

Orléans Softball By-laws
Orléans Amateur Fastball Association (OAFa)
2023 Season

BYLAW 1 - BOARD OF DIRECTORS

- 1.1 The OAFa Board of Directors (BOD) role is to set the strategic, financial, and operational direction for the association and execute the season plan.
- 1.2 The BOD consists of volunteers from the community. Anyone over eighteen is eligible to join. Board members, including President, can be appointed through the following methods:
 - a. Submit name at Annual General Meeting and be elected in a vote, if more than one person runs for a specific position, or acclaimed if there is no opposition.
 - b. If a vacancy exists on the Board during the season, a volunteer can be acclaimed at any time.
- 1.3 Directors are the members of the Board who handle specific roles and responsibilities that are critical to the operation of OAFa. Directors can hold more than one position as desired/required to maintain operations. Age group director requirements (numbers & age/gender levels) will be modified yearly to match registration requirements. Job descriptions are found in Appendix 1

Note: If the position of President becomes vacant during the year, then within 30 days of such occurrence a Special General Meeting of the members of the OAFa will be called to elect a new President for the remainder of the year. The call shall be publicized as widely and as expeditiously as possible.

BYLAW 2 - CONDUCT

- 2.1 The OAFa is committed to providing an environment that promotes the principles of FAIR PLAY, GOOD SPORTSMANSHIP, INCLUSION, and EXCELLENCE. These principles apply to all our members that take part in the sport; including players, coaches, parents, spectators and game officials. In respect to the above principles, the OAFa and its members shall be guided by the Fair Play principles. Members must always abide by the code of conduct, on or off the field.
- 2.2 The OAFa will enforce the code of conduct with fairness and proper disciplinary protocol.
- 2.3 The President is responsible for determining the extent of a disciplinary infraction and associated penalty and the decision is final. Consultation with board members, coaches, parents, and law enforcement, if applicable, may occur.
- 2.4 Any individual witnessing the occurrence of misconduct by a member of the OAFa has the right and responsibility to report it to a league official (coach, age director, president). Umpires are to report any witnessed incident on the game sheet and notify the Umpire-in- Chief.
- 2.5 Types of misconduct include but are not limited to:
 - Verbal & physical abuse

- Discrimination towards race, citizenship, national or ethnic origin, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- Vulgarities on or around the playing field
- Sexual harassment/abuse
- Illicit substances on or around the playing fields
- Unsportsmanlike conduct as determined by league officials' discretion.

BYLAW 3 – TEAM FORMATION HOUSE LEAGUE

- 3.1 All House League teams are to be formed in a manner that creates as much as possible an equal balance of players by age, gender and where applicable special skills i.e. pitcher, catcher, select, etc. Friend requests will only be examined after the initial balancing of teams and implemented only if it does not create an imbalance.
- 3.2 U5, U8, and U10 teams will be formed by the Age Director, or the House League Director if there is no Age Director. U14 and up will be formed by a coach draft under the direction of the Age Director. Player evaluations from the previous season are recommended to be used when available. If a coach is unavailable for the draft or a coach is missing, the director will build the team as part of the draft with the other coaches.
- 3.3 All House League player requests to play out of their normal age group must be reviewed and approved by the appropriate House League Director and the President.
- 3.4 Requests to play down an age group can be approved when the safety of the player is a concern. Such requests could include players with developmental challenges.
- 3.5 Requests to play up an age group must consider the skill and development of the player moving up and must consider the impact on team balance and viability.

BYLAW 4 – TEAM FORMATION SELECT

- 4.1 Select teams are formed from House League teams and Select players must be registered in Oafa and play on a HL team to be eligible.
- 4.2 Request for Select players will be made in early spring. If more than 12 players are interested in applying, a try-out will be held. If 12 or less are interested, those players will form the team.
- 4.3 All Select player requests to play up from their age group must be reviewed and approved by the President.
- 4.4 Select players cannot play down an age group.
- 4.5 All coaches wishing to coach a select team must apply to the President.
- 4.6 All Select Head-Coach appointments must be approved by the Board of Directors. Notification shall be given, in writing (email), by the President.
- 4.7 The Orleans Rebels shall be the name used for all Select teams of the Association.

- 4.8 Select teams are supplied with the standard Association uniform. Any team requirements beyond the basic uniform are the responsibility of the team but must comply with the Association standards for branding in colors and cresting and be approved by the Director of Equipment and President. The coach's shirt must be in the team colours if one is not provided by OAFa.

BYLAW 5 - FINANCES

- 5.1 The Orléans Amateur Fastball Association (OAFa) shall not borrow money from any person, nor shall it be indebted to any person at any time. All purchases, with prior approval from either the President or the Treasurer, made on behalf of the OAFa shall be immediately reimbursed upon being notified.
- 5.2 The OAFa shall open and maintain a bank account. All receipts of the OAFa shall be deposited in a bank account. All expenditures of the OAFa shall be paid by cheque drawn, or e-transfer, on an account of the OAFa.
- 5.3 All cheques drawn on the account of the OAFa shall be signed by the Treasurer of the OAFa Board of Directors, with approval from the President.
- 5.4 The Association shall pay travel, meals and accommodations expenses, to a maximum of \$500.00, with a daily maximum of \$40 per day for meals, associated with board members attending Softball Ontario meetings or other board approved meetings/training. Receipts for all expenses must be submitted to the association treasurer for reimbursement.
- 5.5 All Select team expenses must be paid through the OAFa Treasurer. All monies collected by Select teams, including fundraising are to be provided to the Treasurer for deposit into the OAFa account. No team is to have their own bank account.
- 5.6 Each Select coach is to submit to the President a budget for their team by June 30th.
- 5.7 All monies received from sponsors, either association or individual team, must be made payable to the OAFa.
- 5.8 Upon successful completion coaches will be reimbursed 100% of the cost of the Introduction to Competition course and 100% of the cost of the Community Coach course if taken outside the OAFa. These reimbursements are dependent upon the coach committing to coach in the Association for the current or coming season.
- 5.9 The OAFa shall purchase liability insurance, as needed, for all players and participants.
- 5.10 Teams doing fundraising can use the Association logo.
- 5.11 After a specified date (determined yearly by OAFa Board of Directors), all Registrations accepted will include a late fee of an amount specified yearly by the OAFa Board of Directors. All players after the specified date will be placed on a waiting list for available spots in their age group.
- 5.12 All refunds shall be at the discretion of the Registrar in consultation with the President of the OAFa.

- 5.13 Any registration fees not paid by May 30th will make the player ineligible to play until full payment is received. Players with any outstanding fees not paid from the previous year, will make the player ineligible to register.

BYLAW 6 – UMPIRES AND RULES

- 6.1 All OAFA umpires must attend an umpire clinic sanctioned by the OAFA. Alternatively, umpires may attend a Softball Ontario clinic to be carded.
- 6.2 Umpires who attend an umpire clinic will be reimbursed their clinic fee provided they officiate at least 10 games for the OAFA.
- 6.3 Umpires who directly register with Softball Ontario will be reimbursed 50% of their registration fee provided they officiate at least 10 games for the OAFA.
- 6.4 An umpire who attends a JD clinic and directly registers with Softball Ontario will be reimbursed the greater of their JD clinic fee or 50% of the Softball Ontario registration fee provided at least 10 OAFA games are officiated.
- 6.5 No protests and/or grievances shall be entertained against the umpire's judgment and or application of the playing rules on the field. Questions concerning the rule interpretations shall be directed to the Umpire in Chief.
- 6.6 OAFA operates under Softball Ontario rules. Exceptions from these rules for fair play and player development are found in Appendix 2 and the Coaches Manual.

Appendix 1 Board of Director Job Descriptions

PRESIDENT: supervises the business of the Board of Directors; monitors and enforces the Constitution & Bylaws, the Rules & Regulations and the Policies & Procedures of the OAFAs; chairs all meetings of the OAFAs; represents the OAFAs in dealings with other fastball organizations (e.g. OASA, PWSA, OSSTA and Softball Ontario); acts as liaison between the OAFAs and the umpires; ensures that the OAFAs retains its membership in good standing with these organizations; investigates complaints, irregularities and conditions detrimental to the OAFAs and reports thereon to the Board of Directors as circumstances warrant; ensures that the OAFAs develops and follows a budget for each financial year; holds signing authority on all bank accounts opened in the name of the OAFAs; posts a report on the OAFAs's general state of affairs on the Association web site by October of that reporting year.

TREASURER: The Treasurer is a position appointed by and reports to the President and performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Treasurer or as may be assigned by the President; keeps an accurate record of all monies received and disbursed by the OAFAs; deposits all receipts of cash, E.F.Ts, and cheques in the bank accounts of the OAFAs; draws all cheques, and co-signs for payment of the liabilities and expenditures of the OAFAs; prepares financial statements, as required by the President; maintains all bank accounts of the OAFAs.

REGISTRAR: coordinates the annual pre-registration communication to all members; ensures that all registrations are properly completed and comply with OAFAs rules and regulations; records and promptly forwards to the Treasurer the proper registration fees; forwards requests for waiver of registration fees due to financial hardship and reports to the President; maintains a database record of OAFAs player registrations and team rosters and a current mailing list of its members; in conjunction with the Directors of House League; establishes the number of teams that will play in the House League divisions; delivers all completed Team Rosters to the House League and Competitive Director.

DIRECTOR, EQUIPMENT: responsible for the purchase of all equipment and uniforms on behalf of the OAFAs (ensures multiple quotes are obtained from potential vendors to ensure the best possible value for the OAFAs); responsible for the inventory, upkeep, repair and disposal of equipment and uniforms; responsible for the distribution of equipment and uniforms at the start of the season and the collection & storage of same at season's end; inspects equipment to ensure its safe condition and that it meets Softball Canada specifications and standards; responsible for the purchase & distribution of all awards necessary for house league and competitive tournaments.

DIRECTOR, FIELDS: identifies and submits OAFAs field requirements for the upcoming season to the City of Ottawa department of Recreation and Parks within the required timeframe; prepares and maintains the field schedules for all house league practices & games (including pre-season, regular season and playoffs); integrates the competitive team schedules as provided by the coaches and assigns fields for practices and games.

DIRECTOR, HOUSE LEAGUE BOYS/GIRLS: administers the activities of the various House League programs by age groups; in conjunction with the Registrar, establishes the number of teams that will play in those divisions; coordinates the selection of Convenors and Coaches for each division; coordinates the player evaluations and team drafts for each division (Squirt and above) and submits the team rosters to the Registrar and Director Equipment prior to the start of the season; notifies the Registrar of any subsequent player changes; represents the interests of the House League teams at all meetings of the OAFAs; ensures that all schedules and information are distributed promptly to the team coaches; ensures that all teams understand the league rules and regulations; ensures that all safety requirements are observed by the teams; ensures that any disciplinary action taken against a team is adhered to.

Note: the number of Directors House League is based on the number of volunteers and structure of the Association based on registrations from year to year.

UMPIRE IN CHIEF: this position is appointed by and reports to the President and performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Umpire in Chief or as may be assigned by the Board of Directors; recruiting & retention of umpires, provides the President with an budget of umpire expenses for each year, scheduling and assigning of umpires to all games; arranges for the payment of the umpires, provides training, coaching and mentoring of umpires; completion of regular umpire evaluations.