, League Director, Commissioner, or Executive Director.

## 10.5 Age categories, baselines, and pitching distances.

	January 1st of Current Year		Pitching Distance		Diamond Layout	
Category	Age	Ball	B	G	Base- Lines	Diagonal
U19	U19 C & D	12"	46' (14.0m)	43' (12.2m)	60' (18.3 m)	84'10" (25.5 m)
U16	U16	12"	42' (12.8m)	40' (12.2m)	60' (18.3 m)	84'10" (25.5 m)
U14	U14	12"	40' (12.2m)	38' (11.6m)	60' (18.3 m)	84'10" (25.5 m)
U12	U12	11"	35' (10.6m)	35'* (10m)	55' (16.7 m)	77'9" (23.7 m)
U10	U10	11"	30' (9.1m)	30' (9.1m)	45' (13.7 m)	25ft passed each base

\* Per AASA Operating Rules

Note: Teams playing up a category will use the pitching distances and baselines of the higher category. U12 teams that move up to U14 will be required to use the 12" ball.

## 10.6 Throwing of Bat

Any batter who throws his/her bat after any swing may be given a warning on his/her first infraction and may automatically be declared OUT on his/her next occurrence. If the batter is called out for interference, the ball becomes a DEAD BALL, and all runners must return to the base they occupied before the infraction. On a batter's THIRD occurrence in the game, the batter will also be removed from the game.

## 10.7 Dropped Third Strike (Softball Canada Rule 8.2a)

This rule will not apply to the U10 and U12 categories.

- Can occur on either a called 3rd strike or a swinging 3rd strike.
- Cannot occur when there is a base-runner on first base at the time the pitch is released and there are less than two outs.
- the umpire will verbalize the strike 3 call but not that the ball is dropped;
- the batter may be tagged out or thrown out at first;
- the batter is out if they leave the field of play;
- the batter is out if they break their established base-path
- occurs when the catcher does not legally catch the thrown pitch.

**Note:** a pitch hitting the ground and then caught by the catcher is not a legally caught ball;

- a) the batter is out;
- b) if the ball stays alive (e.g. not a passed or trapped ball) any base-runners may steal at the risk of being put out;
- c) the umpire does not verbalize that the ball has been dropped;
- d) it is up to the catcher to realize that the dropped 3rd strike rule is not in effect and decide whether or not to try and throw out any base-runner who may be stealing;
- e) in an obvious situation, where in the umpire's judgement, the batter knows they are out because first base was occupied but continues to run the bases in an attempt to distract the defence the batter may be called for interference; the umpire will kill the play; since the batter is already out the base-runner closest to home will be called out; any other runners will be returned to their original bases;

Note: if the bases are loaded the catcher can touch home plate for a third out force.

## **10.8 Charged Conference (Softball Canada 1.16)**

The Charged Conference Rule limiting conferences between coaches, manger, or other team representatives and pitchers, batters or runners does not apply to the U10 and U12 categories

## **10.9 Infield Fly (Softball Canada 1.52)**

This rule will not apply to the U10 and U12 categories.

- a Is a fair fly ball (not including a line drive or a bunt)
  - 1. When first and second, or first, second, and third bases are occupied
  - 2. That can be caught by an infielder with ordinary effort
  - 3. Before two are out
- b The pitcher, catcher, and any outfielder that positions himself in the infield on the play shall be considered infielders for the purpose of this rule.

### **NOTE:**

- 1. When it seems apparent that a batted ball will be an infield fly, the umpire shall immediately declare, "INFIELD FLY, IF FAIR THE BATTER IS OUT," for the benefit of the runners
- 2. The ball is alive and runners may advance at the risk of the ball being caught, or retouch and advance after the ball is touched, the same is on any fly ball
- 3. If the hit becomes a foul ball, it is treated the same as any foul
- 4. If a declared infield fly is allowed to fall untouched on the ground, and bounces foul before passing first or third base, it is a foul ball
- 5. If a declared infield fly falls untouched to the ground outside the baseline, and bounces fair before passing first or third base, it is an infield fly.

## **10.9 Batting Out of Order (Softball Canada 7.2)**

If the error is determined while incorrect batter is at bat:

- The correct batter may legally take his place and assume the ball and strike count of the incorrect batter
- Any runs scored or bases ran while the incorrect batter is at bat shall be legal

If the error is determined after the incorrect batter has completed their turn at bat and before the next pitch (legal or illegal pitch)

- The player who should have batted is out
- Any advance or score made as a result of the improper batter becoming a batter-runner shall be nullified
- Any out that is made prior to discovering the error remains an out
- The next batter is the player whose name follows that of the player called out for failing to bat
- If the next player was the incorrect batter who was called out, go to the next person in the line up
- If the batter declared out under these circumstances is the third out, the correct batter in the next inning shall be the player who would have come to bat had the players been put out by ordinary play
- If the third out is made on a runner prior to the discovery of the infraction an appeal may be still be made in order to reinstate the correct batting order. This appeal if made, does not result in an additional out

If the error is discovered after the first legal or illegal pitch to the next batter:



## PLAYING RULES ONLY

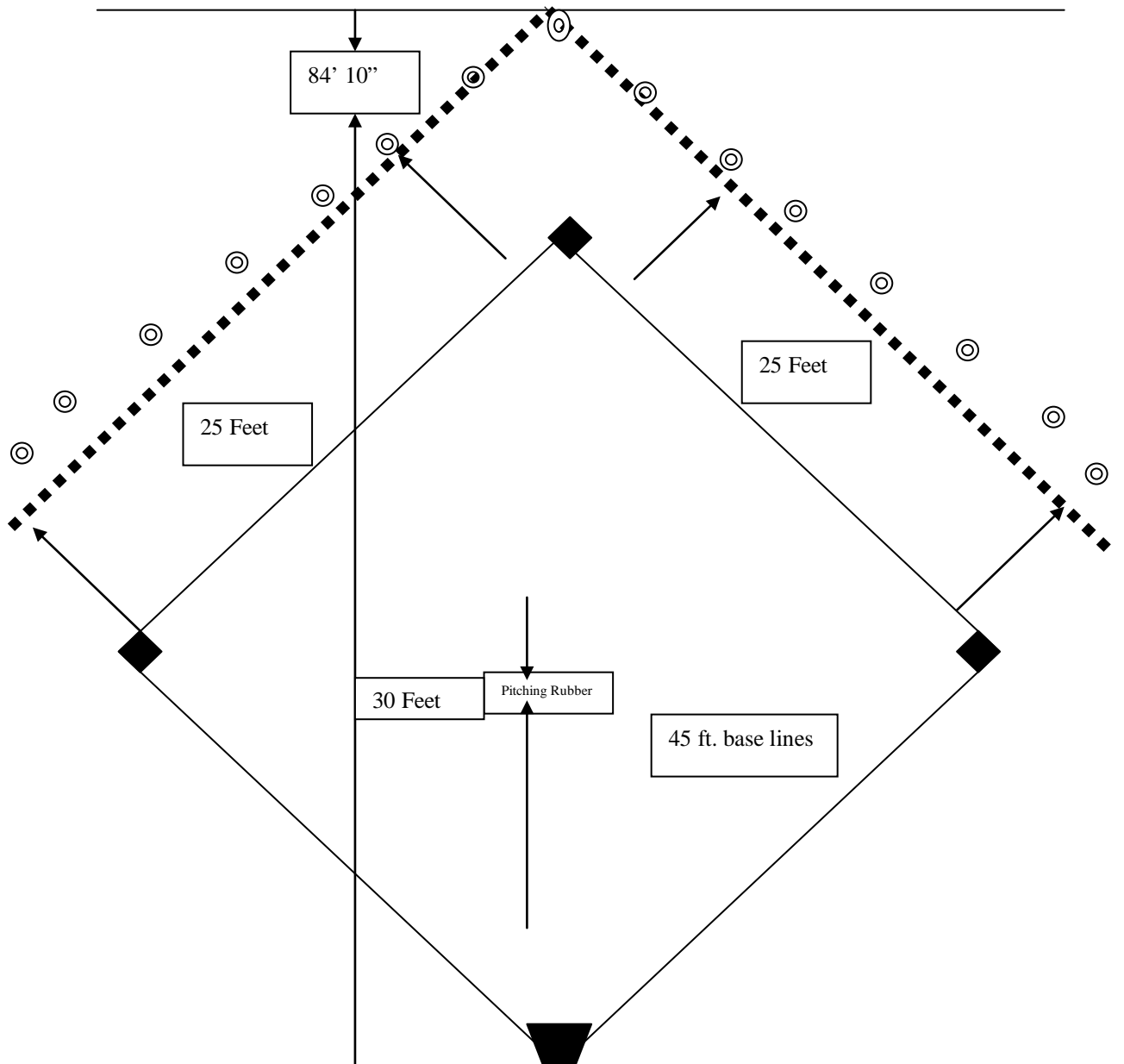
### 10.10 U10 RULES

- 10.10.1** The field distance will be twenty five (25) feet behind each base. Pylons to be placed at the Twenty-five (25) foot mark in the field.
- 10.10.2** Maximum number of players allowed on the playing field is six (6)
- 10.10.3** Team rosters must have at least seven (7) players. A home run is a ball that touches the ground past the home run line.
- 10.10.4** No spectators are permitted in the playing field except those designated as base umpires up to a maximum of two (2).
- 10.10.5** Fly ball caught past the home run line is an out
- 10.10.6** Base umpires will determine if a ground ball lands past the homerun line
- 10.10.7** No base stealing in Round 1 Play. Round 2 will permit base stealing
- 10.10.8** Indoor "Softie" Balls will used for all league play

### Principles

1. No walks - every run will come off of a hit ball. More hits means more defensive plays for the infield.
2. Less pressure on parent umpires in regards to calling balls and strikes.
3. Wider variety of pitchers may be used since players who want to pitch can try without having to worry about walking in 5 runs.
4. Lower scoring games. There will an increased number of strikeouts and defensive outs, which should result in less 5 run innings.
5. Innings will be quicker which should result in more innings played per game.
6. The home run line will become a major factor and the home run will be an exciting play for all players and fans to look forward to.
7. Players cannot steal bases if the coach/adult is pitching.





The "Home Run Line" (HRL) will be used for U10. The HRL eliminates the need for players in the outfield. Teams will operate with only 6 players on the field instead of 9. The positions available to play are Pitcher, Catcher, 1<sup>st</sup> base, 2<sup>nd</sup> Base, 3<sup>rd</sup> Base and Short Stop. Teams can be made up with 7-9 players.



## NO MORE WALKS!

Example:

Batter # 1 (B1) is at the plate. After the 4<sup>th</sup> ball, the batter will have a count against him/her. It will either be 4 balls, 0 strikes (4-0), 4-1 or 4-2. The coach, or designated pitcher for the offensive team (B1's coach or selected parent), will pitch to his/her own batter. The number of pitches that the batter will receive from the coach/parent is dependent upon the number of strikes that the pitcher had achieved against that batter prior to throwing the 4<sup>th</sup> "ball". All batters continue using the same rules.

Count 4-0, coach parent may throw up to 3 pitches.

Count 4-1, coach parent may throw up to 2 pitches.

Count 4-2, coach parent may throw only 1 pitch.

If the batter uses up all of his/her strikes without hitting the ball, he/she is out. There is no opportunity to walk. Every pitch is considered a called strike no matter where the pitch is thrown. The batter does not have to swing to strike out, nor does the pitch have to be in the strike zone.

Pitches (pitch) from the coach or parent are the only opportunity that the batter will get to hit the ball and get on base. The coach/parent will pitch from the pitching rubber (normal distance) and may pitch an underhand toss or windmill pitch.

On the third strike only, if the batter hits a foul ball, he/she will be granted an additional pitch, unless the foul ball is caught! This will be the same as regular rules in regards to a third strike foul ball.

The defensive pitcher will remain on the field to field balls hit into play.

If a ball hit into play by the batter that

- comes in contact with,
- is touched by the parent/coach, whether intentional or accidental
- is interfered with by the coach/parent acting as the pitcher

as determined by the umpire, the play will be called dead & treated like a foul ball.



## 11.0 SUBSTITUTION PROCEDURES

### 11.1 Number of Players

- The required number of players to start or continue a game is eight (8) players. Exception: U10, required number of players to start or continue a game is five (5) players.
- There is no automatic out for the ninth batting position.
- When a team cannot field eight (8) players, the game is forfeited.

### 11.2 Player Rotation

**11.2.1 “ABC” Rotation** is the rotation of players into the field such that all players participate in every game. A, B, or C designation is not related to skill level.

- Players must be designated as “A”, “B”, or “C” on the Line-Up Card/Score Sheet
- Players designated “A” play defensively all innings.
- Players designated “B” and “C” alternate defensive innings.
- Designation of “A”, “B”, and “C” should vary from game to game.

No. Of Players at Game	Code “A”	Code “B”	Code “C”
9	9	0	0
10	8	1	1
11	7	2	2
12	6	3	3
13	5	4	4
14	4	5	5
15	3	6	6

**11.2.2** Batting order - all players present are listed onto the score sheet and bat in the order listed. Players arriving late are added to the end of the batting order and are designated as “C” players. The addition of a player requires a move of an “A” player to a “B” player.

**11.2.3** Player Coding Adjustments – designation of “A”, “B”, or “C” may be changed to allow for substitution in the event of injury, ejection, discipline, pitcher substitution. In the event of player ejection or removal, the player is removed from the batting order and may not re-enter.

**Note: No Calgary Minor Softball team will be permitted to use the Regular Substitution Rule.**

**Note: ABC is for rotational purposes only; it does not classify the player’s caliber.**

### 11.3 Universal Substitution is the rotation of players into the field such that all players participate in every game.

**11.3.1** Defensive rotation is defined such that no player shall sit more than one inning, until all players have had an inning on the bench.

**11.3.2** Players are designated with the order in which they will have their bench inning on the line-up card/ score sheet.

**11.3.3** Batting order – all players present are listed on the score sheet and bat in the order listed. Players arriving late are added to the end of the batting order, and will have their designated bench order inning assigned or arranged as necessary.

**11.3.4** Player Coding Adjustment – Bench inning designation may be changed to allow for substitution in the event of an injury, ejection, discipline, pitcher substitution. In the event of player ejection or removal, the player is removed from the batting order and may not re-enter.

**Note: One of the above two substitution rules applies, each team can choose their own substitution rule to play by. The choice is on a game by game basis.**

#### **11.4 Line-up cards**

**11.4.1** Are to be used in all divisions to record their batting order, and their defensive player rotation

**11.4.2** Card can be used for ABC or Universal substitution options

- ABC Rotation
- Universal Substitution

**11.4.3** Line up cards must be filled in, signed by the coach and the top copy presented to the umpire, the opposing coach or scorekeeper presented with the yellow copy, and the home team coach or scorekeeper to keep the card copy.

#### **11.5 Injury**

ABC and Universal Substitution – An injured player has until the end of the following inning to resume their place in the batting order. If the player is removed from the game, they should be designated as “IJ” on the score sheet. The player furthest away from the top of the order that half inning replaces the injured player. If the player cannot return remove the injured player from the lineup. If they are able to return they return to their original spot in the order.

#### **11.6 Replacement player required for Blood Rule**

Calgary Minor Softball will follow Softball Canada Rule 4, section 10. In the event of any player bleeding during the game that cannot be stopped in a reasonable time, that player must be withdrawn from the game with no penalty. The withdrawn player shall not return to the game until all bleeding ceases, the area cleaned and covered and, if necessary, the player's uniform covered. The withdrawn player can then return to the game if safe.

**11.7 Discipline** - Notwithstanding player coding adjustments for ejection or removal, the coach may for good cause, keep a player from any game or remove a player from a game for disciplinary purposes. When a player is kept out of or removed from a game, under this section the player will be designated “D” on the score sheet and may not bat or enter the field. Good cause includes insubordination, uncooperativeness, and unsportsmanlike conduct or similar behavior.

### **12.0 COACHES**

**12.1** There shall be no more than two coaches for the team at bat to direct the players of their team in running the bases. They must remain within the coach's box, one coach stationed near first base and the other near third base. Helmets are mandatory for minors coaching in these positions.

**12.2** The appointed Coach shall keep in mind that one of the positions on a Girls' Team must be female (Assistant Coach, Manager or Trainer) when the Head Coach is not a female. This person is to attend all practices and games and have a Police Clearance (CPIC) completed.

**12.3** The appointed Coach shall keep in mind that one of the positions on a Boys' Team must be male (Assistant Coach, Manager or Trainer) when the Head Coach is not a male. This person is to attend all practices and games and have a Police Clearance (CPIC) completed.

**12.4** No smoking, alcohol or illicit drugs are permitted by any coaching staff while at practices or games or any Calgary Minor Softball activity.

**12.5** All coaches and assistant coaches of teams in Calgary Minor Softball Association are required to participate in a mandatory one time Coach Orientation. Coaches who have attended an NCCP Community Sport On-Going (Level 1 Softball) or better will be exempted from participation. If Coaches (Head & Assistant) do not participate they may be suspended and all subsequent games will be a forfeit.

**12.6** Calgary Minor Softball Association uses the information obtained from the police background check to ensure that there is nothing in a person's criminal record that would indicate lack of suitability to work with children in any of Calgary Minor Softball's District Programs. An acceptable check is noted on file Calgary Minor Softball will not disclose your police background check to any third party. For Calgary Minor Softball purposes Police Checks are valid for 36 months from the Clearance date.

- 12.7 Coaches and Assistant Coaches must have a cleared Police Check in order to be named as Head or Assistant Coach of a team – See Security Clearance Policy. If the Police Check is not completed the coach(s) will be suspended from all Calgary Minor Softball Duties.

## 13.0 GAME PROCEDURES AND CANCELLATIONS

- 13.1 **Scheduled Start Time:** All Calgary Minor Softball evening scheduled games will start at 6:45 PM, unless notified otherwise via the schedule or by the respective Category Chair or designate. A 15 minute grace period will be allowed if the minimum number of players has not arrived. Failure to comply with the 15 minute grace period will result in forfeiture of game by offending team. Game start time shall be from the time of the plate conference and recorded on the home team score sheet. The score for a forfeited game is recorded as 7-0. Games can be cancelled by the League Commissioner when deemed that the weather conditions are unsafe.

- 13.2 **A regulation game** shall consist of seven innings (Softball Canada Rule 5.3). The umpire is empowered to call a game at any time because of darkness and/or weather conditions that may put players at risk. A game called by the umpire shall be regulation provided any one of the following conditions is met:

- five (5) or more completed innings have been played,
- the team second at bat has scored more runs than the other team has scored in four and one-half (4½).
- the time limit allotted for the game has expired and the current inning is completed. If the team second at bat has scored more runs than the other team, the team second at bat does not take its bat.
- Mercy rule 10.3 has been applied.

**Note:** Games that are less than 4 ½ innings that have not reached or exceeded the time limit shall be replayed from the beginning.

**Note:** The game is over and complete when the winning run is scored.

- 13.3 **League Game Time Limits** – no new inning to start after the allotted time limit has passed. The Open inning is considered the final inning and the game is over. The game start time is recorded on the home team score sheet, as determined by the umpire. Mercy Rules is in effect. If the open inning has been played, the game is over even if there is still time remaining. Only 1 open inning will be played. No Open Innings for double headers.

Category	Game Length
U10	1 hour & 30 minutes
U12	1 hour & 30 minutes
U14	1 hour & 30 minutes
U16	1 hour & 45 minutes
U19	1 hour & 45 minutes
Double Header	1 hour 20 minutes

**Note:** A league game that is tied at the end of seven innings or time limit shall be declared a regulation tie game.

**Note:** Adjustments to length of game can be made at the discretion of the Category Chair, League Director, Commissioner or Executive Director to accommodate schedule changes or weather circumstances.

#### 13.4 Game Cancellations

Home team is responsible for rescheduling a rained out game. Two alternate dates must be offered to the visiting team, one of which must be a Friday, Saturday or Sunday. If no date can be agreed upon after two attempts, the visiting team will be considered to have forfeited the game. Disputes shall be resolved by the Category Chair and the League Director or Commissioner. The League Director will have the authority to schedule double headers & reschedule rainout games cancelled by the league due to weather conditions.

#### 13.5 Game Locations

It will be the responsibility of Calgary Minor Softball coaches or managers to have their team at the scheduled game locations.

**13.6 Postponed games** may not be made up as a three point game - (i.e. playing each other once for four points rather than twice (home and away) for two points per game). Postponement of games for U16/U19 categories must be coordinated by the involved teams to accommodate umpire scheduling.

**13.7 Forfeits** - Teams will be allowed to forfeit a maximum of three (3) games only. Any further forfeits may result in the suspension of the offending team and coaches by the Commissioner upon notification from the Division Coordinators.

**13.8** All games, including City Playoffs, must be played as scheduled even though a CMSUA umpire is not present. Home team supplies the home plate umpire, visiting team supplies base umpire.

### 14.0 LEAGUE PROCEDURES

**14.1 Round 1** - If games cannot be played during the "First Round" schedule, the Executive of Calgary Minor Softball reserves the right to place teams where suited.

#### 14.2 Category Specific Rule Applications

Division	Infield Fly	Dropped 3rd Strike	Charged Conference	Flex Player	ABC or Universal Rotation
U10	N/A	N/A	N/A	N/A	Applies
U12	N/A	N/A	N/A	N/A	Applies
U14 Div 1, 2 & 3	Applies	Applies	Applies	N/A	Applies
U16 Div 1, 2 & 3	Applies	Applies	Applies	N/A	Applies
U19 Div 1, 2 & 3	Applies	Applies	Applies	Optional	Applies

#### 14.3 Final League Standings

3 Points for a win  
2 Points for a tie  
0 Point for a loss  
0 Point for a forfeit

**14.3.1** Ranking: the final standings in league play shall be established using:

- Win/Loss records; if still tied, then
- Winners of games between tied teams; if still tied, then
- Difference of Plus or Minus total runs scored, in games between tied teams (only full innings are used).

- 14.3.2** Tie Breaking: the above criteria shall be used except for the last playoff position or where subject tied teams have not played one another, then:
- If two (2) teams are tied, they will play a sudden death playoff game.
  - If three (3) teams are tied, a bye shall go to the team ranked highest who will play the winner of a game between the other two.
  - If four (4) teams are tied, then ranking shall be used to determine pairing for the two semi-final games.
  - All other positions will be settled with a coin toss.

**Note:** Home team for these games will be determined by a flip of the coin as designated on the schedule. The games are to be played on neutral diamonds and on a date selected by the Category Chair.

**14.4** League City Playoffs

- All teams in each category will be entered into City Playoffs.
- League City & Divisional Playoffs are a Double Knockout Tournament to be started on a date set annually by the Board. City Playoffs will be formatted on an annual basis based upon schedule for Provincials. Double Headers may be played at each category if required.
- The Category Chairperson will coordinate the Playoffs for their respective Divisions.

- 14.4.1** Games are to start at scheduled times, which takes precedence over infield warm-ups. All coaches must confirm with the Category Chair or Category Playoff Headquarters the locations and times for subsequent games in City Championships. Grace periods may be granted to teams playing back to back games.

Category	Playoffs
U10	1 hour & 30 minutes
U12	1 hour & 30 minutes
U14	1 hour & 30 minutes
U16	2 hours semifinal games Final Game No Time Limit
U19	2 hours semifinal games Final Game No Time Limit
Double header	1 hour 20 minutes Final Game No Time Limit No Open Innings

- 14.4.2** The Mercy Rule (10.3) and Run/inning Rule (10.4) are the same as during League Play.

- 14.4.3** Teams involved in a game tied at the end of seven innings or a completed inning at time limit shall complete the game using a variation of Softball Canada Rule 5.7, Tiebreaker on the subsequent innings. Starting with the top of the next inning and each half inning thereafter, the offensive team shall begin its turn at bat, with the player which is scheduled to bat last in that respective half-inning being placed on second base. The player who is running can be substituted in accordance with the substitution rules.

- 14.4.4** Coaches will be required to present their Player Registration Form with attached Release Forms, if applicable, to League Officials, including umpires, upon request. If a coach is unable to produce the forms at the field or in cases of disagreement, the game shall be played as scheduled and the Category Chairperson notified

immediately after the game. The Category Chairperson will maintain copies of all Player Registration Forms and verify eligibility. Use of ineligible (including 'AP') players or suspended players will result in forfeiture of the games and possible suspension of the coach.

**14.4.5** Players must sign the back of the winning score sheet after each playoff game. Failure to do so could result in forfeiture of that game if there is a question of player eligibility.

**14.4.6** In the event that weather conditions prevent a playoff final game from being completed, Calgary Minor Softball will set a date and time for a makeup game to enable the playoff round to be completed within a two week time frame. Weather conditions, ONLY, preventing the playoff game will result in co-winners.

## **15.0 ZONE PLAYOFFS, PROVINCIALS AND TOURNAMENTS**

**Note:** The Zone Playoffs are not part of the City Playoff structure. If required, Zone Playoffs leading to Provincial Playoffs will be conducted according to the Softball Alberta guidelines.

**15.1** Provincial entry form complete with entry fee payable to Alberta Amateur Softball Association

- Zone Playdown fee of \$50.00 payable to Calgary Minor Softball by June 1.
- Coaches must submit their NCCP Certification papers at the time of Provincial Registration.

**15.2** The Zone Playdown fee will be used to offset Zone Playdown expenses for the applicable category. Unused portion of fee plus any applicable Softball Alberta hosting grant money, to the maximum of Zone Playdown fee, will be returned by Calgary Minor Softball teams after the latter of: receipt of Softball Alberta hosting grant money or attendance at the Provincial Playoffs.

**15.3** All players registered to a Calgary Minor Softball team should attend Provincials with their registered team if the team is attending.

- Exception;
- The District has formed a separate team(s) for a category.
- Districts must give all players registered in that category the opportunity to tryout.
- Two districts have formed a separate team(s) for a category
- Only applicable when both districts can show they have exhausted all possibilities of entering a team on their own.

**15.4** All players registered on a provincial roster outside their respective district must return to their respective district in the following year.



- 15.6** Teams entering Provincials are expected to enter a playoff category which corresponds to their demonstrated team capabilities. If it is brought to Calgary Minor Softball's attention that a team in our program has entered a category which creates unfair competition then the situation will be investigated and the results forwarded to Softball Alberta (Article III. D.5). Below is a guideline on where our teams should be entering Provincials.

Calgary Minor Softball Association Provincial Entry Guidelines

<b>Calgary Minor Category</b>	<b>Playing Season Location</b>	<b>Provincial Championship Entry Levels</b>
U10 Div 1	Calgary Minor Softball	A/B
U10 Div 2	Calgary Minor Softball	A/B
U10 Div 3	Calgary Minor Softball	B
U12 Div 1	Calgary Minor Softball	A/B
U12 Div 2	Calgary Minor Softball	B/C
U12 Div 3	Calgary Minor Softball	B/C
U14	Calgary Minor Softball Competitive Division	A
U14 Div 1	Calgary Minor Softball	A/B/C
U14 Div 2	Calgary Minor Softball	B/C/D
U14 Div 3	Calgary Minor Softball	C/D
U16	Calgary Minor Softball	A
U16 Div 1	Calgary Minor Softball	A/B/C
U16 Div 2	Calgary Minor Softball	B/C/D
U16 Div 3	Calgary Minor Softball	C/D
U18	Calgary Minor Softball	A/B
U19 Div 1	Calgary Minor Softball	A/B/C
U19 Div 2	Calgary Minor Softball	B/C/D
U19 Div 3	Calgary Minor Softball	C/D

- 15.7** Provincial Playoff dates and locations are as per Softball Alberta guidelines.
- 15.8** Teams attending Provincial Playoffs will receive an information package from the Softball Alberta office prior to attending. Teams are encouraged to collect "traders" (pins, etc. to exchange with other competing teams.
- 15.9 Tournaments**

Calgary Minor Softball teams are encouraged to attend Softball Alberta/Softball Canada sanctioned tournaments. Sanctioned tournaments are verified by requesting the sanction number. Sponsors of tournaments MUST obtain tournament sanctions from the Softball Alberta office. Player Insurance provided through team registration is only valid when tournaments are sanctioned by the Softball Alberta or Softball Canada affiliated members. Any team travelling Out-of-Province must have a Travel Permit through the Softball Alberta office.

Calgary Minor Softball should be informed of all tournaments to avoid conflicting tournament dates and diamonds. City and Zone playoffs have precedence over tournaments.



## 16.0 EQUIPMENT & SAFETY

### *Equipment (Reference Softball Canada Rule 3 & Softball Alberta Minor Specific Rules)*

- 16.1** A 11" core 47 ball optic shall be used for the U10 and U12 Category, boys and girls. A 12" core 47 optic ball shall be used for U14, U16 and U19. A 11" core 47 optic indoor ball shall be used for all play at the U10 level. Synthetic balls can be used if teams so desire. Rubber balls shall not be allowed. Home team shall supply one new ball (which must be used for the game) and one back up ball acceptable to both coaches, and/or umpires.
- 16.2** Bats must comply with the current Softball Canada bat standards and must be on the ASA approved Bat list and comply with all the standards. Shall be marked by the manufacturer in a prominent manner so as to be easily visible: "**Official Approved Softball**" or other notification as may be selected and approved by softball Canada. If the approval notice cannot be read due to wear on the bat, the bat may still be permitted in play if it is in compliance with Softball Canada Rules in all other respects and that compliance is determinable with reasonable certainty. See Softball Canada Rule 3.1 for the entire rule.
- 16.3** The Double Base is required for all categories.
- 16.4** Offensive Players are required to wear a correctly fitted, protective batting helmet with dual ear flaps and face guard, and properly fastened with a chin strap, at all times while batting, running the bases, or while on the playing field. (Reference Softball Alberta Minor Specific Rules).
- 16.5** An approved facemask/guard is required as part of the protective batting helmet for all players.
- 16.7** All Minor players (male and female) in the U10, U12, U14, U16, and U19 categories, regardless of positions being played, must wear an athletic support with cup for males (jock strap) or female protective pad (Jill strap).
- 16.8** Minor catchers in all categories are required to wear:
- protective helmet with ear flaps and
  - mask with the attached throat protector;
  - appropriate glove (trapper style or normal softball),
  - chest protector,
  - double knee shin guards (which offer protection to the knee cap).
- All of this equipment is to fit properly.  
Minor catchers must wear the protective helmet and mask with the attached throat protector prior to the game and between innings, when warming up a pitcher.
- 16.7** Adults or minors, warming up a pitcher, or umpiring at the plate, must wear a protective face mask or catcher's protective helmet and mask.
- 16.8** Full uniforms with numbers on the back of shirts are required for Calgary Minor Softball Association teams. This is a Softball Alberta provincial requirement when advancing beyond city play-offs or tournament play. If uniforms are worn, they must be alike in color, trim and style, and must be worn properly.
- 16.9** Metal cleats are not permitted to be worn by any player.

**16.10 Jewellery – Distracting Adornments:** The umpire is to follow the rule as set out by Softball Canada (see Rule 3. Sec. 10)

No exposed items (including jewellery) judged by the umpire to be distracting to opposing players may be worn or displayed. The umpire shall require the item to be removed or covered. Medical alert bracelets and/or necklaces, if deemed to be distracting, shall be required to be taped to the body in such a manner that the medical alert information is visible.

**EFFECT** – Sec. 10 If a player is requested by the umpire to remove jewellery and they refuse, the player will be removed from the game and ruled ineligible.

## **17.0 UMPIRES**

- 17.1** The use of official Calgary Minor Softball Umpires Association (CMSUA) umpires for any Calgary Minor Softball Association game will be at the discretion of the Umpire in Chief, Commissioner or League Director. This will depend on the availability of umpires and funds in any given year.
- 17.2** All games, including City Playoffs, must be played as scheduled even though a CMSUA umpire is not present. Home team supplies the home plate umpire, visiting team supplies the base umpire. Home team is responsible for diamond layout.
- 17.3** When an official CMSUA umpire is used, it is up to the CMSUA umpires discretion as to which team supplies the base umpire, if so required.
- 17.3** Where CMSUA umpires are not available, the same rules as for providing umpires for regular league play will apply (i.e. home team provides the plate umpire, visiting team provides the base umpire). Diamonds (and wherever possible, CMSUA umpires) will be arranged for by the Category Chairperson.



## 18.0 PROTESTS

- 18.1 The Calgary Minor Softball Association Protest Committee shall consist of five Board members, which should include the Category Chairperson concerned and the Umpire in Chief or designated alternate.
- 18.2 All Calgary Minor Softball Association protests will follow as outlined in the current **SOFTBALL CANADA Official Guide and Rule Book**. All Calgary Minor Softball Association protests **MUST** be accompanied by **a bank draft, money order, or certified cheque** payable to *Calgary Minor Softball Association* or cash for the sum of \$50.00. If the protest is lost, the team lodging the protest shall forfeit to the Calgary Minor Softball Association their protest fee.
- 18.3 All protests must be correctly submitted on a Calgary Minor Softball Protest Form accompanied by the score sheet of the game in question. Protest Forms must be received by the appropriate Category Chairperson, within 48 hours of the game.
- 18.4 Umpires and/or League Officials will in all cases note and record on the score sheet the incident and conditions affecting the protest at the time the official protest is lodged.
- 18.5 Any ruling of a Protest Committee shall affect only the game protested and not succeeding games in the series or league play.
- 18.6 Upon receipt of a protest, the Category Chairperson shall immediately notify his or her League Director and the Commissioner for further action.
- 18.7 The Protest Committee shall use best efforts to judge each protest within two (2) days from the time the protest is received by the Category Chairperson.
- 18.8 During City Championships, the protest shall be judged before the next scheduled playoff game; in a time-constraint situation, a quorum of three members shall form the protest committee. The Commissioner, or Umpire-in-Chief, or League Director must be notified immediately if a protest is filed during a playoff game in order to immediately gather the quorum to judge the protest.
- 18.9 The Protest Committee chairperson shall be responsible to immediately notify verbally the coaches and managers involved in submitting the protest, with confirmation to follow in writing to the coaches and/or managers involved, of the result of the protest.



## 19.0 APPEALS, DISCIPLINE AND SUSPENSION

- 19.1** Individuals and or teams who choose to ignore the operating rules and by-laws set forth by Calgary Minor Softball Association members will be considered to be in contempt. This willful choice places the violators to a "Non Affiliate" status. It is prohibited that teams associated with Calgary Minor Softball at all levels too willfully and intentionally play teams termed "Non Affiliate". It is understood that teams attending tournaments sanctioned by recognized programs will be temporarily exempt from this operating rule.

Team officials who willfully and intentionally violate the above operating rule will be brought forward to a Disciplinary Hearing. This may lead up to and include suspensions.

Calgary Minor Softball reserves the right to evaluate individual teams or programs that Calgary Minor Softball members may play or be asked to play. This includes exhibition games of any kind. All Calgary Minor Softball Association teams will contact the Calgary Minor Softball Association office to inquire on a non affiliated team's status prior to playing. Not being able to make contact with the office is NOT permission to play.

- 19.2** The effect for violating Operating Rules, Playing Rules or Bylaws shall include but not be limited to:
1. Warning.
  2. Removal from the game.
  3. Ejection from the game.

**Effect:** A player or team official ejected from the game for any reason will be suspended from the game, and the next scheduled game.

- 19.3** Players or individuals in any official capacity with a team shall not make disparaging, insulting, or obscene remarks prior, during or after a game, to or about opposing players, officials or spectators. The penalty for violation by a player, coach or manager is removal of the offender from the game and grounds. On the first offense, player, coach or manager may be warned, but on the second offense they are promptly removed from the game. The offender shall leave the grounds for the remainder of the game. Failure to do so will warrant a forfeiture of the game.

**Effect:** Umpires should note violation on the back of score sheet. Ejection from a game for any reason will result in the offender being suspended for at least the next scheduled game. This ruling will apply to all league and playoff games. Duration of the suspension shall be determined by the Calgary Minor Softball Appeals, Suspension & Discipline Committee. Playing a suspended player in any game will result in forfeiture of the game in question.

- 19.4** If during the course of a game, the conduct of the supporting fans of either team becomes objectionable, the umpire may suspend play for a suitable interval while an attempt is made to rectify the situation. If, after a suspension of play, there is no improvement in the situation, the umpire may, at his or her discretion, suspend the game, play to resume later at the point at which it was suspended.

**Effect:** If the game is suspended to a later date, play will resume at a time and place specified by the Division Coordinator or the Commissioner. On this occasion, should the supporting fans of the same team persist in the conduct which led to suspension; the game will be declared forfeit to the non-offending team.

- 19.5** Any player removed from the game for fighting will automatically be suspended for three (3) league games - i.e. the next three games his/her team involved in. A second such incident will result in automatic suspension for the rest of the season. Coaches and/or players involved in such unsportsmanlike conduct shall be dealt with by the Appeals, Suspension and Discipline Committee.

- 19.6** Any coach who fails to meet the principles of fair play under Rule 10.2 or substitution rules under Rule 11 shall be reviewed by the Appeals, Suspension & Discipline Committee. If a coach is perceived to be miss-using the rules, such reports shall be made to the League Office in writing. Umpires on the field will not be expected to intervene during a game.
- Effect:** Where the Appeals, Suspension & Discipline Committee finds that a team and or its coach has been found in violation of this Rule, the minimum penalty for first offence will be forfeiture of the games played in question and a suspension of the responsible coach in violation.
- 19.7** The Calgary Minor Softball Association Appeals, Suspension and Discipline (ASD) Committee shall consist of five appointed Board members, which should include the Category Chairperson concerned.
- 19.8** Suspensions may be issued by any of the President, Commissioner or League Director to members of the Calgary Minor Softball or by the League Director to members of the respective Affiliated Organization for:
- Improper conduct on or off the playing field,
  - Districts or Coach's recruiting players from other Districts
  - Failure to pay fees due to Calgary Minor Softball Association
  - Having received money for his or her services while carrying out any duties or activities on behalf of the Calgary Minor Softball Association,
  - Failure to comply with Player Registration deadline.
  - Knowing and continuing violation of the operating rules of Calgary Minor Softball Association
- 19.9** The President, Commissioner, or League Director who has issued a suspension will forward a written report to the Appeals, Suspension & Discipline Committee immediately. This report will contain all pertinent information required for cause of suspension.
- 19.10** Suspensions will be effective until judged upon by the Appeals, Suspension & Discipline Committee which will be within seven (7) days from the date the suspension was issued.
- 19.11** The Appeals, Suspension & Discipline Committee will use best efforts to meet within 7 days from the date that the suspension was issued, or the date that the incident report was received by the Category Chairperson. Attendance at the Appeals, Suspension & Discipline Committee hearing shall be open to:
- member(s) under suspension or discipline
  - individual who filed the complaint
  - any team officials or witnesses to the issue
  - umpires
- 19.12** Notification procedure of the ruling from the Appeals, Suspension & Discipline Committee to the member(s) shall be a verbal notification and written notice.
- 19.13** A suspended individual will remain ineligible to participate in Calgary Minor Softball Association throughout the duration of the suspension.
- 19.14** Teams, players, coaches or managers that have been suspended may be reinstated by the Appeals, Suspension & Discipline Committee or by majority vote at an Annual or General meeting. Suspensions may be carried over from one season to another.
- 19.15** The Calgary Minor Softball Association will recognize all Calgary Minor Softball Umpires Association, Softball Calgary, Softball Alberta, and Softball Canada suspensions.

## 20.0 DISTRICT ADMINISTRATION

Districts will operate under the Canadian Sport For Life (CS4L) and fair play philosophy with respect to player, coach and team placements .

Calgary Minor Softball Association will accept and register District teams at the Provincial A, B, C or D Category.

	<b><i>District / Association</i></b>	<b><i>Contact</i></b>
1	<i>South Bow River</i>	<a href="http://www.sbrsoftball.com">www.sbrsoftball.com</a>
2	<i>Southfour</i>	<a href="http://www.southfoursoftball.ca">www.southfoursoftball.ca</a>
3	<i>West Hill</i>	<a href="http://www.westhillsoftball.ca">www.westhillsoftball.ca</a>
4	<i>West Valley</i>	<a href="http://www.westvalleysoftball.com">www.westvalleysoftball.com</a>
5	<i>Nosecreek</i>	<a href="http://www.nosecreeksoftball.ca">www.nosecreeksoftball.ca</a>
6	<i>Strathmore</i>	<a href="http://www.strathmorefastpitch.com">www.strathmorefastpitch.com</a>
7	<i>Airdrie</i>	<a href="http://www.airdriegirlssoftball.com">www.airdriegirlssoftball.com</a>
8	<i>Cochrane</i>	<a href="http://www.cochraneminorball.ca">www.cochraneminorball.ca</a>
9	<i>Okotoks</i>	<a href="http://www.okotoksminorball.com">www.okotoksminorball.com</a>
10	<i>High River</i>	<a href="http://www.calgaryminorsoftball.com">www.calgaryminorsoftball.com</a>
11	<i>Drumheller</i>	<a href="http://www.drumhellermail.com">www.drumhellermail.com</a>
12	<i>Tsuu Tina</i>	<a href="http://www.calgaryminorsoftball.com">www.calgaryminorsoftball.com</a>



# **Calgary Minor Softball Association Bylaws**

## **Article 1.0 GENERAL**

- 1.0** The name of the society shall be Calgary Minor Softball Association, referred to hereafter as Calgary Minor Softball Association or the Association.
- 1.1** The boundaries of Calgary Minor Softball Association shall be within the boundaries of the City of Calgary.
- 1.2** The Calgary Minor Softball Association shall be affiliated with the Alberta Amateur Softball Association (Softball Alberta).

## **Article 1.1 Definitions and Terms**

### **1.1.1 Member Association:**

Member Association or Sports Association that is assigned to a geographical district for the purpose of organizing and administering a softball program.

## **Article 2.0 OBJECTIVES**

- 2.0** The objectives of Calgary Minor Softball Association shall be:
  - 2.0.1** to conduct and regulate the game of minor softball in the City of Calgary
  - 2.0.2** to promote the game of minor softball;
  - 2.0.3** to provide and maintain such facilities and equipment as may be required or obtained from time to time.
  - 2.0.4** to promote continuance of education of the youth involved on member teams, by the establishment of scholarships, trust funds, and/or educational programs for educational purposes as determined by the Board of Governors .

## **Article 3.0 DISSOLUTION**

- 3.0** In the event of a notice for dissolution of the Calgary Minor Softball Association, all assets of the Association shall be sold and the net proceeds dispensed in accordance with the wishes of the majority of the members at a Special General Meeting called for such purposes.

## **Article 4.0 MEMBERSHIP**

**4.0** The following, upon payment of dues, are entitled to become regular members of the Calgary Minor Softball:

- 4.0.1** properly constituted Districts;
  - 4.0.2** persons elected or appointed to the Board of Governors;
  - 4.0.3** persons appointed by the Board of Governors as League or category coordinators.
  - 4.0.4** persons elected or appointed as a Director of an affiliated organization as per Operating rules.
- 4.1** The following with the approval of the Board of Governors, and upon the payment of dues, may become associate members:
  - 5.1.1** properly constituted Community or Sports Associations outside the boundary of the City of Calgary;
  - 5.1.2** individual teams outside the City of Calgary boundary;
  - 5.1.3** individual teams representing youth groups within the City of Calgary;

- 5.1.4** other teams, groups, or individuals that the Board of Governors from time to time may deem acceptable.
- 4.2** Any member of Calgary Minor Softball Association may voluntarily withdraw from membership by a notice in writing to the Board of Governors through the Calgary Minor Softball Association Secretary.
- 4.3** A member of Calgary Minor Softball Association may be suspended or expelled by a vote of three quarters of the Board of Governors present at a meeting, called for such purpose, for conduct which is determined by the Board of Governors to be improper, unbecoming, or likely to endanger the interest or reputation of the Association or for willingly committing a breach of the Bylaws.

## **Article 5.0 RESCINDING OF PRIVILEGES**

- 5.0** Any member that is in arrears for fees or assessments shall have such membership privileges or renewals suspended or rescinded until such arrears are paid, with penalty.

## **Article 6.0 BOARD OF GOVERNORS**

- 6.0** The affairs of Calgary Minor Softball Association shall be conducted by a Board of Governors (Board) elected by the members.
- 6.1** The day to day business of Calgary Minor Softball Association shall be conducted by the Executive Committee subject to such limitations as imposed from time to time by these Bylaws, the Board or the membership.
- 6.2** The officers of Calgary Minor Softball Association shall be the President, Vice President, Secretary, Treasurer, Registrar and League Director elected by the members.
- 6.3** The Executive Committee shall be comprised of:
- Officers
  - Past President
  - League Director
  - Assistant League Director
  - Commissioner
  - Umpire in Chief
  - Sport Development Director
  - President of Calgary Minor Softball Umpires Association (CMSUA)
- 6.4** The Board of Governors shall consist of no more than twenty-five governors elected by the members including:
- The Executive Committee.
  - Two Representatives per district
  - Category Chairs as elected or appointed
  - The Representative directors from CMSUA
  - The Representative delegates from Softball Alberta
- 6.5** Vacancies on the Board of Governors, however caused, and as long as a quorum of, governors remain in office, may be filled by the Board by appointment. This appointment is subject to ratification for continuation to the end of term at the next general meeting of the Association
- 6.5.1** If a quorum of governors does not remain, the remaining governors shall forthwith call a meeting of the membership to fill the vacancies.



- 6.5.2** A Member of the Board who, without reasonable excuse is absent from three (3) consecutive meetings shall have the position declared vacant.
- 6.6** The number of appointees to the Board shall never exceed the number of elected members.
- 6.7** The governors shall have the power by a vote of three quarters of those present to suspend or expel any member or governor whose conduct shall have been determined by the governors to be improper, unbecoming, or likely to endanger the interest of reputation of the Association or who willfully commits a breach of the Bylaws.
- 6.7.1** A person appointed or elected a governor becomes a governor if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a governor if they were not present at the meeting but consented in writing to act as governor before the appointment or election, or within ten days after the appointment or election, or if they acted as a governor pursuant to the appointment or election.
- 6.7.2** No member or governor shall be expelled or suspended without being notified in writing or without having first been given an opportunity to be heard by the governors at a meeting called for that purpose.
- 6.7.3** A member or governor may appeal an expulsion or suspension to the membership.
- 6.8** Questions arising at any meeting of the Board, Executive Committee or membership shall be settled by a majority of votes.
- 6.8.1** The President or Chairperson of Committees at those meetings shall only have a casting vote.
- 6.9** Members of the Board shall receive no remuneration from Calgary Minor Softball Association for acting as such.
- 6.9.1** Members of Calgary Minor Softball Association including the Board may be reimbursed for reasonable expenses, if attending a pre-approved activity on behalf of the Association and upon presentation of proper receipts.
- 6.10** Members are elected to the Board of Governors for a period of two (2) years.
- 6.11** The Standing Committees of the Board shall be:
- a) Finance Committee
  - b) Fund Raising Committee
  - c) Sport Development Committee
  - d) Registration Committee
  - e) Appeals & Suspension & Discipline Committee
  - f) Calgary Minor Softball Umpires Association (CMSUA)
  - g) League Committee

The Board may create such ad hoc committees as required.

- 6.12** All members of the Board Of Governors, or Executive Committee, or officers of Calgary Minor Softball Association and their heirs, executors, and administrators, and estate, and effects, respectively, shall at all times, be indemnified out of the funds of the Calgary Minor Softball Association from:

- a) All costs whatsoever, that the person incurred in any proceedings that is brought against the person for anything whatsoever, made, done or permitted by the person in the execution of the duties of the office, and
- b) All other costs that the person incurs in or relation to the affairs of the Calgary Minor Softball Association, except the costs occasioned by the person's own willful neglect.

**6.13** All Executive, Governors, Members, and Committee Chairpersons and Committee Members have the duty to keep confidential information which has been acquired in circumstances where confidentiality was understood. Breach of confidentiality occurs when this information is used in an unauthorized manner by any of the above Members, causing harm to the person confiding the information.

- Information disclosed to Calgary Minor Softball Association Board Members and Affiliated Organizations during the course of verbal discussions shall be kept in confidence and all Members shall use safeguards to protect such confidential information. Such information shall be noted as confidential before any verbal discussions take place.
- No Member has any right to use any confidential information for personal, business or arms length transactions.
- When a Board or Committee Member resigns their position they shall return to Calgary Minor Softball Association all copies of any confidential information and other tangible material that is considered property of Calgary Minor Softball. The Board or Committee Member shall also destroy all copies (in whatever media) of any analysis, compilations, summaries, studies, investments or mailing lists prepared by Calgary Minor Softball or its representatives. The Board or Committee Member shall remove from all of their computer systems any Calgary Minor Softball software provided for the purpose of completing duties for Calgary Minor Softball. The Board or Committee Member shall thereupon certify in writing to Calgary Minor Softball that no information (including copies, summaries, analysis, studies, other documents based upon confidential information) remains in their possession.
- Obligations for this bylaw shall expire two years from the date of the Board or Committee Members resignation.
- The Calgary Minor Softball Association Confidentiality Agreement will be signed by the following
  - Executive
  - Governors
  - Committee Chairs
  - Committee Members

**Effect:** Breach of this article and failure to sign the Confidentiality Agreement may subject the member to suspension from the Association.

**6.14** All Executive, Governors, Members, Committee Chairpersons and Committee Members have the responsibility to abstain from voting on issues where conflict of interest may occur. Conflict of interest occurs when any of the above Members participates in discussion or decision-making regarding an issue or matter which may benefit that Member, regardless of the size of the benefit. The conflict results when there is a direct or indirect benefit to the Member or someone with whom the Member has a close personal relationship.

**Effect:** Breach of this article may subject the member to suspension from the Association.

## **Article 7.0 DUTIES AND RESPONSIBILITIES**

**7.0** The duties and responsibilities of the Executive Committee, Board of Governors and members of committees shall include but is not to be solely restricted to the following

### **7.1 President**

- shall be the Chief Officer and principal spokesperson for the Association.
- shall be the primary signing authority for all contracts, lease agreements, etc. made out in the name of the Association.
- shall chair all meetings of the membership, Board of Governors and Executive.
- shall be ex-officio member of all committees
- shall prepare, with the Secretary, the Agendas of all meetings of the membership, the Board and Executive.

### **7.2 Vice President**

- shall assume the duties of the President in the absence of the President
- shall perform such other duties as decided by the Board.

### **7.3 Secretary**

- shall attend and record the minutes of meetings of the membership, the Board and Executive Committee
- shall take receipt of minutes of Association Committees and document them for record.
- shall have charge of the "Seal of the Calgary Minor Softball Association" which, when used, shall be authenticated by the signature of the President and Secretary.
- shall have charge of all correspondence of the Association.
- shall issue notices of all meetings of the membership, Board and Executive.
- shall co-ordinate the inspection (by members) of all Calgary Minor Softball Association records when requested and approved by the president, and upon prior forty-eight hour written notice to the president.

### **7.4 Treasurer**

- shall receive and account for all monies paid to and disbursed by the Association.
- shall chair the Finance Committee
- shall present a detailed account of receipts and disbursements to the Board when requested.
- shall instruct and supervise account holders in the accounting methods of the Association.
- shall prepare for submission to the membership a statement duly audited of the financial position of the Association.
- shall co-ordinate budget preparation from the committees.
- shall present the budget for the forthcoming fiscal year at the Annual Meeting.
- shall be the primary signing authority for the Association cheques.

### **7.5 Registrar**

- shall ensure each team player is properly registered with Calgary Minor Softball Association and Alberta Amateur Softball Association.
- shall ensure each team is properly registered.
- shall receive team registration fees and account for same with the treasurer.

### **7.6 Sport Development Director**

- shall chair the Sport Development Committee
- shall present regular updates to the executive committee and the board of directors
- shall lead the organization through establishing vision of the development of players and coaches

**7.7 Past President - – ad-hoc or standing as appointed**

- shall provide continuity and guidance to the Board.
- shall be the Nominating Committee Chairperson to preparation for the annual election of the Board of Governors.

**7.8 Committee Chairperson**

- shall be responsible to the Board for the efficient operation of the committee
- shall orient the committee members regarding the objective for the committee.
- shall represent the committee on the Board of Governors
- with the Account Holders be responsible for the accounting of monies received and/or dispersed by the committee.
- prepares the budget of the committee.
- chairs the meetings of the committee.

## **Article 8.0 FINANCE**

- 8.0** The fiscal year end of the Association shall be December 31st.
- 8.1** The membership shall appoint an independent auditor at the Annual Meeting for the forthcoming year.
- 8.2** The audited financial statement shall be presented to the membership at the next General Meeting, followed the fiscal year end.
- 8.3** The financial records of the Association are the property of the Association and shall be surrendered to the Association when requested by the Board of Governors.
- 8.4** The records of the Association shall be available at the Calgary Minor Softball Association office, for inspection by all members having given prior written forty eight hours notice to and received approval of the president.
- 8.5** Operating accounts may be established for any committee or routine operation of the Association. All other funds shall remain in the General Account.
- 8.5.1** The Treasurer and any one of the following shall be signing authority on the Association's account: President, Secretary.
- 8.5.2** The Finance Committee is authorized to assign securities or financial instruments held by the Association.
- 8.6** Any expenditure may be approved by acceptance of a budget, but the aggregate of such expenditure must not exceed that budget, without additional approval of the Board of Directors.
- 8.7** The Board may borrow a sum, not to exceed \$15,000.00 as necessary to carry out the objectives of the Association; any amount over \$15,000.00 must be approved by a special resolution of the membership.

## **Article 9.0 MEETINGS**

- 9.0** The membership of the Calgary Minor Softball Association shall meet, at the call of the President, annually in the month of February.
- 9.1** The business of the Annual General Meeting is not limited to, but shall include the following:
- a) Approval of Agenda
  - b) Reading of Minutes of previous General Meeting
  - c) Reports for Committees
  - d) Appointment of Auditors
  - e) Elections
  - f) Amend Bylaws
  - g) Setting of Membership Fees
  - h) Motion to Adjourn
- 9.1.1** The quorum for the Annual General Meeting shall be six percent (6%) of the voting membership in good standing.
- 9.1.2** Notice of the Annual General Meeting shall be published in the local press giving no less than thirty (30) days notice.

- 9.2** A Special General Meeting of the membership shall be called by the President.
- a) Prior to start of the playing season;
  - b) When the need arises;
  - c) Upon the written request of nine (9) governors;
  - d) Upon the written request of twenty five (25) members of the Association
- 9.2.1** No less than fifteen-(15) days notice in the press shall be given for a Special General Meeting.
- 9.2.2** A quorum at a Special General Meeting shall be four percent (4%) of the voting membership in good standing.
- 9.3** The Board of Governors shall meet regularly, monthly.
- 9.3.1** The Members of the Association may attend the regular meetings as observers. They may present requests and questions to the Board upon being placed on the agenda prior to the meeting.
- 9.3.2** A quorum at a regular meeting of the Board shall be thirty percent (30%) of serving Board Members, to be rounded down to the nearest whole number.
- 9.4** Voting at meetings of the membership shall be limited to regular members as follows:
- a) a representative from member Associations, one (1) vote
  - b) a coach or manager from participating teams (registered via the team registration), one (1) vote
  - c) those elected or appointed in accordance with paragraph 4.0 b) or c), one (1) vote each.
  - d) all voting will be done by a show of hands or secret ballot. No voting by proxy will be permitted
- 9.5** Voting in special circumstances
- a) Votes maybe cast in person, by phone or by email in special circumstances necessitated by time sensitive issues. The outcome of the voting will be recorded in the next month's minutes

## **Article 10.0 AMENDMENTS TO BYLAW**

- 10.0** These Bylaws may be rescinded, altered or added to by passing a special resolution at a general or special meeting.

# Calgary Minor Softball Umpires Association

## Operating Rules

### **ARTICLE I MEMBERSHIP**

- 1) **MEMBERSHIP** Shall be open to any resident of Alberta, or any person moved to Alberta who has current Softball Canada transfer documentation, providing they support the aims and objectives of the Association. To be eligible to vote you must be a member in good standing of the Association.
- 2) **ADMISSION TO MEMBERSHIP** Upon payment of the annual membership dues, anyone applying and meeting the requirements of Article 1 Section 1 may become a member, providing they attend the appropriate clinics and meet all of Softball Canada requirements for an umpire.
- 3) **DURATION** Membership shall be in effect from April 1st of the current year and shall expire on March 31<sup>st</sup> of the subsequent year providing no suspension and or expulsion was enacted during this time period.
- 4) **WITHDRAWAL FROM MEMBERSHIP** Any member who desires to withdraw from membership in the Association shall notify the Executive in writing within 30 days of the date of withdrawal. Withdrawal will become effective upon receipt of the notification by the Executive. No refund of dues will be granted on withdrawal of a Member from the Association.
- 5) **SUSPENSION** The Executive may expel or suspend any member from membership in the Association who, in the opinion of the Executive, may be deemed to be acting in a manner detrimental to the Association, providing such member is given the opportunity to have a proper hearing before the Executive. The Executive may also expel or suspend any member for failure to pay dues within the time frame required by these by-laws.

### **ARTICLE II OFFICERS**

- 1) **OFFICERS** The Officers of the Association shall be defined as the President, Past President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Three (3) Category Directors. The Category Directors shall represent the U19, U16 and U14 Divisions of the Calgary Minor Softball Association. In addition, the elected Executive may appoint up to five (5) Directors-at-Large who shall be accorded all the rights, privileges and responsibilities of an Officer of the Association.
- 2) **GOOD STANDING** Each Officer must be a member in good standing with the Association throughout the term of his/her office.
- 3) **DUTIES OF OFFICERS**
  - a) The President shall preside at all meetings of the Association and Executive. The President shall appoint such committees as are deemed necessary subject to approval of the Executive. The President shall be an Ex-Officio member of all committees except the nominating committee. The President shall perform such other duties as usually pertain to the office of President.
  - b) The 1<sup>st</sup> Vice-President shall, in the absence of, or at the request of the President, preside at all Association and Executive meetings and perform other duties as may be assigned by the President or Executive
  - c) The 2<sup>nd</sup> Vice President shall, in the absence of, or at the request of the President and 1<sup>st</sup> Vice-President, preside at all Association and Executive meetings and perform other such duties as may be assigned by the President or Executive.
  - d) The Secretary shall attend all meetings of the Association and keep accurate Minutes thereof. The Secretary shall be responsible for replying to correspondence of the Association. The Secretary shall be responsible for the maintenance of the Association Bylaws including a review of the bylaws every five (5) years. The next review of these bylaws must take place prior to the 2015 Annual General Meeting.
  - e) The Treasurer shall be responsible for collecting all dues, fees and other moneys of the Association and shall deposit Association funds as the Executive may direct. The Treasurer shall

- make disbursements only upon authority of the Association. The Treasurer shall arrange for an audit of the books and records of the Association at the close of the fiscal year. The Treasurer shall present a financial report at each and every Executive meeting and at each Annual General Meeting.
- f) Each Director shall represent the U19, U16 and U14 Divisions of the Calgary Minor Softball Association and act as a liaison officer with the Division Chairperson. The Director shall not have any dealings with league representatives unless they have first communicated with the Calgary Minor Softball Association Division Chairperson.
  - g) Each Director-at-Large shall perform such duties as assigned by the Executive.

### **ARTICLE III EXECUTIVE**

- 1) **MEMBERS** The Executive shall be comprised of the elected and appointed Officers of the Association. The position of Past President shall be held by a member in good standing who last held the position of President and who is not currently an elected Officer. The position of Past-President shall be accorded all rights and privileges of an elected Officer.
- 2) **POWERS** The Executive shall constitute the governing body of the Association with powers to disburse moneys, appoint committees and generally to perform all such acts of administration as may be deemed necessary or expedient for the proper function of the Association. All the powers of these bylaws shall be vested in the Executive subject to any directions given to the Executive by a majority vote of any annual general or special meeting. Any individual expenses in excess of \$250 which are outside the annual approved budget of the organization must be approved by a majority vote of the Executive.
- 3) **QUORUM** Six (6) members of the Association shall constitute a quorum for all meetings of the association, provided however that one-half (1/2) of the Executive is in attendance.
- 4) **NOTICE** A minimum of 7 days notice of all Executive meetings shall be given to all Executive members thereof.
- 5) **MEETINGS** Meetings of the Executive shall be held as often as the business of the Association shall require. A minimum of six (6) meetings shall be held per annum.
- 6) **ADDITIONS/DELETIONS** Any additions or deletions to the officers may be filled by the Executive subject to ratification at the next Annual General Meeting if the term of the filled position goes beyond the Annual General Meeting.

### **ARTICLE IV COMMITTEES**

- 1) **COMMITTEE APPOINTMENT** The President, with the approval of the Executive, may appoint such committees as shall be deemed necessary for the Association.
- 2) **COMMITTEE DUTIES** The duties of each committee shall be determined by the Executive at the time of the formation of each and every committee and may be amended on an as required basis.
- 3) **COMMITTEE DISBANDS** All committees shall be considered disbanded as of the subsequent Annual General Meeting unless the term or service is specified otherwise by the Executive at the time the committee is formed. Directors-at-Large shall be appointed by an Executive order for a period not to extend past the next Annual General Meeting.

### **ARTICLE V NOMINATIONS & ELECTIONS**

- 1) **ELECTION PREAMBLE** All Officers of the Association shall be elected at the Annual General Meeting of the Association. Any not elected at the Annual General Meeting may be appointed by the Executive at a later date subject to Article III Section 6.



- 2) **OFFICER'S TERM** The term of office for the Elected Officers shall be a period of Two (2) years and shall be done in the following manner: President, 2<sup>nd</sup> Vice President, Secretary and Directors from U16 and U14 elected one year and the 1<sup>st</sup> Vice President, Treasurer and U19 Director elected in the alternate year.
- 3) **ELECTION SEQUENCE** Officers shall be elected in the following order: In the first year, President, 2<sup>nd</sup> Vice-President, Secretary, U16 and U14 Directors. In the second year, 1<sup>st</sup> Vice-President, Treasurer and Midget Director.
- 4) **NOMINATING COMMITTEE** A nominating committee, which may be a Nominating Chairperson acting alone and/or comprised of member or members of the Association shall be appointed prior to the Annual Meeting and shall conduct the elections at the Annual Elections.
- 5) **NOMINATIONS** Nominations may be made from the floor providing the nominee is present or has given written consent to his/her nomination. All nominees must be members in good standing of the Association.
- 6) **SECRET BALLOT** Elections shall be by secret ballot. If there is only one nominee, the nominating committee chairperson shall declare that Nominee the winner by acclamation, and so recorded. Written proxies are not allowed.
- 7) **MAJORITY VOTE** A majority of those in attendance and entitled to vote shall be required to elect anyone to office. In the case of a majority vote not being obtained on the first ballot, the candidate having the least amount of votes shall be dropped from the list of nominees and the ballot shall be taken again. This procedure shall be repeated until one candidate has the majority of votes required. Only members nominated shall be eligible for elections.
- 8) **ASSUME OFFICE** Officers elected at the Annual Meeting shall assume office within One (1) month of the date of their election.
- 9) **RESIGN CURRENT OFFICE** Any member of the Executive wishing to run for another office must first resign their current position.

#### **ARTICLE VI MEETINGS**

- 1) **ANNUAL MEETING** The Association shall hold an Annual Meeting within Ten (10) months after its fiscal year end.
- 2) **SPECIAL MEETINGS** Special Meetings may be called at any time by the Executive. The Executive Shall, upon written request of one-third (1/3) of the members, call a Special Meeting for the consideration of any matter specified in such request.
- 3) **NOTICE OF MEETINGS** All Members of the Association must be given 30 days notice of all Special or Annual General Meetings.
- 4) **VOTING AT MEETINGS** Every Member in good standing shall be entitled to One (1) vote at any meeting of the Association. Members must be present at the meeting to be entitled to vote.
- 4) **QUORUM** Six (6) of the active Members in good standing shall constitute a quorum for the Annual General Meetings provided one-half the executive are in attendance. Seventy-five (75) percent of Active Members in good standing shall constitute a quorum for Special Meetings.

#### **ARTICLE VII REVENUE**

- 1) **MEMBERSHIP DUES** The annual membership dues of the Association shall be such sum as is approved by the Executive from year to year.

## **ARTICLE VIII FINANCE**

- 1) **FISCAL YEAR** The fiscal year of the Association ends March 31<sup>st</sup> in each and every year.
- 2) **SIGNING AUTHORITY** The Association may operate such bank accounts as may be deemed necessary and signing Officers shall be any Two (2) of Three (3) of the Executive named by the Executive, but the President and Treasurer shall be Two (2) of the Three (3) so named by the Executive.

## **ARTICLE IX BOOKS AND RECORDS**

- 1) **BOOKS AND RECORDS** The books and records of the Association may be inspected by any member of the Association at the Annual General Meeting of the Association, or at any time upon giving a minimum of 14 days written notice to the Executive and arranging a time satisfactory to the Officer or Officers having charge of same.

## **ARTICLE X REMUNERATION**

- 1) **OFFICER REMUNERATION** Officers and Members of the Association shall not receive any remuneration for their services on behalf of the Association unless authorized by the Association at the Annual General Meeting.
- 2) **ASSIGNOR AND UIC REMUNERATION** The assignor and the Umpire In Chief will be compensated for game assignments as laid out by the Executive.

## **ARTICLE XI AMENDMENTS**

- 1) **CHANGE IN BYLAWS** These By-Laws may be rescinded, altered or added to by a Special Resolution passed by a majority of not less than Seventy-five (75%) of such members entitled to vote as are present in person at an Association meeting of which Thirty (30) days notice specifying the intention to propose the Resolution as a Special Resolution has been duly given. See Article 2 Section 3 for bylaw revision responsibilities and schedule.

## **ARTICLE XII AFFILIATION WITH PROVINCIAL ASSOCIATIONS**

- 1) **ASSOCIATION** It shall be a policy of the Association to affiliate each year with the Alberta Amateur Softball Umpires Association or any successor Association with similar objectives and with the Alberta Amateur Softball Association or any successor Association with similar objectives.
- 2) **MEETING ATTENDANCE** Delegates to Annual or Special Meetings of the Associations noted in Article XIII Section 1 shall be appointed by the Association or by the Executive. Provisions for partial or full expenses of such delegates may be approved by the Executive.

## **ARTICLE XIII DISCIPLINE**

- 1) **DISCIPLINE COMMITTEE** Upon completion of the officer election, a committee to deal with discipline shall be put in place until the following election. The purpose of this committee is to deal strictly with members who willfully violate the Code of Ethics or in the opinion of the Executive, may be deemed to be acting in a manner detrimental to the Association.
- 2) **DISCIPLINE COMMITTEE COMPOSITION** The committee will consist of: President, a Category Director and the Commissioner of the league so affected. Any decision suspension or fine will be binding. Any member not conforming to these decisions will be suspended indefinitely.

## **ARTICLE XV GENERAL**

- 1) **INAPPROPRIATE BEHAVIOUR** Any inappropriate or demeaning behavior illustrated by any team or league official shall be reported to the governing body of that team or league.

# Polices, Terms of Reference and Procedures

## WEATHER POLICY

The Weather Network Channel or website ([www.theweathernetwork.com](http://www.theweathernetwork.com)) will be used as the guide for Calgary Minor Softball.

Games may be cancelled by Calgary Minor Softball when the weather is below +4 degrees Celsius including the wind-chill or other unsafe conditions. Calgary Minor Softball Umpires and Parent Umpires will have the authority to cancel games at any time if they feel weather conditions are unsafe or due to darkness.

### **“If you can see it, flee it; If you can hear it, clear it”**

The 30/30 rule (rule 1 and 2) says to shut down when lightning is 10 km's away. Use a “flash to bang” (lightning to thunder) count of five seconds equals 1.7 km's. Keep an eye on the sky. Note when skies darken or gusty winds develop. Have a place of shelter in mind, and a plan to get there.

**Rule 1:** When you can count less than 30 seconds between the lightning strike and the thunder, the storm is **less** than 10 km away. There is an 80% chance the next strike will happen within that 10 km. It is time to take cover. But, often, it's hard to remember to count off seconds, or how many, and keep tally of the score too, and pay attention to the game, and watch the sky, and so on. Too confusing! So, here's the trick. Sound can carry great distances when the atmosphere is stable and quiet, like early mornings. But sound doesn't travel nearly as far during a stormy afternoon. Essentially, if you can hear the thunder, you're in the strike zone. Take cover!

**Rule 2:** Wait 30 minutes after the last clap of thunder before resuming your activity. Naturally, watch for broken tree limbs, fallen power lines or flooding that may have been caused by the storm.

### **GENERAL SAFETY TIPS**

#### **Move to a safe location:**

A large permanent building or metal vehicle is best.

*Unsafe* places are near metal or water; under trees; on hills, near electrical/electronic equipment.

Lightning likes power lines, metal, electrical conductors, high places, prominent or tall objects. It looks for the easiest or shortest path to the ground.

Safe places are homes and buildings. Close windows and doors then stay away from them. Lightning can go through both. It can strike through walls too, so stay away from outside walls if you can. Most cars and trucks are safe too. The metal body shields the interior (the tires have no affect). If you're caught in the open, try a valley or ravine. Get low. If you're in a wooded area, hide near a small tree or shrub.

If no shelter is available, crouch down, feet close together with head tucked down. Don't lie flat. If you're in a group, spread out, so that individuals are several meters apart.

Don't be the tallest object around. Stay away from the tallest objects too. Don't carry softball bats, or an umbrella. Don't wear metal cleats. Don't go under a tree or by a metal fence. Don't take cover in a stand-alone shed. More Canadians are killed or injured by lightning than by any other summertime weather event, and most of those affected are involved in a sporting event of some kind. Remember that even a small-for-his-age-nine-year-old is very tall when he is standing alone in centre field.

## PLAYER ELIGIBILITY, RELEASE & TRANSFER POLICY

1. Players will be separated into age groups as set out by the AASA (Softball Alberta) rule book. It is the coach's responsibility to ensure the correct ages of their players are on their registration form.
2. Ages will be verified by Calgary Minor Softball a copy of one of the following documents:
  - Birth Certificate, Alberta Health Care Card (photocopy) or a letter duly signed by a Notary Public or Commissioner of Oaths or;
  - Calgary Minor Softball registration number or;
  - Passport or Baptismal certificate, Drivers License, or Alberta Health Care Card.

**Effect:** Penalty for playing over-age players is forfeiture of game(s) and the possible suspension of coach for the balance of the season. Note: Approved Over age status on file with Calgary Minor Softball Association.

**Note: Over age exception request form**

3. Players will play for that Calgary Minor Softball recognized District in which they have permanent residence. If there is no team of their age category within the District boundaries in which they reside, they will be released to play in another recognized District.

### RELEASES:

4. A player, residing within a Calgary Minor Softball Association (CMSA) recognized district boundary, must initially register with their assigned district program. At time of registration, if a release request is made or anticipated, Calgary Minor Softball Association recommends the collection of player fees be deferred until a final decision has been made. Releases / Transfers between districts will be submitted to the Commissioner of Calgary Minor Softball Association for acknowledgement.
5. Calgary Minor Softball Association shall enforce the player release policy as set out by the Association. **Effect: Failure to comply with this policy will result in Suspension of the coach, team and/or players until all player release requirements have been met.**
6. **Procedure:** All completed requests for releases/transfers must accompany team registration forms on the date set annually by the league. This will ensure that no players are denied releases once the season and teams are underway.
7. **Player Release Request Form:** must be completed annually for each player who intends to play out of their designated district. The form must be signed by the requesting district, the releasing district and the Commissioner for Calgary Minor Softball Association.
8. **Player Permanent Release Request Form:** must be completed for all players who intend to play out of their designated district on a permanent basis. The form must be signed by the requesting district, the releasing district and the Commissioner for Calgary Minor Softball Association. This is intended to release a player out of district indefinitely, and avoid unnecessary paperwork for players who will be released on an annual basis. Once the transfer is complete the player now is part of the accepting District. If the player returns to their previous District a release will be required..
9. **Player Transfer Request Form** between Districts must be completed for all players who are being transferred from their designated district to another program, usually due to a program being unable to accommodate particular players due to lack of players in a particular category. The Player Transfer is for the current season only

10. A player who has been registered with a District in which they do not reside will require any future transfers or releases to be authorized by out of residence District.

**Appeal Process:** If a player release is not granted by the district, the player has the right to appeal the refusal to the Calgary Minor Softball Association Appeals, Suspension and Discipline Committee. The decision of Calgary Minor Softball Association is final.

**Documentation:** A copy of all releases will be kept on file with Calgary Minor Softball Association.

## RECRUITING POLICY

Calgary Minor Softball upholds a strict no recruiting policy; no person may recruit players from other districts.

A person found to be and/or suspected to be recruiting can result in the league conducting a hearing.

Coaches must go through coaches in order to ask players to join their team for Provincials. Coaches are not permitted to go directly to the player. All players that play on a Provincial team outside their district must return to their respective district in future years to play



## OVER AGE PLAYERS POLICY

Those players wishing to register for a category younger than their age as of December 31 of the current playing season must apply for over age Player Status (see "Forms").

Only first year players in a division will eligible for over age

### NOTE:

**Applications will be approved based on circumstances submitted. The final decision will be made by the ASD committee**

### Over Age Conditions

The following conditions must be adhered to in order to maintain over age status. Over age Status *may be revoked at* any time when it is deemed that the actions of the player are not in the best interests of those affected by his/her actions.

1. Over age players are not eligible to play in Provincial Championships in that category.
2. Over age players are not eligible as affiliates to a higher Division or Category.
3. Over age approval is for games within Calgary Minor Softball only. Additional approval must be secured for any activity outside the Calgary Minor Softball league City of Calgary from the respective Tournament Organizers.
4. The Over age player is eligible for Calgary Minor Softball league and playoff games.

Note: It is up to the coach to notify any tournament organizer of tournaments entered.

### Applying for over age Status

The over age Player Application (see "Forms") must be completed and emailed or faxed to the Calgary Minor Softball office at [Fastpitch@calaryminorsoftball.com](mailto:Fastpitch@calaryminorsoftball.com) or fax 403-229-3799 along with any necessary documents as described in "**Pre-Requisites for Obtaining Over age Status**". An assessment of the player within his proper age category may be requested at the discretion of Calgary Minor Softball and a suitable time to view the player will be arranged. Only after final approval is granted by Calgary Minor Softball is the player permitted to participate in any tryout, practice, exhibition or league game with the team in the lower age category.

The decision will be made by the Commissioner of Calgary Minor Softball and any appeals will be brought to the Appeals committee for final review



## **COMMUNICATION POLICY**

The League Director will be designated the "crisis management lead person", directing and coordinating all aspects of the organization's response including managing the messages and the media. In major crisis, the jobs may be divided to facilitate efficient handling of the situation as seen fit by the League Director.

Only the League Director or (in their absence), the League President are authorized to release information to the media and to the public. All other staff, board, and committee members should be professional and helpful to the media by connecting them with the spokespeople, but will neither speak to the media, nor provide any information.

"No comment" is never an acceptable response. If an answer is unknown or cannot be immediately answered, make note of the question, tell the inquirer you will get back with him/her, and do so. If the question cannot be answered due to a policy (such as sharing personnel information, etc.) let the inquirer know that. . Personnel matters are to remain confidential.

When possible, responses should be proactive, responsive, and action-oriented.

If required the Executive Board of Governors will convene to strategically review the situation and manage the communications surrounding the issue.

### **Before Going Public**

- Determine crisis communications lead person who is responsible for ensuring all tasks are completed
- Determine the crisis communication spokesperson who will answer all media and other inquiries
- Assess the situation to determine the facts
- Determine appropriate response/action
- Create plan of action for internal and external communications.
- Develop factual, detailed messages that reflect the status of the crisis, the Association's response, and, if possible, proactive steps to resolve the situation.
- Determine if a press release, web and/or voicemail updates are necessary.

As soon as practical in a crisis, the Executive Governors will be notified

Approved November 8, 2011

# SECURITY SCREENING POLICY – POLICE CHECKS

## POLICY STATEMENT ON VOLUNTEER SCREENING

The Calgary Minor Softball Association (CMSA) is committed to creating and maintaining a sport environment in which all participants are provided some protection against known child abusers or people with serious criminal records. Implementation of the following policy will also help minimize liability for volunteer directors and coaches within Calgary Minor Softball Association. Calgary Minor Softball Association uses the information obtained from the police background check to ensure that there is nothing in a person's criminal record that would indicate that you are not suitable to work with children in any of Calgary Minor Softball's District Programs. If the check is acceptable, we simply note on the file that you had a satisfactory police background check. We will not disclose your police background check to any third party. For Calgary Minor Softball purposes police checks are valid for 36 months from the Clearance date. Calgary Minor Softball will pay any required fees to the Check done.

Failure to have a Police Record Check done may result in immediate suspension from any and ALL team and Calgary Minor Softball activities (games, practices, etc.) until the appropriate documentation has been received.

1. Calgary Minor Softball Association has approved the mandatory Police Check clearances in the following situations:
  - 1.1. All Calgary Minor Softball Association Coaches, staff, Governors, all other volunteers listed on the player roster working with Teams are to be Police Check cleared.
  - 1.2. On a team roster of a team going to any age / gender competitive level Provincial or Regional Championship;
  - 1.3. On an official team sheet / roster of any team seeking permission from their District of Province to travel outside of their local community / district.
2. In addition to the above, the mandatory Police Check clearances in the following situations:
  - 2.1. All Governors and Staff of Calgary Minor Softball Association;
  - 2.2. All Calgary Minor Softball Camp and Course Instructors;
3. Clearance forms will be required on initial engagement, and every 36 months thereafter.
  - 3.1. When clearance is not given and the individual wishes to contest their status then a review process shall be followed.
  - 3.2. When an individual had previously not been cleared, but had previously satisfactorily undergone the review process and, if no new occurrences are evident from the last screening, then that individual will not be required to undergo a further review for the same occurrence.
  - 3.3. All review hearings must be held in absolute strict confidence.
  - 3.4. The applicant will be responsible for providing any documentation or police presence needed to explain why his or her past record or behavior should be a non-issue in determining his or her continuing ability to participate in the sport.



4. Calgary Minor Softball Association review process will be initiated when a Calgary Minor Softball Association member wishes to contest their status and has provided written notification of such intention.
  - 4.1. The Calgary Minor Softball Association Review Committee will consist of the Discipline Committee.
  - 4.2. The Calgary Minor Softball Association Review Committee shall review those individuals who have identified their failure to clear as one of the four items listed:
    - 4.2.1. Driving under the Influence;
    - 4.2.2. Shop Lifting or Petty Theft;
    - 4.2.3. Public disturbance / mischief;
    - 4.2.4. Personal use of recreational drug(s).
  - 4.3. The Calgary Minor Softball Association Review Committee shall decline to review those individuals who have identified their failure to clear for reasons other than listed on the document.
    - 4.3.1. The Calgary Minor Softball Association Review Committee will make their determination on a case-by-case basis.
    - 4.3.2. If the individual wishes to contest their status further they have the right to appeal directly to the ASD Committee.
5. Police Record Check Criteria:
  - 5.1. Individuals with outstanding Criminal Code convictions or charges pending for the following offences will not be accepted to volunteer in any of the above positions. No time exclusion for any of the criteria with the exception of criminal offences related to bona fide occupational requirements where the time exclusion window will be up to ten years (i.e. fraud - treasurer's position). These offences include, but are not limited to the following...
    - Physical or sexual assault
    - Current prohibitions or probation orders forbidding contact with children under the age of 14
    - Indictable criminal offences for child abuse
    - Any violent offence against children
    - Outstanding convictions or charges pending for any violent offences, whether or not it involved
    - Weapons
    - Any offence relating to children that the Association deems inappropriate
    - Individuals with outstanding convictions, (within last ten years) for criminal offences related to bona fide occupational requirement or qualification may be excluded from a position of trust depending on the circumstances (i.e. fraud)
6. Every member or volunteer, once accepted, is obliged to inform the Executive Director and President of Calgary Minor Softball if he/she is charged, tried or convicted of any offence under the criminal Code or under other federal or provincial statutes if that offence is relative to a position of trust held by the individual.

Approved November 8, 2011

## ABUSE & HARASSMENT POLICY

The *Calgary Minor Softball Association (CMSA)* Executive, Board of Governors and Committee Executive are dedicated to providing a fun, safe and abuse free sporting experience to all minor aged players in our city wide league. They also extend this commitment to all coaches, team representatives, league chairmen, program co-coordinators, umpires, umpire assignors and office staff. *Unacceptable Behavior* towards any Calgary Minor Softball Association member who is trying to fulfill their duties or any player on or off the playing field will not be tolerated.

**Definition:** *Unacceptable Behavior*

"An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing any coach, player, certified or volunteer umpire, league volunteer, office staff or spectator"

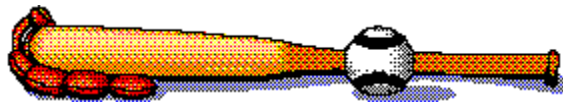
It is the responsibility of any community representative, parent, coach, player or official to report any incident of abuse or harassment to the Calgary Minor Softball Association Executive Director where this information will be pass along to the Disciplinary Committee. This is to be the start and implementation of the Appeals, Discipline and Suspension Policy. It is not the responsibility of any parent, coach, player or official to take matters into their own hands. Once the incident has been reported to the Calgary Minor Softball office (Appeals, Discipline and Suspension Committee) within 24 hours the policy process will then begin.

Coaches, Players, Spectators will be required by the Calgary Minor Softball Association to leave the playing field if they are involved with any of the following acts:

- Swearing directly at another player or the Umpire
- Intentionally pushing, shoving or making physical contact with a player, coach, parent or umpire
- Making comments to instigate an altercation with another player, coach, parent or umpire

In addition to being dismissed from the game, a one week suspension (or more) may be assigned by the Calgary Minor Softball Association Discipline Committee to the involved player, team, coach, and parent.

Approved November 8, 2011



# **PRIVACY POLICY**

## **Calgary Minor Softball's Commitment to Privacy**

Calgary Minor Softball respects the privacy of its members, players and volunteers. Protecting the confidentiality of your personal information is important to us. We will manage your personal information with care.

## **Personal Information**

Calgary Minor Softball may collect personal information about you in person, over the telephone, by mail, through the internet or through your participation. The types of information may include:

- ✦ Name
- ✦ Mailing address
- ✦ Telephone number
- ✦ Email address
- ✦ Date of birth
- ✦ Skills Incidents
- ✦ Player Statistics
- ✦ Fax Number

It is always your choice whether or not to participate in a Calgary Minor Softball program. However, if you participate, we will need to collect, use and disclose some personal information otherwise it may not be possible for us to provide some services.

## **How We Will Use Your Information**

Calgary Minor Softball collects personal information for the following reasons:

- ✦ To identify you
- ✦ To register your team with Softball Alberta
- ✦ Maintain current list of volunteers
- ✦ To affiliate with other Softball Organizations

We may share your personal information with other parties but only in the following circumstances:

- ✦ In order to administer the services we provide to you, we may share information organizations such as data storage providers or companies that provide insurance or registration services.
- ✦ Share information with other teams you play
- ✦ Disclose incidents to authorities
- ✦ Take Disciplinary actions resulting from incidents
- ✦ Comply with legal and insurance requirements
- ✦ Provide umpire coordinators with names of possible umpires

Calgary Minor Softball will not sell your personal information to any organization for any purpose.

### **Giving Consent**

Calgary Minor Softball will obtain your consent to collect, use and disclose personal information in accordance with this privacy statement, except where otherwise permitted or required by law.

Consent may be express or it may be implied in appropriate circumstances.

You may choose not to provide us with personal information, however, a decision to withhold personal information may restrict our ability to provide you with some services. It may also make it difficult for us to communicate with you.

### **Minors**

A parent and/or guardian will be required to provide consent on behalf of a minor.

### **Withdrawing Consent**

You may withdraw your consent to Calgary Minor Softball Association for the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, and reasonable notice. If you withdraw your consent, the implications of that withdrawal may be that Calgary Minor Softball is not able to provide or continue to provide you with the service you requested. In addition, the ability to communicate with the person may be diminished. A withdrawal of consent will not be effective in relation to the recording and reporting of incidents.

To withdraw consent contact our office and identify which personal information you no longer wish to be collected.

### **Access to and Changing your Personal Information**

If you want to access or verify the accuracy of your personal information you should contact the office. At the time your request is received, we may ask for specific information to verify your identity before the personal information can be revealed.

There may be instances where the personal information may not be disclosed.

- The personal information includes references to other persons,
- The information has already been destroyed due to legal requirements or because it is no longer needed,
- It cannot be disclosed for legal reasons

Where an error or inaccuracy is noted in personal information, Calgary Minor Softball will make proper changes. We will provide a copy of the corrected information upon request.

### **Questions**

Questions or concerns related to personal information collected by Calgary Minor Softball are to be directed to the Executive Director.

Approved November 8, 2011

## CONFLICT OF INTEREST POLICY

**Definition:**

A conflict of interest occurs when a Calgary Minor Softball Member has the potential to financially gain/lose through a decision of the Board or where there is a conflicting obligation to another organization and Calgary Minor Softball; where a member, therefore, has a personal or private interest, sufficient to influence or even appear to influence. Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to Calgary Minor Softball Association. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgment could be influenced. Personal involvement includes, but is not limited to, a team that his or her child plays on, a team or division on which a family member is part of the coaching staff, or any situation with which they or members of their immediate families are involved.

All members will, by all honorable means, advance the interest of Calgary Minor Softball and will not express opinions contrary to the decisions or initiatives of the Board.

The Board shall decide whether or not the member should be excluded from discussion and/or voting.

In cases in which conflict of interest arises, the member in conflict will remove themselves from the Board of Directors or Committee meeting until the issue has been resolved.

Every Director and Officer of the Association must respect the confidentiality of matters brought before the Board for consideration.

Failure to disclose a conflict will result in removal from the organization.

*Cross reference to Bylaw Article 6.14*

## ILLICIT SUBSTANCE, SMOKING, ALCOHOL POLICY

The *Calgary Minor Softball Association (CMSA)* Executive, Board of Governors and Committee Executive are dedicated to providing a fun, safe and smoke free experience to all minor aged players in our city wide league.

Smoking is prohibited during games and practices.

The use of any alcoholic beverages or drugs by team staff, players and parents prior to or during Calgary Minor Softball Association related activities in any situation of home or away are strictly prohibited.

A suspension may be levied for failing to observe these rules.

Approved November 8, 2011

## TOURNAMENT TRAVEL POLICY

Any teams travelling to weekend tournaments cannot cancel their Monday night games due to their team travel. Teams are not allowed to cancel any games due to weekend tournament travel and it will be a forfeit for the cancelling team. No makeup game will be permitted.

Approved November 8, 2011

**softball is life!**  
it's more than a sport, more like a  
passion. red dirt and bruises are in  
fashion. the wind up. the pitch.  
scrambling defense. this is what  
softball is all about. intense parents  
in the stands, anxious coaches waving  
their hands, the swing of the bat, the  
ball, the bases, the glove, this is  
softball. the game i love!  
it is my life <33

## **APPEALS, SUSPENSION & DISCIPLINE COMMITTEE TERMS OF REFERENCE**

The Calgary Minor Softball Association Appeals, Suspension and Discipline (Appeals, Suspension & Discipline) Committee shall consist of five appointed Board members, which should include the Category Chairperson concerned.

- League Director
- Commissioner
- Vice President
- UIC (Umpire in Chief)
- Specific Category Chair
- The Executive Director is an ex-officio Member of the Committee

Suspensions may be issued by any of the President, Commissioner or League Director to members of the Calgary Minor Softball Association.

- Improper conduct on or off the playing field,
- Failure to pay fees due to the Calgary Minor Softball Association ,
- Having received money for his or her services while carrying out any duties or activities on behalf of the Calgary Minor Softball
- Failure to comply with Player Registration deadline.
- Knowing and continuing violation of the operating rules of the Calgary Minor Softball.

The President, Commissioner, or League Director who has issued a suspension will forward a written report to the Appeals, Suspension & Discipline Committee immediately. This report will contain all pertinent information required for cause of suspension.

Suspensions will be effective until judged upon by the Appeals, Suspension & Discipline Committee which will be within seven (7) days from the date the suspension was issued.

The Appeals, Suspension & Discipline Committee will use best efforts to meet within 7 days from the date that the suspension was issued, or the date that the incident report was received by the Category Chairperson. Attendance at the Appeals, Suspension & Discipline Committee hearing shall be open to:

- member(s) under suspension or discipline
- individual who filed the complaint
- any team officials or witnesses to the issue
- umpires

Notification procedure of the ruling from the Appeals, Suspension & Discipline Committee to the member(s) shall be a verbal notification and written notice.



## **SPORT DEVELOPMENT COMMITTEE (SDC) TERMS OF REFERENCE**

**Purpose:** To lead and advise the members of Calgary Minor Softball Board of Governors on vision and initiatives to promote, develop and sustain the sport of softball in Calgary through the development of players and coaches.

**Objectives:**

- To improve the quality of the players and coaches at all levels of play
- To develop leaders from Calgary Minor Softball that will be of value to the community at large

**Membership:** This committee is a Standing Committee, reporting to Board of Governors

- The chairperson of the SDC is the Sport Development Director and shall be responsible to the Board of Governors for running the committee.
- The members of the SDC are the volunteers who develop and execute programs of the committee.
- The Executive Director of Calgary Minor Softball is an ex-officio member of the SDC

**Committee Members & Structure:**

- The committee will be chaired by the appointed Governor for the current season
- The members are appointed by the board on the recommendation of the chair
- The committee will be comprised of volunteers with interest in promoting Calgary Minors Softball and Softball.
- The chair will be responsible for facilitating the meetings and the delivery of monthly report to the board.

**Key Duties and Responsibility:**

- To provide ideas and initiatives for increasing awareness and promoting softball
- To mentor and educate coaches
- To train and develop players
- To work with Calgary Minor Softball and member districts re: player and team tiering
- Develop and Direct a Division 1 Futures program

**Committee Authority:** The committee is accountable to the Calgary Minor Softball Board of Governors. The authority is that of an active advisor, and to make recommendations to the Board for approval. The committee has no authority to take any action with respect to the short or long term operation of the program until approved by the board.

**Meetings:** The committee will meet regularly at the call of the chair, at least 4 times per year.

**Resources Required for Committee Success:** The committee will require meeting space, and will submit annual budget to the Calgary Minor Softball Treasurer for review and Board approval.



## YOUNG MEN'S FASTBALL LEAGUE (YMFL) COMMITTEE

### TERMS OF REFERENCE

**Purpose:** To provide a program for boys and young men to promote, develop and sustain the fastpitch softball program for boys ages U14 - U18 by operating a centralized program for registration, team management, player and coach development.

**Objectives:**

- To improve the quality of the players and coaches at all levels of play
- To provide a centralized registration and team formation process
- To provide enabling foundations for clinics, league play, travel team play, provincials and post provincials
- To provide an atmosphere that makes the sport challenging, competitive and fun.

**Membership:** This committee is a Standing Committee, reporting to Board of Governors

- The chairperson of YMFL shall be a member of the Calgary Minor Softball Association board and responsible to the Board of Governors for running the committee.
- One member will be designated the Category chair and fulfill the responsibilities as outlined in the Calgary Minor Softball handbook.
- The members of the YMFL committee are volunteers who develop and execute programs of the program
- The Executive Director of Calgary Minor Softball is an ex-officio member of YMFL

**Committee Members, Roles & Structure:** The members are appointed by the board on the recommendation of the chair and will be comprised of volunteers with interest in promoting fastball for boys and young men.

- **Chairperson:** The committee will be chaired by the appointed Governor for the current season and will be responsible for facilitating the meetings and the delivery of monthly report to the board.
- **Gym time Coordinator:** Access, book and arrange payment for gym time
- **Clinic Coordinator:** Arrange instructors and purpose of clinics with the intent to provide training and feedback to the players in the program
- **Equipment Coordinator:** ensure that safe and adequate equipment is available to all the teams by using the available resources of the districts
- **Treasurer:** Responsible for collecting fees, issuing receipts, paying invoices for various costs and producing a regular financial report.
- **Team, Player and Coach Coordinator:** In conjunction with other committee members, this coordinator is responsible for coach selection and assigning players to appropriate teams
- **Diamond Coordinator:** will work closely with diamond coordinators from each of the districts to assign appropriate diamonds to the various levels of play

**Key Duties and Responsibilities:**

- **Districts:** Promote and advertise the YMFL program and the skills clinics and provide registration information to all interested players and families
- **YMFL Committee:** Organize and run skills clinics for pitching, catching, fielding and batting through January, February and March
- **Calgary Minor Softball Association:** Track teams, players, schedules as per usual process.

**Operations:**

1. **Registrations:** will be facilitated via the committee.

2. **Playing nights – regular league play:**

**NOTE: days subject to change dependent on team placement**

- a. **U10** – Tuesday/Thursday – play through District structure
- b. **U12** – Monday/Wednesday – play through District structure
- c. **U14** – Monday/Wednesday -
- d. **U16, U19** – Tuesday/Thursday

3. **Gym times for evaluations, clinics and practices:** will be arranged by the committee

4. **Schedules:** will be provided to the Calgary Minor Softball office staff for posting on the website for reference of players, parents, umpires and league officials

5. **Player evaluation and team selection:** will be done in a fair and equitable manner with the results of evaluations available to players and parents as requested. The committee reserves the right to place players as appropriate to ensure the balance of what is best for the league, the teams, the player and the sport.

6. **Coaches:** are expected to follow the rules and guidelines outlined by Calgary Minor Softball, Softball Alberta and Softball Canada as appropriate, including required training and orientation.

**Committee Authority:** The committee is accountable to the Calgary Minor Softball Board of Governors through League Committee. The committee will suggest action anticipating the board will approve committee suggestions. The committee has no authority to take any action with respect to the short or long term operation of the program until approved by the board.

**Meetings:** The committee will meet regularly at the call of the chair, at least 4 times per year.

**Resources Required for Committee Success:** The committee will require meeting space, and will submit annual budget requirements at the request of the Calgary Minor Softball Treasurer

## **LEAGUE COMMITTEE TERMS OF REFERENCE**

This policy statement outlines the membership, roles, responsibilities, duties and authority of the League Committee (League Committee).

### **Membership**

The League Committee is a standing committee of the Calgary Minor Softball Association Board of Governors.

The chairperson of the League Committee is the League Director and shall be responsible to the Board of Governors for the running of the Committee

The Members of the League Committee are the Category Chairpersons, who are members of the Board of Governors, and appointed to a category

The Executive Director of Calgary Minor Softball is an ex-officio member of the League Committee

### **Roles**

#### **League Director:**

Oversees the organization of the leagues and the divisions

Assists in decisions regarding placement of teams in all rounds of play

Approves divisions proposed by the Category Chairs

Facilitates dispute and conflict resolution

Is a standing member of the Appeal, Suspension and Discipline (ASD) committee

#### **Category Chairperson:**

In conjunction with the Executive Director and the League Director will determine the appropriate division for teams to be entered in during Seeding Round, Regular Season, and City Championships.

Provides guidance to coaches with respect to the operation of the league

Is a member of the ASD committee for activities that involve their specific category.

As the first point of contact for many disputes, the Category chair will gather relevant information and pass it along to the Commissioner, League Director or Executive Director as appropriate.

Will attend as many games as possible over the season of their specific category

#### **Executive Director**

Assists in decisions regarding placement of teams in all rounds of play

Coordinates and validates all communications from League Committee Representatives

Arranges for schedules and standings to be available on the Calgary Minor Softball website

### **Responsibilities**

To represent Calgary Minor Softball in a professional and respectful manner, both on and off the diamond, demonstrating our mission of fair play and sportsmanship.

1. Respect the confidentiality agreement at all times, taking care that discussions regarding teams, coaches, players, umpires or league business are done in a private setting, and only with people who are authorized to the information shared.

## **Duties**

1. Determine standings and placements of teams, based on collected scores, and provide this information to the Calgary Minor Softball Executive Director in the format requested to facilitate timely publication of schedules.
2. Forward any communication from Calgary Minor Softball including email, fax, voicemail or other information to the teams in their respective categories.
3. Provide Calgary Minor Softball with scores received on a daily basis, to be the permanent record of scores and standings
4. Ensure that the Executive Director and/or the League Director have confirmed the content of all communications and instructions that are sent out, prior to sending. This is to avoid conflicting messages being sent from different categories.
5. Participate in the Category meetings scheduled to help facilitate the atmosphere of cooperation and fair play.
6. Participate in the City Playoffs

## **Authority**

The League Committee will have the authority to place a team in a division as they see fit, based on team performance, geography and any special considerations agreed to by the committee.

The League Committee and its members will not have the authority to punish, discipline or suspend teams or coaches for non-compliance with requests for scores or information. This is the responsibility of the ASD committee.

Members of the committee who do not or will not abide by this policy will be asked to resign their position.

## MARKETING COMMITTEE TERMS OF REFERENCE

**Type:** Standing Committee, reporting to Board of Directors

**Purpose:** To lead and advise the members of Calgary Minor Softball on initiatives to promote and sustain the sport of softball in Calgary

**Key Duties and Responsibility:**

- To provide ideas and initiatives for promoting softball
- To assist districts with promotional activities
- To solicit sponsorship for the association and its activities

**Committee Authority:** The committee is accountable to the Calgary Minor Softball Board of Governors. The authority is at a level of active advisor, indicating that the committee will suggest action and the board will probably take the committee suggestions. The committee has no authority to take any action with respect to the short or long term operation of the program.

**Committee Members & Structure:** The committee members are appointed by the board. The committee will be chaired by the appointed Governor for the current season. The committee will be comprised of volunteers with interest in promoting Calgary Minor Softball and Softball. The chair will be responsible for facilitating the meetings and the delivery of monthly report to the board.

**Meetings:** The committee will meet regularly at the call of the chair, at least 4 times per year.

**Objectives:**

- To provide opportunities for ideas to be consolidated and approved,
- To provide a means of securing funds for various promotional activities

## CITY CHAMPIONSHIP PROCEDURE

**City Championships:** Organization will be the key to a successful championship. Representation and attendance by members of the Calgary Minor Softball board will be present to help ensure success.

**Eligibility:** All teams who are registered with Calgary Minor Softball will be eligible for the playoff round and are expected to participate.

**Draw Format:** the playoff format is a double knock-out after 2 losses results in elimination from the round of play. When a team has been awarded the home team advantage, it is noted on the schedule.

**Schedule:** Generally, the playoffs will be played up to 3 evenings leading up to the playoff weekend. U10/U14 (Tues/Thurs/Fri) and U12 (Mon/Wed/Fri). The rest of the draw will be played out on the weekend. In the event of rain delays, scheduling will be done by the league committee as soon as possible.

**Weekend format:** Whenever possible, the weekend games will be scheduled at a central location allowing for a headquarter set up. Each category will have an Umpire in Chief, a category chair and an executive board member present to be able to immediately rule on any discrepancies, provide information and ensure the playoffs run smoothly.

**Umpires:** U10, U12 and U14 games will have umpires assigned whenever possible for games, with the priority being given to semi-final and final games. U16 and U19 categories will have umpires as per usual.

## TEAM/PLAYER ROSTER REGISTRATION OPERATING PROCEDURE

Calgary Minor Softball shall enforce the player registration deadline as set annually by the Executive. **Effect: Failure to comply with this registration date will result in Suspension of the team and/or players until all player eligibility requirements have been met.**

**Procedure:** All Player/Team rosters accompanied by the required documentation must be presented to the Calgary Minor Softball office on the yearly assigned registration date fully completed. **Failure to do so will result in the immediate suspension of player or coach.** Suspensions will be lifted immediately upon receipt of required information.

### Mandatory Documentation/Information Required:

- **Proof of Age:** Copy of Birth Certificate, Baptismal, **Alberta Health Care Number**, Adoption Papers, Legal Band List Document, Drivers License, Notarized Letter or Statement signed by a Commissioner of Oaths.
- **Player Registration Number:** We recommend that coaches obtain a copy of accepted proof of age in case a registration number is not found to avoid suspension.
- **Coaches Certification Number:** All coaches must provide a Softball NCCP Certification number or a Calgary Minor Softball Association Coaches Orientation Number. Exception will be given to coaches who are registered to attend the Calgary Minor Softball Association Coaches Orientation.
- **Player Information:** All fields must be filled out on the player roster registration form. Registration is considered incomplete if any information is not filled out in player field. We require e-mail addresses to keep all players and coaches informed of all softball activities.
- **Player Release Forms:** All required player release/transfer forms must be attached to rosters. Please refer to the Calgary Minor Softball Association Handbook for league policies on Player Release. Registration is considered incomplete if release forms are missing.



## TEAM ROUND 1 & PLACEMENT OPERATING PROCEDURE

This policy outlines the criteria by which teams are placed in categories and divisions during the league rounds of play.

The authority of the league committee as defined in the League Committee Policy is to place a team in a division as they see fit, based on team performance, geography and any special considerations agreed to by the committee.

### **Definitions**

**Category** is an age grouping of the Association for the purpose of playing softball. There are six categories: U10, U12, U14, U16, U19 and Young Men's Fastball (YMFL).

**Division** is the rating or level of teams in each category.

**Round 1** – first round of play

**Round 2** – second round of play

**City Championships / Playoffs** – final round of play, usually a double knockout format to determine a first place and second place team per division.

**Provincial Play** – teams may choose to enter in the provincial championship sponsored by Alberta Amateur Softball Association (Softball Alberta). This round of play is governed by Softball Alberta. Teams can enter any category recommend by Calgary Minor Softball. See Calgary Minor Softball Guide.

### **Special Circumstances**

Categories are generally set by age grouping. If necessary to facilitate a reasonably competitive level of play, teams may be required to move up a category. For example, a team with no reasonable competition in their defined category, will be requested to move to a higher category

### **Team Placement – Calgary Minor Softball**

#### **Round 1**

Teams are seeded for this round based on

1. Level indicated by the District registering the team. Each registered team shall be deemed a Division 1, 2 or 3.
2. Geography: Where the number of teams permits, i.e. more than 5, city quadrant location may be taken into consideration.

#### **Round 2**

Divisions are determined for this round based on

1. Team performance during Round 1
2. Geography: Where the number of teams permits, city quadrant location may be taken into consideration.

Note: points earned in this round will be part of a team standing in determining playoff standings. If a team moves to a new division, they are entitled to earned points

Divisions will be re-aligned if necessary by the Category Chair. This may result in:

1. complete re-alignment of divisions
2. movement of individual teams in or out, based solely on performance.



### **City Championships / Playoffs**

Ranking: the final standings in league play shall be established using:

- ✦ Win/Loss records; if still tied, then
- ✦ Winners of games between tied teams; if still tied, then
- ✦ Difference of Plus or Minus total runs scored, in games between tied teams (only full innings are used).
- ✦ Tie Breaking: the above criteria shall be used except for the last playoff position or where subject tied teams have not played one another, then:
  - ✦ If two (2) teams are tied, they will play a sudden death playoff game.
  - ✦ If three (3) teams are tied, a bye shall go to the team ranked highest who will play the winner of a game between the other two.
  - ✦ If four (4) teams are tied, then ranking shall be used to determine pairing for the two semi-final games.
  - ✦ All other positions will be settled with a coin toss.

### **Game standing awards:**

Win: 3 points  
Tie: 2 points  
Loss: 0 point  
Forfeit: 0 Points

### **Team Placement – Provincial Round of Play**

**New rosters of combined Teams** – Teams may be formed by combining one or more teams. Calgary Minor Softball will not endorse or support players registered on teams being dropped from rosters in order to combine teams to make a better team. If districts wish to create a house league or rep team for provincial play, the opportunity for tryouts must be given to all players in the Category in the Districts. Calgary Minor Softball reserves the right to approve the level of play that a team made of Calgary Minor Softball registered players will be registered at.

## NOTES

## 2014 CITY CHAMPIONSHIP DIVISION WINNERS AND FINALISTS

Category	Champions		Finalist	
	Team	Coach	Team	Coach
<b>U10</b>				
Division 1 South	SBR 3	Kevin Burrill	Tsuu Tina 1	Carla Starlight
Division 1A North	West Valley 2	Ted Wiedener	Nosecreek 6	Graeme Reid
Division 2 North	West Valley 1	Codey Segstro	Cochrane 1	Cory Maillot
Div 2A South	Southfour	Rob McDonnell	West Hill 3	Cal Malhiot
Division 2B North	Nosecreek 4	Bryan Rowe	Airdrie 1	Carmen Hansen
<b>U12</b>				
Division 1	Nosecreek 1	Dwayne Singer	Okotoks	Greg Muir
Division 2	West Hill 1	Jamie Varghese	SBR 2	Mike Wells
Division 2A	West Valley 4	Ken Cross	West Valley 2	Ryan Tomlinson
Division 2B	Nosecreek 2	Cindy Hunter	Cochrane	Brian Boynton
<b>U14</b>				
Division 1	West Valley 1	Mike Mestinsek	SBR 1	Darren Gross
Division 1A	West Hill 1	Jamie Varghese	Cochrane 2	Todd Temple
Division 2	Airdrie	Ryan Dorr	Okotoks	Kylie Inglis
Division 2A	Nosecreek 2	Steve Hill	Southfour	Matt Wheatley
<b>U16</b>				
Division 2A	SBR 1	Gary Bianchini	Okotoks 1	Lani Johnson
Division 2B	YMFL	Rick Lundy	West Hill	Doug Farmer
<b>U19</b>				
Division 1	Southfour	Scott Oberg	SBR	Cory Sawyer

