

# **CABBAGETOWN GROUP SOFTBALL LEAGUE**

## **BY-LAWS**

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# CABBAGETOWN GROUP SOFTBALL LEAGUE

## BY-LAWS

### Preamble

These By-laws have been established to govern the internal affairs of the Cabbagetown Group Softball League (CGSL), the “organization”. These Bylaws may only be amended by a majority vote of the Executive Committee members voting at a properly convened meeting.

### Definitions: (in alphabetical order)

“AGM”: Annual General Meeting.

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

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

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

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

“Good standing” is defined as someone who:

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

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

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

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

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

MCM – Manager’s Council Meeting

“NAGAAA”: North American Gay Amateur Athletic Alliance.

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

“NSF”: Non-sufficient funds.

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

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

“Playing Season”: Generally, this period covers May 1st – September 30<sup>th</sup>.

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

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

“Rules of Play”: the Amateur Softball Association (ASA) , Softball Canada and organization mandated rules.

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

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

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

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

“Un-sportsmanlike”: Not displaying the qualities or behaviour befitting a good sport – not behaving fairly or generously

## SECTION 1 – MEMBERSHIP

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

- 1.1. **Membership Period:** Defined as the dates between May 1st of the current year and April 30<sup>th</sup> of the following year.
- 1.2. **Membership Categories:** An individual may apply for one of two categories of membership:
  - a) Players – persons that plays on a softball team; and
  - b) Non-players – persons who does not play softball, but is affiliated with a team (i.e., coach, manager, supporter, etc.)Previous CGSL members must be deemed to be in “good standing” prior to having their membership accepted.
- 1.3. **Member Emeritus:** Individuals that have retired from the organization may be awarded the status of “Member Emeritus.” The Executive Committee may grant this enduring membership to past members who have made significant contributions to the organization. Names will appear on the membership roll for as long as the organization endures.
- 1.4. **Individual Membership Fees:** Membership fees are determined by the organization annually, prior to the start of the playing season. All membership fees must be submitted by individuals along with the registration form, typically:
  - a) Players – registration and fee payments may be made on-line during the period specified by the Executive Committee **or** in person at a location and time determined by the Executive Committee;
  - b) Non-player – registration and fee payments may be made to any member of the Executive Committee at any time; and
  - c) Emeritus Members – no membership fees are levied against this membership classification.
- 1.5. **Membership Status:** A league member can be assigned one of three statuses throughout the membership period:
  - a) Active membership – the individual is in good standing;
  - b) Suspended membership – the individual is temporarily not in good standing; and
  - c) Terminated membership – the individual is not permitted to be a member of the league for a stated period of time.
- 1.6. **Member Responsibilities & Obligations:** Members are responsible to conduct themselves in a manner that is compliant with the organization’s requirements and representative of good sportsmanship. This includes but is not limited to:
  - Continuous compliance with all provisions set forth in the Constitution, Bylaws, Rules of Play and Ethics Policy;
  - Returning any debts and/or articles to a team manager or coach (includes: uniforms, equipment, etc.) when requested;

- Reporting any concerns, issues, and suggestions to the team manager. If necessary, the team manager will consult with the relevant Executive Officer for clarification/resolution.

1.7. **Membership Entitlements:** Once an individual has fully paid their membership fee, and has appropriately registered with the organization, that individual is then entitled to the following:

- Become affiliated with a CGSL team;
- Request a team budget/financial clarification at any time from the team with which they are affiliated;
- Run as an Executive Officer of the organization;
- Become a League Officer or Committee Chairperson;
- Cast one vote on each matter submitted to a vote of the general membership
- Attend all league meetings (except Executive Committee meetings unless invited)
- Eligible to make appeals to the Arbitration Committee (see “Section 6 – Committees” for further information) as provided in these by-laws; and
- If categorized as a player, has the right to be evaluated and assigned a NAGAAA rating.

1.8. **Player Trades:** A player, who wishes to be moved or traded to another team, requires their team manager’s approval. In the event that team manager approval is not forthcoming, the player must notify the Membership Co-coordinator in writing or by electronic mail (e-mail). Membership Co-coordinator, will seek representation from all parties concerned and render a decision. The matter is to be resolved no later than one week from the date that written/e-mail notification was received by the Membership Co-coordinator. **NOTE:** The Assistant Commissioner and Membership Chair must approve all trades.

1.9. **Member Outstanding Debt:** A member who has outstanding financial or in-kind obligations to the organization or the team to which they have been affiliated is considered to be **not** in good standing. As such, their membership is considered suspended for a period of five years or until such time as the debt has been satisfactorily repaid.

a) Team Debt – The team manager is responsible to notify the Membership Co-coordinator of any debts incurred by a player/non-player in writing or by electronic mail (e-mail) after notice has been provided to the team member.

Notification must include:

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

b) League Debt – The Treasurer and Membership Co-coordinator are responsible to notify a player/non-player of any debt owed to the league in writing or by electronic mail (e-mail). Their respective team manager will also be notified.

- 1.10. **Removal of Team Members:** A player may be relegated to the status of “non-player” upon written notice from the respective team manager to the Membership Co-ordinator under the following circumstances:
- The player had not provided a satisfactory response, after three consecutive weeks without contact to the team manager and/or coach; and/or
  - Inappropriate behaviour or actions, as defined in the Ethics Policy.
- 1.11 **Member Suspension/Termination:** Any member whose name has been brought forth to the attention of the Membership Co-ordinator on allegations of un-sportsmanlike conduct or conduct unbecoming a member of the CGSL, and/or violating the Constitution, Bylaws or Ethics Policy of the CGSL may have his/her membership status reviewed by the Arbitration Committee (see “Section 6 – Committees” for further information).
- The Arbitration Committee will seek representation from all parties concerned. As a result of the review, the committee may recommend that a member may have his/her membership suspended or terminated for a specific period of time, and includes the forfeiting all dues, fees paid and the right to participate in future activities for the balance of the membership year.
- 1.12 **Individual Resignations from the Team:** A team member may resign from a team in writing or by electronic mail (e-mail) to their respective team manager and/or Assistant Commissioner or Membership Co-ordinator at any point after paying their annual dues. The team member will still retain their rights and privileges within the league.
- 1.13 **Individual Resignations from the League:** A team member may resign from the league in writing or by electronic mail (e-mail) to their respective manager and Membership Co-ordinator at any point after paying their annual dues. All rights and privileges will be forfeited once the Membership Chair has reviewed and approved in writing the member’s request to resign.
- 1.14 **Team Fees:** Each team is required to pay a team fee determined by the organization annually, prior to the start of the playing season.
- 1.15 **Team Entitlements:** Each team that has paid their annual team fee in full, shall be entitled to the following:
- Recognition as a CGSL team;
  - Manager or delegate representation on the Manager’s Council;
  - Register players on their team (up to a maximum number as determined by the Executive Committee);
  - Register an unlimited number of non-players to their team; and
  - Receive team manager support from the Executive Committee.

1.16 **Team Removal from the League:** A team which forfeits three games in one season will be placed on notice and will be referred to the arbitration committee. Arbitration Committee will review the forfeitures and submit decision to Executive for possible dismissal from league. Teams forfeiting 5 games will not be submitted for review but will no longer be entitled to participate in the league for that season.

- a) Players from a team that is no longer entitled to play in the league may change teams subject to approval by the Assistant Commissioner and Membership Co-ordinator;

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

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



## **SECTION 2 – EXECUTIVE COMMITTEE**

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

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

**2.2 Duties, Responsibilities and Obligations:** The Executive Committee and its Officers shall manage the operations of the organization in accordance with the following guidelines:

- a) It is the responsibility of the Executive Officers to:
  - Be present at regularly scheduled Executive meetings;
  - Take an active role in participating in the discussion of issues brought before the Executive; and
  - Contribute to the implementation of league policies, goals and ongoing activities.
- b) Govern the organization through NAGAAA rules, regulations and procedures.
- c) Manage and direct the finances of the league (see Section 8 for more details regarding Finance).
- d) Enforce all rules and procedures as stated in the Constitution, By-laws, Ethics Policy and Rules of Play.
- e) Actively promote a positive culture of:
  - Camaraderie
  - Sportsmanship
  - Teamwork
  - Developing relationships among its members and the community.
  - Participation by its members in such athletic, social, cultural, or charitable activities.
- f) Promote the growth of leadership, coaching and playing skills within the organization.
- g) Be accessible and provide support to League Officers, Committee Chairs and the general membership.
- h) Maintain confidentiality regarding league-related business.
- i) Post a “Member Handbook” on the web site at the beginning of each season.
- j) Post a “Manager’s Handbook” on the web site at the beginning of each season.
- k) Regulate team/league fundraisers within the league to maintain fairness among all teams.
- l) Approve all player ratings for players going to the Gay Softball World Series (GSWS).
- m) Reorganize roles, responsibilities, committees, programs and regulations within the organization as it evolves over time.
- n) Post minutes of meeting, including Executive, Managers Council Meetings (MCM) and Annual General Meetings (AGM).
- o) Maintain Historical Archive of relevant material of the league.

2.3 **Empowerment:** The Executive Committee and its Officers have the authority to manage the affairs of the organization, which includes but is not limited to the following:

- a) Structure the softball season, taking into account all articles of the Constitution and by-laws. This includes: divisional structures, location, player draft process, seasonal periods, playoffs, game play rules and tournament play rules.
  1. Changes and revisions of the League's By-laws can only be conducted and voted upon by the Executive Committee.
- b) Determine the amount of annual fees that each member and each team will pay for each membership period.
- c) All Executive Officers have one vote at Executive Committee meetings. In the event of a tie, the Commissioner has a second and deciding vote.
- d) Approve all team managers before (and if necessary, during) the playing season. The Executive Committee may deny an individual the status of "team manager" by a two-thirds majority vote.
- e) The Executive Committee may create the following committees (see "Section 6 – Committees" for further information):
  - Arbitration Committee
  - Awards Committee
  - Tournament Committee
  - Election Committee
  - Events Committee
  - Fundraising Committee
  - Player Rating Committee
  - Membership Committee
  - Regulations Committee
  - Scheduling Committee
  - Any other committee deemed appropriate to fulfill a need of the Executive Committee or initiative of the league.

The Executive Officer shall be the chair for their designated committee, or they can appoint a committee chair that will report to the Executive Officer. The Executive Committee or Executive Officer shall determine the term of a committee. A chairperson of a committee can be removed by a majority vote of the Executive Committee at any time. The Executive Committee may dissolve any committee at any time, for any reason by a majority vote.

2.4 **Conflict of Interest:** In the interest of voting rights, no Executive Officer may vote on any issue, motion, or resolution which they are perceived to benefit financially, personally, by team or otherwise. Such individual may be counted for the purposes of obtaining quorum and may participate in the discussion of such an issue, motion or resolution after having declared the nature of the conflict of interest.

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

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

In order to mitigate the risk of conflict of interest (real or perceived) no two partners/spouses shall hold positions on the Executive Committee or be appointed Chair of any Committee or sub-committee during the same term. Where applicable this shall supersede membership entitlements granted in Section 1.7.

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

- a) An Executive Officer (other than the Commissioner) may be removed from office if the Executive Officer fails to:
  - Attend three consecutive regularly scheduled meetings without good cause; and/or
  - Perform or violates the duties of their office, and there has been a two-thirds vote at a formal meeting of the Executive Committee. (The officer in question must notified of the issue(s) in advance of the meeting, and will be given the opportunity to address the Executive Committee prior to the vote being held.); and
- b) The Commissioner can only be removed by a vote of the general membership at a properly convened meeting with a quorum as noted by Article 5 of the Cabbagetown Group Softball League - Constitution.

Any officer so removed will not be eligible to run for office for period of five years.

2.6 **Vacancies:** Vacancies on the Executive Committee typically arise at the end of the Executive Officer's term or less commonly when an Executive Officer resigns or is removed prior to the completion of his/her term. The following outlines the processes for filling and transitioning vacated positions:

- a) A vacancy shall exist when an Executive Officer permanently becomes physically incapable of performing the duties of office, including by reason of death. This may require a vote of the Executive Committee;
- b) In the event that an Executive Officer resigns or is removed, the Executive Committee may appoint a member of the league in good standing to fill this position until the next election is held within the calendar year, provided that:
  - 72 hours has elapsed and there has been no notice to rescind the resignation made by the resigning Executive Officer;
  - The vacancy must be posted on the web site for at least one week before the vacancy is filled; and
  - Members must express their interest in the position in writing or by electronic mail (e-mail) to the Commissioner within the week that the position is posted;
- c) Upon leaving their position or at the end of their term, whichever comes first, any member of the Executive Committee, whether or not re-elected to another term, shall return to the current Commissioner all documents and/or items that are the property of the league;
- d) A transition meeting shall take place among all outgoing and incoming officers. At this meeting all league records and other related League property shall be

turned over to the incoming officers, bank signature cards shall be filled out thus turning over the league accounts to the incoming officers;

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

2.7 **Individual Fee Exemption – Executive Officers:** All Executive Officers are exempt from paying any individual membership fees. However, when Executive Officers are not installed for the entire term individual membership fees may apply.

- In the event that an Executive Officer resigns or is removed from their position before or during the season of play, they may be required to pay their individual membership fees in full (as determined by the Executive Committee); or
- In the event that a member is appointed to an Executive Committee position after they have paid their individual fee, the Commissioner will determine the amount of dues that the appointee will have refunded. This determination will be based on the length of term and workload remaining for the season.

NOTE: Generally, League officers, committee chairs and other non-Executive officers are not eligible for non-payment of individual membership fees. Exceptions may be made for individuals who have made significant contributions of time and/or resources for the benefit of the league without remuneration. These exceptions must be passed by a two-thirds vote of the Executive Committee and captured in the Executive Committee meeting minutes.

### **SECTION 3 – EXECUTIVE OFFICERS DUTIES, RESPONSIBILITIES AND OBLIGATIONS**

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

- 3.1 **Additional Positions:** In addition to the Constitutional Executive Officer requirements, these bylaws will allow for the creation of the following positions within the organization:
- Director of Field Operations
  - League Representative
  - Membership Coordinator
- 3.2 **Executive Officer Conduct:** All Executive Officers should conduct themselves in a professional and courteous manner. This includes compliance with all provisions set forth in the Constitution, Bylaws, Rules of Play and Ethics Policy.
- 3.3 **Commissioner:** The duties and responsibilities of the Commissioner shall include, but are not limited to, the following:
- a) Report and seek approval for activities from Executive Committee;
  - b) Chair all Executive Committee meetings;
  - c) Monitor performance and effectiveness of Executive Committee members and take corrective action to ensure that the interests of the league are protected;
  - d) Be the Executive Officer lead or delegate responsibility for the following committees:
    - Arbitration Committee – Members to be selected for yearly appointment
    - Regulations Committee,
    - Elections Committee,
    - Player Ratings Committee,
    - Coaching Clinics (Based on Need), Assign to Ass't Commissioner
    - Website Liaison;
  - e) Develop a two-year succession plan for the following positions:
    - Executive Members,
    - Coaches,
    - Managers and,
    - Umpires;
  - f) Provide support and guidance to all other executive positions;
  - g) Ensure an adequate level of insurance for the league;
  - h) Has the authority to make decisions on behalf of the Executive Committee that require an immediate or urgent response to financial matters not totaling more than \$500. Under these circumstances:
    - An explanation must be provided to the Executive Committee at the next regularly scheduled meeting,
    - The Executive Committee shall review the expenditure and in the event that the expenditure is deemed unacceptable by a majority vote of the Executive Committee (excluding the Commissioner), the Commissioner is shall reimburse the league for the amount of the expenditure;
  - i) Rule on the interpretation and intent of the Constitution, By-Laws and Rules of Play and Ethics Policy;

- j) Represent the CGSL as lead spokesperson, or delegate as appropriate;
- k) Protect the integrity of the league and maintain the privacy of the members within the organization;
- l) Serve as an authorized signatory on league chequing accounts and on any funds managed by the league;
- m) Rule on parliamentary procedures at all formal meetings of the membership and Executive Committee (optional);
- n) Select and head Arbitration Committee – members to be selected yearly from league members, coaches, managers. Arbitration Committee exists of three to five sitting members selected from ready group.
- o) Responsible to select representative(s) from Executive Committee or designate to represent the CGSL at all meetings of the national meetings of the North American Gay Amateur Athletic Alliance (NAGAAA) along with Executive Committee approval;
- p) Insure that CGSL has met all fees and filings required to maintain membership in good standing with NAGAAA.

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

- a) Report and seek approval for activities from Executive Committee;
- b) Perform all duties and exercising all powers of the Commissioner during the Commissioner's absence or disability. If both the Commissioner and Assistant Commissioner are unavailable, the Executive Officer with the most seniority shall be responsible for performing these duties;
- c) In the Commissioner's absence, the Assistant Commissioner has the authority to make decisions on behalf of the Executive Committee that require an immediate or urgent response to financial matters not totaling more than \$500. Under these circumstances:
  - An explanation must be provided to the Executive Committee at the next regularly scheduled meeting,
  - The Executive Committee shall review the expenditure and in the event that the expenditure is deemed unacceptable by a majority vote of the Executive Committee (excluding the Assistant Commissioner), the Assistant Commissioner shall reimburse the league for the amount of the expenditure;
- d) Be the Executive Officer lead for the following committees:
  - Tournament Committee,
  - Player Ratings Committee (delegated);
  - Coaching Clinics (based on need)
- e) Be the Executive Officer lead or delegate responsibility for the following committees:
  - Awards Committee;
- f) Chair all Manager's Council meetings;
- g) Be the Executive Committee contact for all team managers to direct all questions, issues identified, comments and suggestions;
- h) Consult team managers and/or general membership on key issues/changes as needed. Report back on findings/results prior to the Executive Committee's vote on the subject;

- i) Inform the appropriate team manager(s) of any Executive Committee decisions within one week of the Executive Committee meeting where a question, issue or suggestion was raised;
- j) Serve as an authorized signatory on league bank accounts and financial matters;
- k) Provide support and guidance to all other executive positions.

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

- a) Report and seek approval for activities from Executive Committee;
- b) Maintain an official record of the Constitution, By-Laws, Ethics Policy and Rules of the league and amendments and changes thereto;
- c) Produce all publications as directed by the Executive Committee (i.e., Constitution, By-laws, Ethics Policy);
- d) Distribute/post the “Manager’s Handbook” to all team managers each season;
- e) Create, maintain and distribute/post the “Member’s Handbook” to the general membership each season;
- f) Determine Executive Committee member agenda items (after consultation with Executive Officers) before regularly scheduled meetings;
- g) Be the Executive Officer lead or delegate responsibility for the Fundraising Committee;
- h) Provide web site management and direction;
- i) Distribute agendas to Executive Committee members before the meeting date;
- j) Accurately record all decisions and activities at Executive Committee meetings;
- k) Maintain an up-to-date record of all league activities through the minutes and publish/post on website (members only forum);
- l) Distribute all Executive Committee meeting minutes within two weeks of each meeting;
- m) Support the Assistant Commissioner at Manager’s Council meetings;
- n) Co-ordinate league meetings upon request of:
  - Executive Committee;
  - General membership; and,
  - Commissioner.

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

- a) Report and seek approval for activities from Executive Committee;
- b) Keep an accurate record of all financial activities including monies received and disbursed in accordance with Executive Committee decisions using an accounting program or Excel spreadsheet;
- c) Prepare preliminary budget based on Executive member revenue/expense expectations;
- d) Direct the budget deliberation process during Executive Committee meetings;
- e) Serve as an authorized signatory on league bank accounts and financial matters;
- f) Report all disbursements on a monthly basis to the Executive Committee;
- g) Make available to any league member, a monthly statement of all receipts and disbursements (if requested);

- h) Deposit all monies received into the league account;
- i) Prepare and distribute monthly budgets for Executive Committee review;
- j) Pay all league expenses as directed by the Executive Committee;
- k) Draw up the accounts of the league and present them for audit no later than December 15th following that year's playing season;
- l) Settle accounts for all major events within 15 days after the event. The settling of accounts will include the submission of all receipts and invoices and a written report from the organizer of the event;
- m) Report to the Membership Coordinator when a member has an unpaid dues to the league.
- n) Act as a consultant to any committees expending league funds;
- o) The Treasurer maintains a list of all debts owed to a team or the league. This information must also be communicated to Membership Chair.

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

- a) Report and seek approval for activities from Executive Committee;
- b) Nominate an Umpire in Chief (UIC) to the Executive Committee at least 1 month before the playing season begins;
- c) Manage the Umpire in Chief and provide direction in regards to all umpire related activities;
- d) Review and recommend changes to the Executive Committee on softball playing rules;
- e) Distribute copies of any special rules for tournament play;
- f) Ensure that all managers have copies of Amateur Softball Association (ASA) rulebook, plus amendments passed by the Executive Committee;
- g) Determine umpire protest procedures and communicate to team managers;
- h) Propose amendments of the rules to the Executive Committee to allow situations that are unique to the league;
- i) Make recommendations to the Executive Committee for protests regarding umpire decisions;
- j) Oversee and direct field maintenance. If necessary, contact the City of Toronto – Parks and Recreation Department to repair playing fields as required;
- k) Make field reservations with the City of Toronto – Parks and Recreation Department or any other diamond complex for seasonal play –and if necessary, for tournament play;
- l) Be the Executive Officer lead or delegate responsibility for the Scheduling Committee;
- m) Provide a written inventory of the league's equipment to the Executive Committee at the beginning and the end of the season. The inventory count must be conducted with another Executive member;
- n) Should the Director of Field Operations be on a team involved with a protest procedure, a conflict of interest must be declared and the Commissioner will appoint another individual responsible to make recommendation(s).



- 3.8 **League Representative:** The duties and responsibilities of the League Representative shall include, but are not limited to the following:
- a) Report and seek approval for activities from Executive Committee;
  - b) Actively promote the league through various activities that may include, but are not limited to:
    - Pride booth,
    - Pride float,
    - Advertising,
    - Other athletic, community or social organization activities,
    - CGSL Social events
  - c) These events should take place throughout the calendar year. Emphasis should be placed on current team and league sponsors where possible;
  - d) Organize social events for league membership throughout the calendar year. Mandatory events include:
    - Opening Pitch party
    - Two summer events
    - One fundraising event
    - Holiday Party
  - e) Collaborate with Membership Coordinator to create a membership recruiting strategy;
  - f) Make incentive recommendations to Executive Committee to increase the membership base;
  - g) Meet with each open division team at least once during the season;
  - h) Communicate social events membership via website, Manager Council Meetings email notification and other means as appropriate;
  - i) Maintain photo archives of events.
- 3.9 **Membership Co-ordinator:** The duties of the Membership Coordinator shall include, but are not limited to the following:
- a) Report and seek approval for activities from Executive Committee;
  - b) Represent the interests of league members at Executive Committee meetings;
  - c) *Membership Activities:*
    - i. Co-ordinate and organize all membership related activities (that include):
      - Set dates/times for membership drives,
      - Determine recruitment strategy,
      - Create and maintain membership database,
      - Create and distribute “Call-up list” to managers at the start of the season,
      - Determine and communicate clear guidelines for the draft process
    - ii. Collaborate with League Representative to create a membership recruiting strategy.
  - d) *Player Rating Activities:*
    - i. Co-ordinate and organize all player rating related activities (that include):

- Set dates/times of player rating clinics (with PRC Chair),
  - Maintain the Player Ratings list,
  - Support the PRC Chair when necessary
- e) Notify Treasurer of an outstanding debt identified by a team manager.

## SECTION 4 – LEAGUE OFFICER DUTIES, RESPONSIBILITIES AND OBLIGATIONS

League Officer positions have been created to facilitate the operation of league play.

- 4.1 **Team Manager:** The duties, responsibilities and obligations of the team manager shall include, but are not limited to, the following:
- a) Actively promote a positive environment of:
    - Camaraderie,
    - Sportsmanship,
    - Teamwork,
    - Developing relationships among its members and the community,
    - Promote participation by its members in such athletic, social, cultural, or charitable activities;
  - b) Promote the growth of leadership, coaching and playing skills within the team;
  - c) Conduct him/herself in a professional and courteous manner;
  - d) Select and approve all players and non-players for his/her respective team.
    - Responsible to register the team and pay the associated team fee each year, and
    - Responsible for all team financing and budgeting;
  - e) Provide softball training and coaching. These responsibilities may be delegated;
  - f) Communicate all league correspondence and communications to team members as required;
  - g) Represent all team members at all Manager's Council meetings and Executive Committee meetings and Arbitration Committee meetings as required;
  - h) Be the team contact for all players/non-players to direct any questions, issues identified, comments or suggestions;
  - i) Contact the Membership Co-ordinator on behalf of the team for any questions, issues identified, comments or suggestions;
  - j) Obtain and manage the relationship with a team sponsor to assist in the coverage of team expenses (optional);
  - k) Engage in fundraising activities (optional). The lead for this activity may be delegated, although the team manager is ultimately responsible for team finances;
  - l) Delegate a team treasurer (optional). The team manager will determine the treasurer's duties and responsibilities. The purpose of this position is to create a "check and balance" within the team for all financing. The team manager is ultimately responsible for all team finances;
  - m) If requested, provide a complete and accurate budget to any member of his/her team. The team manager has one week to provide the information. Budget to include all income (such as: sponsorship, fundraising activities) and expenses (such as: equipment, uniforms, fees). If the team manager fails to provide the requested information, the team member can submit notification to their divisional representative in writing or by electronic mail (e-mail) after one week has passed;
  - n) In the event that a team member(s) writes to the Membership Co-ordinator with a specific issue regarding team finances, the team manager may be required to provide updated budget and bank account information to the

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

- o) Identify an additional delegate from the team to replace the team manager if not available;
- p) Submit a complete roster (full name, number & position) to the umpire and opposing team manager before each game;
- q) Submit scores of each game within 72 hours on the CGSL website;
- r) Provide player ratings to the Player's Rating Committee Chair (PRC). The deadline for player ratings will be determined and communicated by the Executive Committee each year – see Ratings – Appendix C
- s) Participate, as a neutral member of the Arbitration Committee on an 'as needed' basis. The request will come from the Commissioner or appropriate delegate;
- t) Provide the Membership Co-ordinator with the name(s) of any players/non-players that have resigned from his/her team. Team managers must do this within 24 hours of receiving notification from the player/non-player;
- u) Provide the Membership Co-ordinator with the name(s) of any players that have been relegated to 'non-player'. Team managers must do this within 24 hours of receiving notification from the player;
- v) Recommend appropriate individuals for the following positions:
  - Executive Officer,
  - Committee Chair,
  - Committee Member,
  - Volunteer position for league events/activities.
  -

4.1.1 **Team Manager Resignations:** A team manager may resign from a team by writing to the Membership Co-ordinator. In the event of a resignation:

- a) The team will be responsible to elect another team manager and notify the Membership Co-ordinator prior to the next scheduled league game. Failure to do so will result in a forfeit of each game until a manager is declared; and
- b) The Executive Committee must approve the new team manager once declared.

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

4.1.2 **Team Manager Removal:** A team manager can be removed from their position in one of two ways:

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

- 4.2 **Umpire in Chief:** The duties and responsibilities of the Umpire in Chief (UIC) shall include, but are not limited to, the following:
- a) Report to the Director of Field Operations and follows direction provided by the Executive Committee;
  - b) Instruct umpires on rules of play and protest procedures;
  - c) Schedule umpires for all league games and tournaments;
  - d) Promote good sportsmanship among all league members;
  - e) Remove
  - f) Responsible for the selection of umpires for the playing season
  - g) Verify that all umpires are accredited each year and that they re-test yearly prior to the season. Umpires must attend a refresher course or 1 day course for level 1 or above every other year.
  - h) Monitors and assesses performance of umpires selected, takes corrective action when necessary for the purpose of improving the skills/abilities of league umpires;
  - i) UIC must attend the first Managers Council Meeting prior to the season start;
  - j) UIC will hold an umpire meeting directly following/shortly thereafter the MCM Meeting;
  - k) Remove
  - l) Communicate rule changes to umpires throughout the season;
  - m) Attend Manger Council meetings as needed.

- 4.2.1 **Umpires:** The duties and responsibilities of the umpire shall include, but are not limited to, the following:
- a) Must be certified for the current season by Softball Canada or Slo-pitch National.
  - b) Must re-test yearly;
  - c) Must attend refresher or 1 day course for Level 1 recertification every other year;
  - d) Must ensure aware of all CGSL Rules prior to start of season;
  - e) Remove
  - f) Arrive at fields 15 – 20 minutes prior to game start, ensure equipment is place properly;
  - g) Remove a player from Game/Field (See Ethics section);
  - h) All Umpires will be paid by cheque (Regular Season/Play-offs/Tournaments)

## **SECTION 5 – MANAGER’S COUNCIL**

As an official league officer, the role of the team manager is critical to the success of the organization.

5.1 **Manager’s Council:** Manager’s Council facilitates the exchange of ideas to continuously improve the organization. Specifically, the Manager’s Council will:

- a) Provide support to the Executive Committee through consultation regarding:
  - League policies, procedures and rules
  - Organizational development
  - Succession planning
  - Awards
  - Nominating volunteers for league activities and initiatives;
- b) Provide a forum to present/suggest ideas to the Executive Committee;
- c) Provide a forum for the Executive Committee to share and exchange ideas/suggestions to strengthen the organization;
- d) Learn best practices;
- e) Identify existing issues or potential issues within the organization;
- f) Act as an advisory body on an ‘as-needed’ for the Executive Committee;
- g) Identify improvements that can be made within the organization; and
- h) Network with other team managers.

5.2 **Manager’s Council Structure:** The Manager’s Council will operate as follows:

- a) The Manager’s Council is chaired by the Assistant Commissioner or designate;
- b) Each team manager that has paid their individual and team fees and is in good standing, will be a member of the Manager’s Council;
- c) In the event that the team manager is not available, a designated representative from the team must attend the Manager Council meeting(s);
- d) Managers are expected to conduct themselves in a professional and respectful manner. Failure to do so may result in being ejected from the meeting;
- e) Each team in attendance at any Manager’s Council meeting shall be entitled to cast one vote pertaining to each item requiring a vote; and
- f) The Executive Committee will determine the number of meetings per year with a minimum of four

## SECTION 6 – COMMITTEES

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

- 6.1 **Chairperson:** Each committee will have a Chairperson. The Chairperson shall:
- Be approved by the Executive Committee, if that person is not an existing Executive Officer;
  - Report to an Executive Officer, if the Chairperson is a non-Executive Officer; and
  - Determine the term of the committee.

**Note:** *Non-Executive Officer Committee Chairpersons do not have voting privileges at Executive Committee meetings.*

- 6.2 **Duties and Responsibilities of Committee Chairpersons:** The duties and responsibilities shall include, but are not limited to, the following:

- a) Serve to provide support by implementing specific league initiatives and activities deemed appropriate by the Executive Committee;
- b) Manage budget for approved league activities. Any unapproved expenses will be the responsibility of the committee chairperson; and
- c) Ensure that a statement of receipts and disbursements for approved league events be completed within 15 days of that event and submitted to the Treasurer.

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

- Player or non-player appeals;
  - Team manager appeals;
  - Ethics violations; and/or
  - Any disputes that the Executive Committee deems as requiring arbitration.
- a) An ad hoc Arbitration Committee will be created each time arbitration is required;
    - i) Members of Arbitration Committee will consist of 3 to 5 persons and will be selected from group of designated members yearly and at the commencement of each season.
    - ii) Commissioner is to ensure there is not a conflict of Interest in selection for each arbitration.
  - b) The Commissioner is responsible for chairing each Arbitration Committee that is formed. If there is a Conflict of Interest with the commissioner then the Assistant Commissioner will be responsible for chairing the Arbitration Committee formed  
The Commissioner can delegate the chair of the Arbitration Committee to any other Executive Officer or League Officer;
  - c) The Commissioner or designate must designate three to five representatives to resolve an issue;
  - d) Representatives on each Arbitration Committee must be members in good standing and a neutral party to the situation;
  - e) There must be at least one Executive Officer on each Arbitration Committee;

- f) Each member of the Arbitration Committee will use 'reasonableness' in all decision-making processes. All factors must be taken into account including the impacts to the individual/teams concerned and the league's interests;
- g) The Arbitration Committee shall resolve all player-rating protests arising out of any league sanctioned softball game within 72 hours after the game has been completed;
- h) The Arbitration Committee will not resolve disputes that are deemed to be a "team issue" and to be resolved within the team, as determined by the Commissioner.

6.4 **Player Rating Committee (PRC):** The Player Ratings Committee is responsible to ensure that accurate and up to date ratings are maintained and upheld for all players. The Assistant Commissioner may appoint/designate a chair of the Player Rating Committee. The PRC committee will oversee the Appeals Process for Player Ratings protests. The Appeals process will consist of:

- PRC Chair;
  - 2 to a maximum of 4 Committee members; and
  - 1 Executive Officer (in most cases the Commissioner) unless there is a conflict of interest for which the Assistant Commissioner or alternate Executive League Officer will attend.
- a) The PRC will consist of 5 members ) including the Chairperson;
  - b) Each member will ideally have a minimum 3 years as Coach/Manager of a Team and the individual should have minimum of 3 years softball experience;
  - c) Changes will be communicated to the Executive by either the Commissioner or the Chair of the PRC at Executive Board meetings;
  - d) Following implementation of suggested PRC ratings adjustments, the revised ratings will be communicated to the managers/members at Manager Council Meetings;
  - e) PRC will report findings to the Executive with recommendations whether a player's skill level poses a risk or is significantly inconsistent with the level of their team. This may result in the movement of players and/or teams from D to C;
  - f) PRC members must provide all documentation as to why this player has the assigned rating  
Manager/Player will be notified of player(s) that are questioned by the PRC Chair and Commissioner;
  - g) Managers/Members may approach a PRC member at any time with questions about their rating;
  - h) Remove



6.5 **Awards Committee**: The Awards Committee is responsible for determining the recipients of the league's awards at the end of each season. The Awards Committee will provide the names of the recipients to the Secretary to ensure proper record of each for historical value and archives.

These rewards include but are not limited to:

- a) Individual awards:
  - Team Manager Award
  - Warren Shepell Volunteer Award
  - Most Valuable Player (MVP)
  - Spirit Award
  - Gordie Hendrickson Sportsmanship Award
  - Claude Avon Award – Knowledge of Game
  - Don Kezima Award – Coach of the Year
  - Bob Lamp Award – Umpire of the Year Trophy
  - Jeff Dasilva Commissioner's Cup Award
  
- b) Team Awards:
  - Playoff placement (top two teams) per playoff division
  - Regular season and playoff winners
  - Team of the year

6.6 **Elections Committee**: The purpose of the Elections Committee is to be an impartial body to oversee the integrity of the CGSL election process. One month prior to the Annual General Meeting, the Executive will appoint an Election Committee.

- a) The Elections Committee shall consist of not less than (3) members in good standing from the league, who are not currently running for a position;
- b) The Election Committee shall prepare and circulate ballots and supervise the election returns; and
- c) Elections Committee members will keep all election results confidential until announced.

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

- Holiday Toy Drive Party in December
- Opening Pitch Party
- Tournaments
- Awards Banquet

There is no limit to the number of league members that may be on an events committee. Non-league members can volunteer for event committee activities.

6.8 **Fundraising Committee**: The purpose of the fundraising committee is to raise funds for the league to offset costs.

- a) The Treasurer or designate will be the chair of this committee;
- b) Members of the Executive Committee can select members that are part of the league's volunteer program to assist in organizing and raising funds; and
- c) There is no limit to the number of league members that may be on the Fundraising Committee.

## **SECTION 7 - MEETINGS**

Meetings are held on a periodic basis to discuss and communicate league business.

- 7.1 **Executive Committee Meetings:** Executive Committee Meetings (ECM) are conducted regularly to discuss league business between the Executive Officers.
- a) The Commissioner shall chair all Executive Committee meetings. In the absence of the Commissioner, the Assistant Commissioner will chair the meeting. If the Commissioner and Assistant Commissioner are not present, a quorum is not valid and the meeting must be rescheduled;
  - b) Upon petition in writing by one-third of Executive Officers, the Commissioner shall call and convene a meeting of the Executive Committee;
  - c) Notice of Executive Committee meetings, including the purpose of the meeting, shall be given to each Executive Officer at least three days prior to such meeting. In the event that all Executive Officers are present at any time and place, and choose to decide any question, the notice requirement shall be waived.
  - d) Quorum shall be established by the attendance of at least 50 percent plus one of the Executive Officers;
  - e) League Officers are entitled to attend Executive Committee meetings;
  - f) Non-league officers and individuals that are not league members may be invited to attend Executive Committee meetings by invitation only;
- 7.2 **Annual General Meetings:** The purpose of the Annual General Meeting (AGM) is to provide a forum for the Executive Committee the opportunity to provide the general membership with an update of all league business and activities. The AGM also provides a forum for the general membership to ask questions, obtain clarification and present issues, concerns and suggestions to the Executive Committee.
- a) The Executive Committee shall determine the time and location of the Annual General Meeting of the league membership;
  - b) Notice of the Annual General Meeting shall be posted on the web site and/or e-mailed to each team manager at least ten days prior to the AGM date;
  - c) The Chair must recognize all persons before speaking;
  - d) Only one person can have the floor at any one time;
  - e) No member shall speak twice on the same subject without the permission of the Chair. The exception is the presenter, who may open debate and provide summation;
  - f) Each speaker is limited to 5 minutes unless the Chair waives this rule;
  - g) A quorum for the Annual General Meeting is 10% of the general membership;
  - h) A quorum to vote at the Annual General Meeting is 10% of the general membership;
  - i) Individuals that are not league members may be invited to attend the annual general meeting by invitation only.
- 7.3 **Special Meetings:** Special meetings may be called from time to time. These meetings are called and conducted as follows:

- a) Upon petition in writing by one-third of all team managers, the Executive Committee shall call and convene a special meeting of the Managers Council;
- b) Upon petition in writing by 10% of the general membership;
- c) The Commissioner shall determine the time and place of any special meetings. The meeting must take place within three weeks of receiving the petition;
- d) Notice of the special meeting shall be posted on the web site and/or e-mailed to each team manager at least ten days prior to the meeting date;
- e) A quorum to vote at Special Meetings is 10% of the general membership;
- f) Individuals that are not league members may be invited to attend a special meeting by invitation only.

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

- a) No action by any committee shall be binding upon or constitute an expression of the policy of the Executive Committee except with the approval of a majority of all Executive Committee members; and
- b) There is no quorum required at committee meetings.

## SECTION 8 – FINANCE

- 8.1 **League Business:** The league’s fiscal year shall commence on December 1st of the current year and end on November 30<sup>th</sup> of the following year.
- a) The Executive Committee shall provide oversight to ensure that sufficient operating funds are available to implement the activities and initiatives of the organization;
  - b) Expenditures for: permits, equipment and umpires, shall have priority over all other expenditures;
  - c) Revenue shall be generated from the following sources:
    - Individual (player/non-player) fees
    - Team fees
    - Fundraising activities
    - Sponsorship
    - Donations/Contributions
  - d) The Executive Committee will determine when the team fees are due each season;
  - e) The Executive Committee can accept gifts-in-kind as a form of sponsorship to support the league and it’s activities;
  - f) The Executive Committee can accept any bequeaths from estates;
  - g) The league shall maintain such accounts in an accredited financial institution as are necessary to implement the Constitution and Bylaws;
  - h) The Executive Committee shall determine the particular financial institution to be utilized;
  - i) Operating funds shall be deposited in such account(s) in a timely manner;
  - j) All funds disbursed by the league shall be in the form of a cheque;
  - k) Each cheque shall be signed by two Executive Officers;
  - l) All members and/or teams that submit “Non-Sufficient Funds” (NSF) cheques to the league will be automatically suspended until full payment of dues are received;
  - m) If an NSF cheque is received, the member or team will be required to make fee payments in cash or e-mail transfer and pay for any financial costs that the league incurred;
- 8.2 **Fundraising Activities:** From time to time, the Executive Committee or other designate(s) may host events/fundraisers for the purpose of generating funds.
- a) The Executive Committee or other designate(s) may use volunteers from outside the league to conduct fundraising activities;
  - b) All fundraising activities will require the appropriate “checks and balances” to ensure that income is secured.

## SECTION 9 – CORRESPONDENCE AND COMMUNICATIONS

### 9.1 Addition to Executive – Communications Officer

**Communications:** The league web site at [www.cgslsoftball.com](http://www.cgslsoftball.com) will be the main vehicle to communicate league activities. Electronic mail can also be used to communicate league activities.

- a) All communications must be reviewed by the Commissioner or Assistant Commissioner before posting and/or distribution to the league membership;
- b) The following information shall be posted on the web site:
  - League History Manager’s Handbook
  - Players Information Members’ Handbook
  - League and Team Sponsors Regulations
  - Executive Committee Contact List
  - Team Standings Game Schedule
  - Volunteer Recognition Awards Recognition
  - Member Emeritus Recognition
  - Directions to Fields
  - Minutes - Executive Committee, Manager’s Council and Annual General meetings
  - Important Dates Forms
  - Constitution, By-laws and Ethics Policy
  - NAGAAA By-laws, Instruments of Governance – Links to each

9.2 **Responsibilities of Website Administrator:** The role of the Website Administrator is to post timely and unbiased communications to all league members as directed by the Executive Committee. This responsibility may be delegated.

- a) Post Executive Committee minutes and AGM minutes on the web site in a timely manner;
- b) Manage and direct web site functionality and design;
- c) Continually improve the website.

9.3 **Correspondence:** The following material shall be made available to managers and league members:

- a) Post a “Member Handbook” on the website at the beginning of each season, which contains:
  - The names and titles of all Executive OfficersAnd links to:
  - CGSL Constitution
  - CGSL By-laws
  - CGSL Ethics Policy
  - An audited financial statement of the previous year or a “Review Engagement Report”
  - Current year’s budget
  - Summary of the league mandated exceptions to the rules of Slo-Pitch softball (ASA).
- b) Post a “Manager’s Handbook” on the web site at the beginning of each season, which contains:

- Introduction to the league Best practices of previous managers
- Membership Volunteer information
- NAGAAA Contact information
- CGSL Sponsors
- Administrative responsibilities Banquet information
- Responsibilities to the team Equipment requirements
- Responsibilities to the league Player Rating Process.
- \* Links to ASA/Softball Canada Non-Approved Bat List

- 9.4 **Media Inquiries:** It is the responsibility of the Commissioner to protect the integrity of the league and maintain the privacy of the members within the organization. All media inquiries must be brought to the attention of the Commissioner.
- a) The Commissioner must give prior approval before a member of the league can engage the media; and
  - b) One Executive Officer or League Officer must be present during the engagement for the purpose of protecting the league and individual members (unless the Commissioner waives this rule).

## SECTION 10 – ELECTIONS

Impartial and objective members of the league conduct elections for Executive Officer positions. All nominees must be a current member of the league in good standing. An Executive Office may not seek Endorsements from League or Team Sponsors.

- 10.1 **General Election Rules:** The following general rules shall govern league elections:
- a) Nominees for the Commissioner position must have served as:
    - Assistant Commissioner for at least one year;
    - Past Commissioner within the past ten years; or
    - An Executive Officer for at least two years.
  - b) No experience is required for all other Executive Officer positions, other than Treasurer, who must have accounting experience;
  - c) All members within the league are entitled to vote once for each position available;
  - d) All voting will be conducted confidentially;
  - e) There shall be no proxy voting in general elections;
  - f) In the event that an Executive Officer wishes to be a candidate for an Executive position different from the one he/she is currently holding, the officer must resign from his/her current position before becoming a candidate for a different position, unless current term comes to completion;
  - g) In the event that only one person is nominated for an Executive Officer position after the nomination period ends, that person will be acclaimed to the position;
  - h) The Executive Committee has the flexibility to determine the timing to announce the election results;
  - i) Election results will be posted on the website for 3 months after the election results announcement. Election Candidates shall be afforded immediate access to results.
- 10.2 **Terms of Office:** Executive Officers will have staggered election dates. Each term of office is for two years effective November 1st in the current year of election. Terms of office for each position are as follows:

EVEN YEARS	ODD YEARS
Commissioner	Treasurer
Assistant Commissioner	Director of Field Operations
League Representative	Membership Co-ordinator
Secretary	

10.3 **Election Process:** The election process shall be as follows:

- a) The call for nominations must remain open for a minimum of 2 weeks;
- b) To nominate an individual for an Executive Officer position, a member shall submit the name of the individual being nominated in writing or through electronic mail (e-mail) to the Elections Committee chairperson;
- c) All candidates for Executive Officer positions must consent to their nomination to the Elections Committee chairperson;
- d) There must be at least two separate opportunities with notice of at least 10 days prior for the membership to vote;
- e) Ballots shall indicate the position and the full names of all candidates in alphabetical order for said position;
- f) A ballot will be considered spoiled if any other mark(s) exist, other than the indication of one person that was voted for;
- g) A corrected ballot will be considered invalid. A spoiled ballot can be exchanged through the returning officer;
- h) Ballots will be collected, opened and counted and announced within one month of the election date;
- i) The candidate receiving the greatest number of votes shall be elected;
- j) In the event of a tie, a second election for this position between the two candidates will be held.
- k) Candidates shall be provided access to actual voting results upon completion of election.



## **SECTION 11 – NORTH AMERICAN GAY AMATEUR ATHLETIC ALLIANCE (NAGAAA)**

One to Two Executive members (minimum of one) will be sent to the NAGAAA Open Division meetings. The Commissioner is the voting member at NAGAAA Open Division meetings. In the absence of the Commissioner, the Assistant Commissioner or designated alternate may vote on the behalf of the league.

## **SECTION 12 – LEAGUE STRUCTURE**

13.1 **Team Sizes:** A balance needs to be maintained to ensure that teams have a sufficient number of players to be eligible for play during the season, while simultaneously providing players with a reasonable amount of playing time. As such it is recommended that a league team:

- a) Have no less than a minimum of 14 players; and
- b) Have no more than a maximum of 18 players
- c) There is no limitation to the number of non-players that may be affiliated with a team.

The Executive Committee may make exceptions to these limitations based on player availability in any given season.

13.2 **League Structure:** Generally, the league will be divided in accordance to a “C” and “D” division. The Executive Committee shall determine the divisional and play-off structures and communicate this prior to the commencement of the regular season.

## **SECTION 13 – AMENDMENTS TO REGULATIONS**

Once amendments to regulations are approved, they take effect immediately. All content changes must be communicated to the general membership through electronic mail (e-mail) and/or posted on the web site.

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

- a) The order of priority in which the proposals will be presented will be as follows:
  - Changes proposed by the Regulations Committee,
  - Changes proposed by an Executive Officer or league member,
- b) The general membership must pass changes with a two-thirds majority vote of those present and eligible to vote;
- c) The Annual General Meeting or a special meeting may be called to consider a Constitutional change.

15.2 **Bylaws:** The Bylaws may be amended by a majority vote of the Executive Committee.

- a) Executive Committee members must vote at a properly convened meeting, and minutes should record outcome of the vote;
- b) Proposals to amend these Bylaws shall make explicit and detailed reference to any existing provision(s) which would be affected by adoption of the amendment;

- c) Changes/Revised Bylaws must be communicated/posted on the website to the general membership immediately after approval.

15.3 **Ethics Policy**: The Ethics Policy may be amended by a majority vote of the Executive Committee.

- a) Executive Committee members must vote at a properly convened meeting, and minutes should record outcome of the vote;
- b) Any changes to the Ethics Policy must be communicated to the general membership and changed in the ethics policy document immediately after approval.

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

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

## Appendix A – OFFICIATING AND CGSL MANDATED RULES OF PLAY

- 12.1 **Officiating:** The league will adopt Amateur Softball Association (ASA) and Softball Canada rules. The UIC will ensure that all umpires are accredited each year by Softball Canada.
- 12.2 **CGSL Mandated Rules of Play:** The CGSL uses the ASA and Softball Canada rulebook in addition to the following:
- a) Only CGSL registered players can play.
  - b) Games are 70 minutes or 7 innings in length – whatever comes first.
  - c) No new inning will start after 60 minutes.
  - d) The last inning will be an open inning – whether it is the 3<sup>rd</sup> or 6<sup>th</sup> inning.
  - e) Run Differential Rule (Mercy Rule) is 5 runs per inning.  
Further Run Differential Rule for playoffs.  
An umpire will end a game if one team leads in runs batted in by either:
    - i) 15 runs at the end of 3 innings of play,
    - ii) 10 runs at the end of 4 innings of play,
    - iii) 5 runs after 5 innings of play.
  - f) There shall be two extra hitters permitted (teams may bat 12 players);  
New 2017 – Managers have the option of batting all rostered players on the line up in the game. These players should be listed on the line-up cards provided to the opposing manager and umpire prior to the start of the game. If at any time during the game, a player becomes injured and is unable to continue play, that player may be removed from the batting order without penalty.  
Exception: If a player is ejected, the player may be substituted from the listed substitutes only. Ejected players will be counted as an out when it comes to that player's turn to bat, if there is no substitute.  
Substitutions are still allowed without penalty; however, the player must be on the lineup card as a substitution.
  - g) Number of Players:
    - i. Teams can start with 8 players (use opposing team player as a person to return ball to pitcher) – Players can be added anytime to the batting order up to 10 (but must be added to the bottom),
    - ii. Teams can play with 9 players -- Players can be added anytime to the batting order up to 10 (but must be added to the bottom), and
    - iii. Teams can play with 10 players -- Players can be added up to 12 before going through the batting order. After going through the order, the player would then need to be substituted.
  - h) Any additions to the batting order must be reported to the umpire and opposing score keeper;

- i) Line up sheets must contain first and surname initial and player number.
- j) Pick Up Rule: A team that only has 7 or 8 original team players available for a game and is at risk of defaulting may opt to use the pick-up rule:
  - i. Only CGSL registered playing members may be used as pick-up players,
  - ii. A list of pre-registered pick-up players will be handed out to each manager at the beginning of the season. Players may be picked up same day if required,
  - iii. No more than three (3) pick-up players may be used during any one game.
  - iv. A team using pick-up players must notify the manager of the opposing team and the Umpire prior to the start of the game,
  - v. Upon consent from the opposing manager if the team has 8 players and to avoid a forfeit, they may request the use of the opposing teams Catcher. The Catcher would not be involved in any plays made at home plate,
  - vi. With 8 Regular players and using Catcher from opposing team this is where the automatic 9<sup>th</sup> batter would classify as an automatic out,
  - vii. Pick-up players must be used for the entire game,
  - viii. If you have eight (8) original team players, you are allowed to call up two (2) pick-up players.
  - ix. If you have seven (7) original team players, you are allowed to call up three (3) pick-up players.
  - x. Pick-up players are not necessary, nor allowed if you can field nine (9) original team players and may pick up one (1) player, or play with 9 and the 10<sup>th</sup> batter is not an out.
  - xi. Pick-up players are limited to play: Right Field, Pitcher, or Catcher. The opposing Manager may waive this limitation.
  - xii. Pick-up rules do not apply during play-offs. A team must field a minimum of 9 rostered players.
- k) Each team must have their own field equipment – bats, gloves, protective safety equipment – catcher’s mask, etc. It is recommended that all catchers wear a face mask.
- l) New game balls are supplied by the league and umpires/managers will bring to the field.
- m) Both teams will prepare the field for play before each game and upon final game of day, both teams will remove the bases, equipment and return to storage.
- n) All bases must be double spiked, except 1<sup>st</sup> base, which should have three
- o) All players must wear a uniform with identifiable numbers on their jersey, no two persons can have the same number (except for pick-up players) and all players must wear their uniform when on the field of play;
- p) All rosters must identify players by given names along with their number (no nicknames permitted);
- q) Maximum/minimum rosters to be determined by the Executive Committee prior to the start of the season.
- r) Field bases are set up at 70 feet apart and the pitcher’s mound is 50 feet from home plate.
- s) Any inning started must be finished unless deemed unsafe to play by umpire;
- t) A game is a minimum of 5 complete innings;

- u) Teams will be allowed a maximum of 5 runs batted in per inning. If the maximum of 5 runs is reached by a team at bat prior to the opposing team making the third out, play for that half of the inning will cease, regardless if players are left on base.
- v) Teams playing the last game on Friday evening where the game goes past 11:10 pm and/or the lights go out: If 4 complete innings have been played; the game is ruled complete and is an official game. If only 3 innings have been played, the game must be rescheduled. The UIC/Umpire will determine.
- w) Games will be played if it is raining. Games will be put on hold if lightning is seen and will games will be held down for 20 minutes after lighting, before the game may proceed. If lightning is seen again during the down time, the 20 minute minimum limit restarts from the last lightning strike. The UIC/Umpire will determine.
- x) Courtesy runners – Each team may use a maximum of 6 courtesy runners per game, with a maximum of 2 courtesy runners per inning per team.
- y) Umpires to check bats of teams prior to start of game to ensure they are in compliance with the banned bats list. The league will allow bats stamped with USSSA, ASA 2000, ASA 2004, ASA 2008 and ASA 2012 stamps.
- z) Portable countdown timer to be kept behind home plate and be visible to all players.
- aa) Score board will be kept behind home plate or next to home team dugout.
- bb) Teams must provide at least 24 hours' notice of forfeit of games.
- cc) Rubber Cleats – it is mandatory as of 2017 that all players wear rubber cleats for safety reasons. No metal cleats are allowed.

## Appendix B – PLAYER RATINGS

- 14.1 **NAGAAA Player Ratings:** It is the responsibility of the team Manager to assess player ratings. Team managers must use the NAGAAA Rating Guide to assist them in determining the appropriate rating for each team member.
- a) All new players (whether assigned to a team or draft) are to attend the Player’s Rating Clinic prior to the start of the season for a general skills assessment. The assessment will determine whether the player is “C” or “D” level. No detailed NAGAAA rating will be assigned at this time.
    - In the event that a player assigned to a team is unable to attend the ratings clinic, the Team manager shall be responsible for insuring that the player is at the appropriate level (D or C) to play in their team’s division. If it is determined that the player is rated inappropriately the Executive reserves the right to reassign the player to the appropriate division;
  - b) Team managers are to review the NAGAAA Ratings of each of their players (including new players) and submit detailed ratings to the Assistant Commissioner or delegate to prior to June 15<sup>th</sup> of each season;
  - c) The PRC may review player ratings particularly of those who are attending the GSWS and communicate recommended changes to Managers;
  - d) It is the responsibility of team to pay any NAGAAA fines levied for incorrect player information and/or ratings.
  - e) All player ratings are subject to appeal and penalties (if assessed).
- 14.2 **NAGAAA Team Ratings:** CGSL has opted to adopt a ladder system and as such there has been some leeway in maximum player ratings as well as overall team ratings. It would be prudent for any team attending NAGAAA city sponsored tournaments to abide by NAGAAA requirements. These team rating requirements are as follows:

DIVISION	MAXIMUM PLAYER RATING	MAXIMUM TEAM RATING (BASED ON TOP 10 PLAYERS)
A	27	270
B	19	185
C	14	135
D	10	95
MASTERS	14	135

**Appendix C PROTESTS - Player Protest Procedure:** The following information explains the protest procedure:

- a) Any Executive Officer can submit a protest to the Arbitration Committee for review at any time;
- b) During game play, only a team manager can submit a protest for the Arbitration Committee for review;
- c) A protest must be issued before the end of the game. It must be made to the umpire with the following information:
  - The player name
  - The player jersey number
  - Explanation of protest
- d) The game shall continue. No discussion is required.
- e) The umpire shall record the protest and provide to the Membership Coordinator.
- f) Within one week of the protest being filed an Arbitration Committee will convene to review the protest. The two team managers and player being protested may be called to provide information. The player may continue to play until the Arbitration Committee renders a decision;
- g) All player ratings are subject to appeal and penalties (if assessed);
- h) The Arbitration Committee will recommend its findings to the Executive Committee for final approval (if necessary).

14.4 **Appeals:** A player may appeal their rating based on new information not provided during the first protest only. Appeals are heard by Executive Committee Members.

14.5 **Penalties:** The Executive Committee may impose a financial or suspension penalty to the team manager and/or player that has provided an inaccurate player rating. The team manager and player will be suspended from league membership until the financial penalty has been paid in full. An outstanding debt will be attached to the team manager or player member file.

**Appendix D – Draft Procedures - To be drafted by Draft Committee - 2017**