**STRATFORD MINOR GIRLS SOFTBALL ASSOCIATION**

**BOX 23047**

**STRATFORD, ONTARIO**

**N5A 7V8**

**PRESIDENT SECRETARY**

Kathy Parkins James Chappel

519 276-0959 519 801-6075

**CONSTITUTION**

**RULES & BY-LAWS**

**2016-2017**

**CONSTITUTION**

**ARTICLE 1 NAME**

This organization shall be known as the Stratford Minor Girls Softball Association, hereinafter referred to as the Association.

**ARTICLE 2 OBJECTIVES**

The objects of the Association shall be:

a) To foster, encourage, promote and supervise softball for girls in the City of Stratford, Province of Ontario, between the ages of 4 and 21 as of January 1st of each year in accordance with the standard and under the rules presented by the Canadian Amateur Softball Association and as amended for House League and All-Star teams by the Association.

b) To encourage good sportsmanship, team play and good citizenship amongst the participants.

c) To offer good leadership and training by the volunteers, directors, officers and members who should bear in mind that the attainment of unusual athletic skills, of the winning of games is secondary to the prime purpose of providing a healthy competitive environment in which the ideals of good sportsmanship, honesty, loyalty and reverence will encourage the development of participants into being better citizens.

d) To institute and regulate competitions for championships in House League and All-Star.

**ARTICLE 3 EXECUTIVE OFFICERS**

a) The officers of the Association shall consist of the following:

Immediate Past President

President

1st Vice President

2nd Vice President

Secretary

Treasurer

b) A minimum of 12 or a maximum of 16 Directors are to be elected **and one (1) Representative from each All-Star or Travel Team is to be appointed** at the Annual Meeting held in October of each year. Should the required number of Executive or Director Members not be elected at the Annual Meeting, they may be appointed at a later date by the Board.

c)Honorary lifetime memberships are reserved for individuals that have demonstrated long and continued service to the Association. The lifetime membership status is obtained through a yearly nomination process. The Association will seek nominations from its Executive and Board from Directors from September 1st to 30th. Each nomination submitted will contain a resume of the nominee and the name of the person submitting the nomination. Nominations will be voted on at the regular October Board meeting. The honorary lifetime member shall have voting rights in all Association matters and access to minutes of all Board meetings.

**ARTICLE 4 POWERS OF EXECUTIVE**

a) Officers elected at the Annual Meeting shall take office on the day following the A.G.M. Director positions to be established by the December monthly meeting.

b) Have control of the affairs of the Association.

c) Have power to fill any vacancies which occur in its number or to increase the number of Directors at large, but only to the extent that the full Executive shall not exceed 22 members not including one (1) representative from each All-Star or Travel Team.

d) Have power to amend or alter the playing rules of the House League.

e) Have power to discipline any team player, coach, manager, umpire or any other member of the Association who does not abide by our Constitution, House League or Rep rules, pending a hearing.

**ARTICLE 5 DUTIES OF OFFICERS**

a) The **IMMEDIATE PAST PRESIDENT** shall be the retiring President who shall serve in an advisory capacity and shall be entitled to cast one vote.

b) The **PRESIDENT** shall preside at all Executive Board, Board of Director, Emergency and General Meetings of The Association. He/She shall conduct the business of the Association in a proper manner required by the Constitution and in case of an equality of votes, the President (or Chairman) shall be entitled to a second

or casting vote.

c) The **1ST VICE PRESIDENT** will aid the President whenever possible and will be responsible for the enforcement of the Constitution, in the absence of the President he/she will assume all duties relating to the position. Either the President or the 1st Vice President must be in attendance at any meeting for that meeting to be a recorded meeting.

d) The **2ND VICE PRESIDENT** shall be responsible for officiating as Chairman at all Special Committee Meetings and shall have the power to appoint any other member of the Executive in his/her absence. Also he/she shall be responsible for the organization and

execution of instructional clinics for the players prior to the commencement of the regular season.

e) The **SECRETARY** will keep accurate records of all meetings and such business dealings with the Association. The Secretary will be responsible for notifying all Executive Officers and Directors of

upcoming meetings. The Secretary shall also be responsible for administering the petty cash account. He/she will receive and reply to all correspondence pertaining to the business of the Association.

f) The **TREASURER** shall keep a correct account of all financial dealings of the Association with all funds received, to be deposited as directed, in the name of the Association. The Treasurer shall arrange to submit a Treasurer's Report at each Executive Meeting of the Association. The Treasurer shall pay all Association expenses by cheque. The Treasurer must sign all cheques from the general account, co-signed by the President, 1st Vice President or Secretary. The Treasurer must sign all cheques from any other account, co-signed by the Director in charge of appropriate committee or designated other. Cheques must not be signed by two members of the same family. ie. Husband & Wife, Brother & Sister. In the case of this conflict, the Treasurer must sign cheques, and they must be co-signed by another member of the Executive.

The Treasurer will be voted in at the Annual Meeting, but will not assume the position until January 1 of the next year. This will enable the outgoing Treasurer to finish off the books for that year and a new person does not have to assume this duty.

**ARTICLE 6 DUTIES OF DIRECTORS**

a) **DIRECTOR - REGISTRATIONS (REGISTRAR)** He/She will make all the necessary arrangements for S.M.G.S.A. registrations. That he/she is responsible for setting up House League teams based on the rating sheets submitted by the previous years coaching staff.

b) **DIRECTOR - UMPIRE-IN-CHIEF** Shall be responsible for the

organizing and administering the umpires for the House

League and All Star teams. In the event umpires from an

outside organization are used for All-Star games and /or

tournaments, the rate charged, must be submitted to the

Association. This will include all regular season games,

play-off games and tournaments organized by the

Association. They will act as Chief Co-ordinating Umpire

for all divisions. They shall maintain records for

payment, and also be responsible for finding sufficient

umpires for the Association.

c) **DIRECTOR - CONVENORS**

**HEAD CONVENOR**:

Shall be responsible for setting up the master schedules for the different divisions ie. Mite diamonds and times, Squirt diamonds and times, Novice diamonds and times, Bantam diamonds and times. This will include rain-out dates for each division plus Fun and Play-off tournament weekends. He/she will be fully responsible for the Rep schedule and coaches will contact the Head Convenor for Re-scheduling of any rained-out or postponed games. He/she will also be responsible for all practice diamond allotments.

They should also be the chair of the Coaches’ Selection Committee.

The Coaches’ Selection committee should consist of up to four (4) other Board of Directors of the association, along with a minimum of two (2) non-association members, subject to the board approval. No member of the committee shall be involved in the interviews or selection of any rep coaches for any division that their child(ren) play or coach in. No proxy votes.

The Coaches’ Selection Committee will recommend to the board their selection for coach. The board will accept the committee’s recommendations.

They shall also be responsible for disturbing at the end of the season to all members a parent & player survey. These surveys will be given to the Coaches Selection Committee prior to interviews.

M**ITE/SQUIRT/NOVICE/BANTAM HOUSE LEAGUE CONVENOR**:

Shall be responsible for setting up their house league

schedule according to the master schedule draft. Coaches will

contact the convenor in their division for any rained-out or

postponed games. He/she will contact the Head Convenor once

rain outs have been rescheduled. He/she will draft their

divisions Fun and/or Play-off tournament schedule which must

be submitted to the Board for approval prior to it becoming

effective. The Convenor will also be the statistician for his/her division of play and will be responsible to submit stats to the local media once every four (4) weeks. It will also be at the discretion of that divisions Convenor to allow bringing up of a player(s) in House league only, from a level directly below, for play-off purposes.

d) **DIRECTOR - EQUIPMENT**

He/she will be responsible for the purchasing and tendering **(a** **minimum of two (2) quotes)** of all equipment as approved by the Executive. It is also his/her duty to collect all uniforms and equipment from the Coaches at the end of the season and to store such equipment. It will also be his/her duty to purchase and maintain first-aid supplies.

e) **DIRECTOR - PUBLICITY**

He/she will be responsible for all advertising of the Association to the newspaper and radio. He/she will also submit a slate of officers

for the elections at the Annual Meeting. The Director of Publicity will also be responsible for notifying the President of the Stratford Minor Sports Council Inc. and two (2) unaffiliated people of Stratford Minor Girls Softball, as scrutineers, conduct and count votes respectively for the election of officers portion of the Stratford Minor Girls Softball Association Annual General Meeting. If the President of Minor Sports Council is unable to attend, their 1st Vice President must take this position, and if the 1st Vice is not available then their 2nd Vice President must conduct the election of officers.

f) **DIRECTOR - PLANNING** (Anne Hathaway Improvement Committee)

He/she will be responsible along with the committee to discuss future plans for S.M.G.S.A. with the Kiwanis Club and the Recreation Director. They will also be responsible for writing away for any Grants the Association may be interested in or eligible for.

g) **DIRECTOR - BANQUET & AWARDS**

He/she will be responsible to collect all trophies from previous year, purchase trophies and crests to be presented at the Annual Awards Day or Banquet. It will be necessary to form a committee to assist with the Annual Banquet. This will also include the purchasing of trophies or similar awards for all tournaments. It will be their responsibility to arrange for banquet (if applicable) and collect all the voting data from the coaches or the Executive etc. Two (2) estimates must be presented to the Association prior to the purchase of any awards. All voting data must be kept and put into the S.M.G.S.A. storage of records.

h) **DIRECTOR - SPONSORS & COACHES**

It will be necessary to form a committee selected by the Directors from the Board. They will be responsible to contact previous sponsors and new sponsors if required. The will review the list of previous coaches as well as new coaches if required, for all House League teams in the Association. Any new coach to the Association must supply the Board with three (3) personal references. It will be necessary to evaluate all Coaches in the Association during the year and submit these for future reference.

i) **DIRECTOR - ALL-STAR 'in house' COMMITTEE**

It will be necessary to form a committee from the Board. They will be responsible to contact previous travel teams sponsors and new sponsors if necessary. They will advertise in August of each year for coaches for the following season. Their recommendations must be submitted to the Association prior to any coaches being appointed to a team. They will also be responsible for any Clinics for the travel teams.

j) **DIRECTOR - CONCESSION BOOTH**

It will be their responsibility for the operation of the concession booth during the week (when games are scheduled) and all week-end tournaments. It will be necessary to form a committee and auxiliary to insure that sufficient help is available. A bank account must be set up with two members of this committee as cheque co- signers. A journal must be kept. A financial statement and inventory must be submitted to the Board at the last monthly meeting for that particular season, and all profits at that time turned over to the general account.

k) **DIRECTOR - FUND RAISING**

1. **GENERAL**

A committee must be formed and it will be their responsibility to conduct all fund raising events entered into by the Association. No team will be eligible to undertake any fund raising without prior consent of the Association. All funds as raised will be turned over to the general account. A financial statement must be submitted to the Board at the last monthly meeting for that particular season.

2. **LICENCED FUND RAISING**

It will be their responsibility for the operation of any licensed fundraising undertaken by the Association. Separate bank account(s) must be set up in accordance with the Lottery Licence Rules. The Treasurer will be responsible for keeping a set of books for this account. All money derived must be turned over to the Treasurer as soon as possible. The Treasurer must sign all cheques and they must be co-signed by the Director OR designated other. A financial report must be submitted at each Executive meeting of the Association. It will be necessary to form committee to insure sufficient help is available

The SMGSA’s fundraising form must be filled out and presented to the board for approval before the fundraising has begun.

l) **DIRECTOR - BINGO AND/OR NEVADA**

It will be their responsibility for the operation of any Bingo and/or Nevada undertaken by the Association. Separate bank account(s) must be set up in accordance with the Lottery Licence Rules. The Treasurer will be responsible for keeping a set of books for the Bingo and/or Nevada account(s). All money derived must be turned over to the Treasurer as soon as possible. The Treasurer must sign all cheques and they must be co-signed by the Director OR designated other. A financial report must be submitted at each Executive meeting of the Association. It will be necessary to form a committee to insure sufficient help is available.

m) **DIRECTOR - DIAMOND MAINTENANCE**

It will be his/her responsibility to find individuals to lime all the necessary diamonds and to set up a record for payment.

n) **DIRECTOR – SCOREKEEPERS**

It will be his/her responsibility to obtain official scorekeepers for tournaments and play-offs as directed by the Association.

o) **DIRECTOR - BLAST BALL and T BALL**

He/she will be responsible for the organizing and administration of these Divisions. It will be necessary to find suitable coaches, arrange teams and set up a schedule to encompass both practice and game times. It will also be your responsibility to see that the rules and regulations as set forth by S.M.G.S.A. are adhered to by all coaching staff. It will also be your job to keep stats and submit such to the media.

p) **DIRECTOR - ROOKIE BALL**

He/she will be responsible for the organizing and administration of the Rookie Ball Division. It will be necessary to find suitable coaches, arrange teams and set up a schedule to encompass both practice and game times. It will also be your responsibility to see that the rules and regulations as set forth by S.M.G.S.A. are adhered to by all coaching staff. It will also be your job to keep stats and submit such to the media.

q) **DIRECTOR – GRASS ROOTS**

He/she will have duties that include:

1. Liason for Rookie Ball Teams to SMGSA Board.
2. Would set up teams based on Registration numbers.
3. Would qualify coaches based on parents of players.
4. Would contact parents with information regarding the upcoming season and any events that are happening.

r) **DIRETOR – PARENT REP FOR TEAMS**

He/she will have duties that include:

1. Help teams with fundraising.
2. Attend monthly board meeting as required or if coach cannot attend the meeting.
3. Report any feedback to Coach or Coaches from players or parents. If required report any issues to the Director of Coaching as they see needed.
4. Hand out Coaches evaluation by July 15 and return all completed forms to the Director of Coaching by August 31 of the current season.

**ADDENDUM**

All Directors are expected to attend as many softball games as possible during the regular season and play-off games and to give both support, advise, or direction should the need arise. All Directors may ask as many people from the Association as they wish, to serve on their committee. Committees must be set up for Banquet & Awards, Planning and Fund Raising.

**ARTICLE 7 MEETINGS**

a) A regular monthly Board of Directors Meeting must be held during the year. In the event a member of the Board is absent from three (3) successive regular monthly meetings (excluding work commitments or sickness) he/she shall cease to be a member and is to be automatically replaced at the discretion of the Executive. The Agenda of the Meeting will follow the criteria of “Business Arising from Minutes, Treasurer’s Report, Nevada Report, New Business, Legal & Personnel (L&P) and Reports”. Any other Special Meeting may be called at any time by two (2) members of the Executive Committee, but they must do so on approach to the President. Regular monthly meetings are not open to the general membership. Individuals may be invited, to deal with isolated situations, upon notice to the Secretary.

b) An Annual General Meeting shall be called once per year during the month of October. It shall be an open meeting with all registered members in attendance eligible to vote. (Voting age is 15 years and older).

c) The outgoing Executive will receive at the last monthly meeting of the Board prior to the Annual General Meeting, from the Director of Publicity, a list of candidates who are willing to allow their names to stand for office in the Association. If for some reason they cannot attend the Annual General Meeting, their attentions should be put in writing and handed to the Publicity Director. Further nominations are to be requested from the floor.

d) Six (6) voting members of the Executive shall constitute as quorum at any Executive, General or Annual General Meeting, so long as either the President or Vice President is in attendance.

e) A coach from any House League or All-Star team is welcome at any general meeting of the Association upon notice to the Secretary and will be entitled to one (1) vote per team on matters pertaining to By-Laws and Rules of Play of the Association.

f) Notice of the Annual General Meeting shall be published in at

least one local newspaper at least once during the month

prior to the meeting date.

g) The Constitution cannot be amended or revise in any way other

than by Notice of Motion presented at an Annual General

Meeting, of which notification must be made in writing to the

Secretary, c/o S.M.G.S.A., Box 23047, STRATFORD, On N5A

7V8, seven (7) days in advance of the Annual General Meeting.

**ARTICLE 8**

1. Job descriptions for Rep Team Managers, Coaches, Assistant

Coaches and Trainers will be according to the National

Coaching Certification Program.

2. All Rep Team Managers, Coaches, Assistant Coaches and

Trainers will be certified according to the P.W.S.A.

rules.

3. For insurance purposes, no team within S.M.G.S.A. will be

insured for any extra-curricular functions.

4. Rep Coaches for Mite, Squirt, Novice, Bantam, Midget and

Junior will be appointed at the September meeting of each

year.

5. Try-outs for the Novice, Bantam and Midget Rep teams will take

place in September of the current year, for the following year. A $ 60.00 fee will be charged and applied to their registration for the following season.

6. Tryouts will take place again in the spring of each year for all Rep teams.

7. Any Rep Team must obtain approval from the Board for any

practice, fund-raiser, clinic etc. that they should want

to entertain during the period from September 1st of the

current year to May 1st of the following year.

8. One person, be it a Coach or Parent Rep. from each travel

team must be elected or appointed to the Board of

Directors in October of each year.

9. Refunds:

Anyone who quits after the season starts (Coach’s Meeting in

April) will receive a 50% refund of the portion of the fee that the Association maintains. For anyone who quits after fifty

percent of their season is over receives no refund. Exception

to be made for injury. The Association will automatically

charge a $15.00 administration fee for players that are cut

from try-outs and do not wish to stay in our system or for

anyone who quits prior to the coach’s meeting.

10. Registration:

Any travel team player not paid in full by April 1st of the

current year will not be allowed at try-outs or games until

paid.

Exception:

Junior to be paid in full by June 15th of the current year.

11. Zero Tolerance for Violence in Recreation Facilities

Policy:

Physical violence or verbally abusive behavior will not be

tolerated, before during or after all programs. The City of

Stratford and Recreation Department in conjunction with all

Minor Sports Associations is committed to maintaining a safe

and positive atmosphere at each recreation facility. This in

accordance with the Occupiers Liability Act, the Workers

Health and Safety Act and the Trespass to Property Act.

Any player, coaches and staff, parent, or executive deemed in violation will be brought before the board for a hearing and or possible suspension.

12. All teams in S.M.G.S.A. MUST have a team picture taken.

House League teams will have theirs done during the Fun

tournament each year and the Rep teams will be done Prior

to their first game in their home tournament regardless of

the number present at picture taking time.

13. Should S.M.G.S.A. entertain fielding Select Teams in

Certain divisions they shall be governed by most Rep Team

By-Laws:

a. Player ages

b. NCCP Softball Certification for coaches

c. Team tournament allowance

d. Rep fees

e. Coach’s remuneration

f. Select Coaches to be appointed by a date to be

determined in the Spring – possibly May

g. Try-outs must take place

h. Team Sponsorship(s) must be secured

14. Should S.M.G.S.A. entertain travelling their house league teams due to insufficient numbers, they should apply to the Huron-Perth organization. If accepted, the Huron-Perth Softball League Rules will govern our teams and games will be played in accordance with the Softball Canada Rule Book except where modified by their League Rules.

Should S.M.G.S.A. not travel their house league teams in certain years due to sufficient numbers then our SMGSA House League Rules will apply.

Decisions on whether S.M.G.S.A. will travel their house league teams or not must be made by the first week in April of each year.

Registration deadline to be March 15th of each year.

T-ball and Rookie Ball will not play in Huron-Perth.

15. If S.M.G.S.A. is fielding any teams in the Huron-Perth League during the ball season, someone off the coaching staff has to sit on the board for the summer months of May to September.

**SOFTBALL - SPECIFIC HIV PREVENTION: Softball Canada policy**

**endorsed by P.W.S.A. on April 16, 1994**.

Prevention of bloody injuries includes the use of appropriate safety and protective equipment. Protective equipment should be designed and maintained to prevent bloody injuries.

Dealing with a Bloody Wound:

If bleeding occurs where other participants, (including the official(s) of the game) may be exposed to blood, the individuals participation must be interrupted until the bleeding has stopped. The amount of time taken to treat the wound should be left to the umpire. The player may have to leave the game and have a substitute take the place of the injured athlete until the bleeding stops. The wound must both be cleansed with antiseptic and securely covered before the athlete can return to the game. If no substitute is available, and a reasonable amount of time has been given for the injured athlete to be treated and meet the

requirements to return to the game, the game is considered a forfeiture.

All clothing soiled with blood must be replaced prior to the athlete resuming training for competition. If any part of the uniform is soiled with blood, have the athlete exchange it regardless whether it may be jersey, undershirt, or pants (shorts). Note that there will be no violation for wearing a replacement uniform of a different team colour. Clothing soiled with blood or other body fluids must be washed in hot soapy water.

All equipment and surfaces (especially note softballs) contaminated with blood and other body fluids should be cleaned with a solution of one part household bleach to nine parts water. This solution should be prepared fresh daily. While cleaning blood or other body fluid spills, the following must be done:

wear waterproof gloves,

wipe up fluids with paper towel or disposable cloths,

disinfect the area if required,

place all soiled waste in a plastic bag for disposal,

remove gloves and wash hands with soap and water.

Other wounds including abrasions, blisters, and all skin lesions and rashes on athletes, coaches and officials should be reviewed by medical personnel. All wounds, blisters, skin lesions, rashes, must be confirmed as non infectious and be securely covered prior to the athlete starting or continuing participation.

It is also recommended for general prevention that sport participants travelling should confirm the medical precautions and personnel available for each destination. For further information on HIV and AIDS, contact your doctor, your public health unit or community health centre, your community AIDS organization, or the Canadian Public Health Association.

**S.M.G.S.A. HOUSE LEAGUE RULES**

1. **Application**

Mite, Junior and Senior divisions will be governed by P.W.S.A. rules, except where indicated below.

2. **Helmets**

a) Personal batting helmets with ear protection and chin straps must be worn when batting or running the bases during both practices and games. A player may remove their helmet only when time is called, in order to make adjustments.

b) A player will be called out if the helmet is deliberately taken off while running the bases, or prior to exiting the field, through the gate. If a player crosses the plate and removes her helmet before exiting the field, she will be declared out but the run will count.

c) Personal helmets are mandatory for batters, base runners, catchers, on-deck batters and youth age players who coach in the first and third base coaches boxes.

d) Catcher’s helmet and mask are mandatory for all players and adult volunteers when warming up pitchers.

3. **Uniforms**

a) For a player to be eligible to play in a game, a team sweater must be worn. It is the coaches responsibility to ensure that a properly fitted sweater is supplied to each player. If a team sweater is not worn, assuming enough suitable sweaters are available, that player(s) will be ejected from the game after being given one opportunity to comply with the rule.

b) A call up player is to wear her own team sweater.

c) Players may wear shorts or pants for practices. Shorts maybe worn for games that are provided by SMGSA. If a team(s) decide to wear pants for games, this may be voted on by the players/parents of the team. Players or parents have to occur the cost of the pants.

Hair must be tied back. Earrings, watches, rings etc. must not be worn by any player during game or practice. Medic Alert bracelets or necklaces are not considered jewelry. No tape required.

Sec. 3-10, No exposed items (including jewelry) judged by the umpire to be distracting 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.

d) Players may wear a securely fastened coat or sweater over their team sweater, during games played in cool weather.

e) Ball hats are optional.

4. **Game Balls**

It is not necessary to use a new ball for every game. A good used ball, approved by the umpire, will suffice in regular play.

5. **Appeals**

Appeals can be made at any time up until a pitch is thrown.

a) When making a verbal appeal, no illegal pitch is called if a pitcher:

i)has possession of the ball and is in contact with the pitcher’s plate.

ii)if “play ball” has been declared and the pitcher then requests an appeal the umpire will call “time out” and allow the appeal process.

b) a fourth out appeal can be made after the third out as long as it is made properly and it is made to remove a run.

c) a designated catcher appeal can be made at anytime during the half inning that the violation occurs (see rule 6).

6. **Designated Catcher Substitution**

When the team on offence has two (2) out and the player designated to catch the next half inning is on base the coach is allowed to substitute the last recorded out of the inning in her place as a base runner. The designated catcher must then suit up for the next half inning.

The base runner removed for this purpose must be the catcher for the next half inning. If the so designated catcher does not catch the next half inning, all runs scored as a result of the substitution shall be nullified. If no runs were scored as a result of the substitution, then the first batter of the opposing team or the batter at the plate at the time the violation is discovered shall be awarded four bases and one run will be counted.

If runners are on base at the time the violation is discovered, all runners will advance, including the batter/runner until the base runner closest to the plate scores. No more than one run shall be scored as a result of the violation.

7. **Deportment**

While the game is in progress, all players must stay within the fenced-in bench area except for players warming up who may do so away from the field and backstop.

8. **Number of Players**

a) Any game may be played with seven (7) players present.

b) If any team calls up players, and at the game the “team” has enough (9) of their own players, then the call-up can only play offensively and cannot pitch or catch (see rule 3b).

c) Only the 1994 age player can be called up to the Senior division.

9. **Substitution**

a) There is unlimited defensive substitution and all players will bat.

b) All players must participate, except where there is an injury or disciplinary action is being taken by the coach.

c) Substitution for injury will be allowed at any time without penalty. Injured player may re-enter the game at any time in the same batting order.

**HOUSE LEAGUE BY-LAWS**

1. **Governance**

The League shall be governed by the S.M.G.S.A. Constitution, Rules and By-Laws, the P.W.S.A. and C.A.S.A. rules of play.

2. **Schedule**

a) The regular schedule of the league will commence within the first three weeks of May, depending on the weather.

b) All early games during the regular season will start no later than 6:15 p.m. If games cannot be started by 6:30 p.m. due to an unfielded team, this game will be forfeited.

c) All schedules will show the home team second. For example, “A vs. B” indicates that B is the home team.

d) Playoff schedules to be announced. All final tournaments to be true double knockout.

3. **Rainouts**

When a game is called because of rain, prior to its completion, three innings or two and one half innings if the home team is ahead will constitute a legal game.

4. **Substitutions**

a) There will be no substitutions from one team to another in the same division.

b) Any team in need of players may draw players from a lower division of S.M.G.S.A. Call-up players cannot be all-star or rep players except house league players signed as rep alternates. T-ball may be called up to Rookie Ball if needed.

c) The head coach of a rep team requiring a player must contact the Head Coach of the division below to request a played from that teams coach. The coach will assess the abilities of the team’s players, determining who may safely play at the call-up level. They must also go through a rotation of such capable players to ensure equal opportunity to all**.**

5. **Player Ages**

Player ages as of January 1 of the current year:

T ball 4 and 5 years old

Rookie ball 6 and 7 years old

Mite 8 and 9 years old

Junior 10, 11, 12 and 13 years old

Senior 14 to 21 years old

House league age levels and playing divisions will be assessed on a year to year basis and can be changed as necessary according to registrations received.

6. **Player Eligibility**

Any player, if registered or signed on any team outside of Stratford, may not register for S.M.G.S.A. house league, all divisions.

7. **Playoff Eligibility**

To be eligible to play in the playoffs a player must have played in seven regular season games. Eligibility can be granted at the discretion of the league convenor.

8. **Ejection**

a) Any coach, manager, scorekeeper or player ejected from a game will be suspended from that game and will immediately leave the vicinity of the ball park. All ejections must be added to the winning team’s scorecard (see general responsibilities # 3 scorecard).

b) If a second ejection occurs that individual will be brought before the Board.

9. **Executive Warnings**

Any member of the S.M.G.S.A. Executive will have the authority to, for any verbal abuse or for any equipment abuse, give the player one verbal warning per year for the first offence, and for the second offence be suspended from that game plus the next scheduled game. The third offence will automatically mean that the coach, player and parent/guardian will appear before the Executive and the said player will be suspended

until that appearance. Any warning given must be done in the presence the coach. At the time of the warning the player’s name and the reason for the warning must be written on the back of the home team scorecard. The scorecard must be signed by the coach, member of the executive

giving the warning and the player. The card must be turned in to the convenor. This information will be recorded and kept for future reference.

10. **New Coaches**

As of the 1996 season new coaches (have not coached in our Association before) will be required to supply three (3) character references.

11. **Umpires**

**Uniforms & Equipment**

a) A clicker, brush, umpire shirt and ankle length pants are mandatory for ALL umpires at EVERY game.

b) In addition to (a) ALL plate umpires must wear a chest protector, face mask with neck guard and shin pads at EVERY game (these to be supplied).

**S.M.G.S.A. Rules and By-Laws by Division**

**Mite Division**

1. Players are automatically out on a dropped third strike.

2. The infield fly rule is omitted.

3. Stealing of bases is allowed and there can be no “gentlemen’s agreement” to change this prior to the game.

4. An inning will consist of: three outs or seven runs scored, whichever occurs first.

5. The following distances apply:

Pitchers’ mound to plate = 28 feet

(after fun tournament may be moved to 30 feet at discretion of coaches)

Bases 45 feet apart

6. A “mercy rule” of ten runs applies after 5 innings, 4 ½ if home team ahead.

7. No new inning to start after 7:30 p.m.

8. A pitcher is limited to three innings of pitching, alternating the innings. No innings are to be pitched back-to-back by one pitcher.

**Junior Division**

1. The infield fly rule is omitted.

2. An inning will consist of: three outs or seven runs scored, whichever occurs first.

3. The following distances apply:

Pitchers’ mount to plate = 35 feet

Bases 55 feet apart

4. A “mercy rule” of ten runs applied after 5 innings, 4 ½ if home team ahead.

5. No new inning is to start after 7:45 p.m.

6. Pitchers are to pitch a maximum of four innings. No more than three consecutive innings.

**Senior Division**

1. The following distances apply:

Pitchers’ mound to plate = 40 feet

Bases 60 feet apart

2. A “mercy rule” of ten runs applies after 5 innings, 4 ½ if home team ahead.

3. A maximum of ten runs per inning can be scored, and then the inning turns over.

4. Game start time is either 6:15 p.m. or 8:30 p.m. No new inning is to start after either 7:45 p.m. or 10:00 p.m.

**The Responsibilities of Coaches**

**A. Preseason Responsibilities**

a) A coaches meeting will be held at the start of the season for coaches in each division. If additional meetings are required during the season coaches will be contacted.

b) After coaches receive their list of players they must immediately phone every player on their list and tell them what team they are on, who their coaches are, what the coaches’ phone numbers are and indicate that they will be called regarding the first practice.

c) After the coaches meeting all coaches are to pick up their equipment and sweaters.

2. a) The coach is to ensure that every player has a properly fitted sweater.

b) Players should be notified as to the washing instructions for the sweaters. Do not wash in hot water; do not dry clean; do not bleach; do not put in dryer; hang to dry.

3. Make sure that each player on your team gets a schedule.

4. Before the season it is a good idea, at the first practice, for coaches to outline expectations of players, such as attendance, deportment, league rules, etc.

5. Coaches will choose or be assigned a practice diamond and time.

**B. Postseason Responsibilities**

**Ratings:**

Player rating sheets will be prepared and distributed to all coaches before the end of the season. Coaches will fill these out and submit them to the Association no later than the final day of playoffs. Ratings are from ten (10), being all-star material, down to one (1). A rating for pitchers and catchers with at least 25% playing time is also to be listed. Contact your Convenor if you require further assistance.

Failure to return forms by September 15th of the playing season will mean head coach will not be accepted to coach the following season as a head coach.

**Awards:**

At the end of the season, the coaches or managers of each time will be responsible for the selection from their team of:

One Most Improved Player

One Most Sportsmanlike Player

One Most Valuable Player

And one Most Sportsmanlike Player from your division.

This information is to be returned to the Director of Banquet and Awards.

In the event of a tie, the coaching staff may choose co-winners that may be announced at the banquet. SMGSA will not cover the cost of the extra award.

**Equipment and Sweaters:**

Coaches must return all equipment and sweaters to the Equipment Director at the conclusion of the playoffs.

**C. General Responsibilities**

1. **Home Team Coach**

a) The home team coach of the last game of the day is responsible to pull the bags and put them in the lime room.

b) The home team coach is responsible for determining if a game will be cancelled because of rain. The home team coach is responsible for contacting the:

league convenor

opposing team coach

umpire-in-chief

all players on the team

the booth convenor

c) Anne Hathaway Park has four diamonds. Rained out games will be re- scheduled by your convenor.

2. **Pre-game Preparation**

All players will clear the playing field at least five minutes prior to the start time of the game. The home team is to have their catcher ready by the game start time. If coaches do not comply with this rule they can be brought before the Board.

3. **Scorecards**

All scorecards are to be marked in ink not pencil. Show by regular marks what each player did at the plate, and beyond that point, on the scorecard. The game date and division must be clearly shown. The home team is to be marked on the bottom of the scorecard. The winning team coach is to ensure that the winning team’s scorecard is signed at the conclusion of the game by a coach of each team and by both umpires. This scorecard must then be deposited in the scorecard box on the lime room door at Anne Hathaway Park on the day of the game.

4. **Beacon Herald Reports**

Newspaper reports are to be completed by the winning team coach and delivered to the Beacon Herald drop box, or phoned or fax the Beacon Herald office the night of the game. They must be clear and filled out properly or the newspaper will not publish the report.

5. **Coach Requirements**

Coaches that cannot attend games must ensure that they make arrangements for their replacement. If this means phoning a member of the executive to find a replacement, give that person sufficient notice. This will mean making arrangements to deliver equipment to your replacement.

6 **Player Discipline**

In order to bench a player for disciplinary reasons, the coach must mark both scorecards before the game. If a coach deems that a benching is warranted during the game, the home plate umpire and the opposing team must be notified immediately. The scorecards must be marked and the inning indicated.

7. **Breaking of Rules**

For any team that has received three warnings for breaking Association rules, the coach will be called before the executive for an explanation.

8. **Smoking**

Smoking is permitted only outside the fenced-in players bench area. Smoking will be not be permitted anywhere that could be considered the playing area or along the fences.

9. **Board Appearance**

The coach may be required to attend a meeting with the Board as required by By-Law 7.

10. **Problems**

If any problems arise, it is the responsibility of the coach to call your league convenor.

**S.M.G.S.A. REP TEAM BY-LAWS**

1. Player cuts are to be made no later than April 30th of each year. Player cuts are to be given to the registrar as they are made. If an extension to May 15th is required, permission must be granted by the registrar.

2. Each division is to submit their League and Tournament schedules to the following:

Head convenor

Umpire-in-chief

Secretary

Booth convenor

Diamond maintenance

3. The following distances will prevail:

Pitchers mound Bases

Mite 30 feet 45 feet

Squirt 35 55

Novice 38 60

Bantam 40 60

Midget 43 60

Intermediate 43 60

4. Player ages as of January 1st of the current year:

Mite 9 years and under

Squirt 11 years and under

Novice 13 years and under

Bantam 15 years and under

Midget 18 years and under

Intermediate 22 years and under

5. All travel team coaches participating at a Provincial Tournament must have NCCP Softball Certification as follows as of the 2004 season:

Mite Level I Technical

Squirt Level I Technical

Novice Level II Certified

Bantam Level II Certified

Midget Level II Certified

Intermediate Level II Certified

6. Team registration forms received from either P.W.S.A., Grand Valley (or the league you wish to play in) for registration of each Rep Team, must be filled out by YOU the coach, notify the Treasurer for a cheque in the amount required, and mail immediately.

7. You are allowed to sign a maximum of 17 players, 1 manager, 2 coaches.

8. The Manager or Coach will be responsible for the filling out of any tournament forms and mailing of such. See the Treasurer for cheque. Team tournament allowances are as follows:

Mite $ 750.00

Squirt $ 900.00

Novice $ 900.00

Bantam $ 900.00

Midget $ 900.00

Intermediate $ 900.00

9. Rep fees to be paid to the Treasurer by June 14th are as follows for the season:

Mite $ 60.00 per player

Squirt $ 100.00 per player

Novice $ 100.00 per player

Bantam $ 115.00 per player

Midget $ 115.00 per player

The coach/manager is responsible for the collection of these fees.

10. Rep team coaches remuneration:

Mite team $ 100.00

Squirt, Novice, Bantam, Midget and Intermediate teams - $ 200.00 each

11. P.W.S.A. sanction forms for hosting our own tournaments must be completed by the Secretary and mailed with the appropriate fees.

12. The Manager and/or Coach is expected to attend any P.W.S.A. or League meetings that may be held. It is at these meetings that you will receive forms for the registration of your team in that particular league with which you wish to become affiliated.

13. At the end of the season the Coach or Manager of each **may** select one individual from their team for each of the following awards:

**Most Valuable Player, Most Improved Player, Most Sportsmanlike Player.** This information is to be returned to the Director of Banquet & Awards.

In the event of a tie, the coaching staff may choose co-winners that may be announced at the banquet. SMGSA will not cover the cost of the extra award.

14. No girls shall be allowed to sign a W.O.A.A. and a P.W.S.A. certificate while belonging to this Association without written consent of the Executive.

15. Rep teams are not required to fill out rating sheets. Players returning to the House League program from a Rep team would qualify as a “10” as per the ratings format previously outlined in the Responsibilities of Coaches, Item B - Post Season Responsibilities section.

16. No rep game to start a new inning after 8:00 p.m. if another game is to follow on that diamond.

17. Rep games and practices take priority over house league games and practices for the Alternate.

18. Coaches must turn ALL equipment and uniforms into the Equipment Director at the end of play-offs.

19. For any rained-out home games YOU are responsible to notify the following:

Your league convenor and our head convenor

Opposing team coach

Umpire-in-chief

All players on your team

Booth convenor

Diamond maintenance

20. If a certain coach wishes to bring up a player on a permanent basis (Alternate) they must obtain Executive permission.

21. Player movement will be at the discretion of the Executive.

22. The board will set aside $500.00 to help out the Novice, Bantam or Midget REP teams that make it to the Eastern Canadians or Canadian Nationals.Teams would have to help out with a fundraiser that same year (example: dance or bingo etc) before or after they go to the tournament(s). If no teams go this money could than be used for a player(s) that get picked up by other teams to help off set the cost of their travel by up to $100 per player. The player(s)would have to come into a board meeting to give a speech or send in a letter to tell us about their trip.