

CONSTITUTION & BYLAWS of the DUTTON/DUNWICH MINOR BALL ASSOCIATION

Definitions:

“The Association”	refers to the Dutton/Dunwich Minor Ball Association
“Board of Directors”	refers to the members that have been elected or appointed in accordance with this constitution to act on behalf of the membership in the administration and operation of DDMBA.
“Board”	refers to the directors elected and/or appointed to the Board, including the Executive.
“DDMBA”	refers to the Dutton/Dunwich Minor Ball Association
“Executive”	refers to the Executive Board members: President, Vice President, Secretary, Treasurer, Registrar and Past President.
“Members”	refers to active players registered with DDMBA, parents/guardians of players registered with DDMBA, associate members including non-parent coaches, assistant coaches, trainers and managers approved by DDMBA, or as otherwise defined by the Association.

1. BYLAW 1 – OFFICIAL NAME OF OF THE ASSOCIATION

- 1.1. The official name of the Association shall be Dutton/Dunwich Minor Ball Association.

2. BYLAW - 2 - OPERATION OF THE ASSOCIATION

2.1. Board of Directors

- 2.1.1. In order to be eligible as a Director for the Association, all members shall be in Good Standing, and as such are subject to review as needed.
- 2.1.2. The DDMBA Board of Directors shall consist of no fewer than five (5) and no more than fifteen (15) members, including the Executive positions of President and Vice-President, as elected by members in good standing at the Annual General Meeting.
- 2.1.3. If more than fifteen (15) nominations have been received for the positions of Director, then a maximum of fifteen (15) Directors shall be elected. If fifteen (15) or fewer nominations are received, then all members nominated shall be declared elected by acclamation. Junior Members (max. 2) shall be selected/elected yearly in January.
- 2.1.4. If less than fifteen (15) Directors are elected at the Annual General Meeting, then the Board may appoint additional Directors by a two-thirds vote of the total Board. At no time shall the Board of Directors (including President or Vice-President) exceed fifteen (15) members.
- 2.1.5. If the Board is unable to fill any of the Director positions listed in 2.4 from within its ranks, the Executive may recruit volunteers for any of the vacant positions from its membership at large. In such circumstances, the individual shall be an ex-officio non-voting member of the Board.
- 2.1.6. If the position of President becomes vacant during the year, then the Vice-President shall assume the responsibility and authority of the President.

- 2.1.7.** If the position of Vice-President becomes vacant during the year, then the Board may appoint a Vice-President from their ranks by a simple majority vote of the Board.
 - 2.1.8.** If at any time the positions of President and Vice-President are both vacant, then within 30 days of such occurrence the Secretary shall call a Special General Meeting of the members of the Association to elect a new President and Vice-President for the remainder of the year. The call shall be publicized as widely and as expeditiously as possible.
 - 2.1.9.** If a Director's position becomes vacant during the year and the number of nominations at the Annual General Meeting exceeds fifteen (15), then the Board shall select the next nomination with the most votes at the Annual General Meeting, otherwise the Board may appoint additional Directors by a two-thirds vote of the total Board.
 - 2.1.10.** The Board of Directors may appoint standing committees, officials, or other voluntary positions, as it shall consider necessary for the efficient operation of DDMBA.
- 2.2. Executive**
- 2.2.1.** The DDMBA Executive shall be made up of the positions of President, Past President, Vice President, Secretary, Treasurer and Registrar.
 - 2.2.2.** Meetings of the Executive may be called by the President or designate.
 - 2.2.3.** The Executive acts as a leadership team to oversee the Board governance, provide input on items for discussion by the Board, helps formulate the annual budget, meeting agendas, and is available for discussion of confidential matters.
- 2.3. Meetings of the Board**
- 2.3.1.** The Board shall meet at a place and time to be arranged by the Secretary. Meetings will take place on a monthly basis as needed. Additional Board meetings must be called on the request of three (3) or more members of the Board.
 - 2.3.2.** Quorum for a Board meeting shall be 50% plus one (1) of the number of directors elected to the Board. Directors must be present and eligible to vote. No business shall be conducted in the absence of a quorum except to take measures to obtain quorum, establish the time to adjourn, or to take a recess.
 - 2.3.3.** The President shall chair all meetings of the Board. In the absence of the President, the Vice President shall chair the meeting.
 - 2.3.4.** Each director present at a Board meeting, including the chair (President or Vice President) shall be entitled to one (1) vote. Outside person(s) are not entitled to vote.
 - 2.3.5.** From time to time, electronic voting through emails or online polls may be used to make effective decisions in a timely manner. The Secretary shall keep records of all electronic motions and votes, ensuring quorum is achieved. Electronic motions and votes shall be read into the minutes at the next in-person Board meeting.

- 2.3.6. Every director who directly or indirectly has an interest in a proposed or existing matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at the beginning of the Board meeting. After making such a declaration, said director shall not be permitted to vote on the issue, or be counted in the quorum in respect of the matter.
 - 2.3.7. Every director and Executive of the Association shall respect the confidentiality of matters brought before the Board for consideration during closed/in-camera sessions.
 - 2.3.8. Meeting minutes of the Board will be posted online on the website once approved at the following Board meeting. Any personal information regarding players or families will be redacted.
 - 2.3.9. Any member may request to come before the Board by written request to the Secretary. The person will be notified as to the date of the next Board meeting. When anyone comes before the Board of Directors or a committee, they must state their case and then leave to allow the Association or committee to discuss their case.
 - 2.3.10. Financial information regarding individual players/families/registrants shall not be presented in full to the Board. This information will be kept confidential between the Treasurer, Registrar, and Executive when necessary. General/high level reporting of overall financial status of registration will be provided by the Treasurer/Registrar at Board meetings.
 - 2.3.11. A Special General Meeting of the Membership shall be called by the Secretary on the instructions of the Board of Directors, and upon receiving a request for such a meeting by signed at least 51% duly qualified members of the Association.
 - 2.3.12. Upon receiving a request for a Special Meeting, the Board shall cause a notice of the said meeting to be called, to be published online as well as emailed to the membership at least two weeks prior to the said meeting. The notice shall briefly set out the purpose of the meeting.
 - 2.3.13. No Special Meeting of the Association shall be called for the purpose of introducing, altering, modifying or eliminating any Articles of the Constitution. Amendments to the Constitution may only be made at an Annual General Meeting.
- 2.4. **Director's Roles and Responsibilities:**
- 2.4.1. **PRESIDENT (elected every two years):** must have served on the Board for at least one (1) year prior to being elected into the position, supervises the business of the Board and Executive; monitors and enforces the Constitution & Bylaws, the Rules & Regulations and the Policies & Procedures; chairs all meetings of the Association; retains its membership in good standing with other applicable softball/fastball & baseball organizations; investigates complaints, irregularities and conditions detrimental to the Association and reports thereon to the Board as circumstances warrant; ensures that the Association develops and follows a budget for each financial year; ensures the a process is in place to monitor all Association ball related activities, and that the process is communicated to members, players, parents etc.; shall collect background checks.
 - 2.4.2. **VICE-PRESIDENT (elected every two years):** must have served on the Board for at least one (1) year prior to being elected into the position, performs such duties as are herein specifically set forth and such other duties

as are customarily incident to the office of Vice-President or as may be assigned by the Board and Executive; assists the President in the performance of duties; performs the duties of the President, as required, in the absence of the latter; interprets and revised the Constitution & Bylaws, Rules & Regulations and Policies & Procedures of the Association; conducts the review process for proposed changes to the Constitution & Bylaws, the Rules & Regulations and the Policies & Procedures at the Annual General Meeting.

- 2.4.3. SECRETARY (2 year appointment):** Official non-financial record keeper for the association. Facilitates all communication in the form of letters, thank-you's, room bookings, requests and proposals, etc.; records the activities of the Association and maintains appropriate files, mailing lists and necessary records; notifies members, directors, officers and committee members of their election or appointment; maintains a list of Directors and ex-officio non-voting members, and notifies them of all meetings of the Association; prepares the agenda for all Association meetings (*in consultation with the President*); records, maintains and distributes accurate minutes of all meetings of the Association; receives and responds to correspondence on behalf of the Association; carries out orders, votes and resolutions of the Board and its committee; maintains custody of the original version of the Constitution & Bylaws, the Rules & Regulations and the Policies & Procedures of the Association, and the amendments thereto. Facilitates all written communication with the Municipality of Dutton/Dunwich including preparing formal submissions reviewed and proposed by the Board for submission to the Municipality for consideration.
- 2.4.4. PAST PRESIDENT:** Mentor role and continues to assist the President, Vice-President and other executive members on an as needed basis; ensures that the year end awards and tournament awards are ordered as needed; prints and distributes ballots for year-end awards, and ensures awards are purchased for all winning players.
- 2.4.5. TREASURER (2 year appointment):** reporting monthly to the Board, performs such duties as keeps an accurate record of all monies received and disbursed by the Association; deposits all receipts of cash and cheques in the bank accounts of the Association; signing authority on cheques along with another active executive member. All cheques are to be signed by two (2) signatories from the account. The Treasurer is responsible for preparing an annual budget for presentation to the board in draft form in October each year, to be finalized by November. Any expenses listed in the budget that as finally approved by the Board may be paid on an ongoing basis through the year. Any expenses that have not received prior approval through the annual budget shall be submitted to the treasurer. The treasurer receives all requisition forms/requests for expenses to be brought to eBoard meetings for review and approval. The treasurer also writes all cheques and receipts for payment of the liabilities and expenditures of the Association; prepares financial statements, as required by the Board; and maintains all bank accounts of the Association. Responsible for ensuring that all liability insurance is paid annually. Responsible for Association General Account only. The treasurer is responsible for tracking paid registration fees, communication with the Registrar regarding non-payment of fees, discussing subsidies for players, as well as contacting those registrants to seek payment of fees. The treasurer is also responsible for tracking the payment and reimbursement of volunteer fees, and shall ensure all volunteer fees are shown as separate on all budgets and monthly reports. An Audit will be completed prior to any new Treasurer taking over the Treasurer position. The Treasurer shall provide a financial update to the Board at all meetings, and prepare an annual statement to be

reviewed by a financial scrutineer for presentation at the Annual General Meeting.

- 2.4.6. REGISTRAR (2 year appointment):** performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of the Registrar or as may be assigned by the Board; coordinates announcement of registration dates & fees, coordinates online & in-person registration (if needed); ensures that all registrations are properly completed and comply with Association Rules & Regulations; records and promptly forwards to the Treasurer the proper registration fees as due; investigates and submits player release requests to the Board for approval; investigates and approves requests for waiver of registration fees due to financial hardship and reports to the Board; approves requests for refund of registration fee in accordance with Association policies; maintains a database record of Association player registrations and team rosters and a current mailing list of its members; provides the Manager of Parks, Recreation & Culture of the Municipality of Dutton/Dunwich with the number of teams that will play in House League and Boys and Girls Travel teams for the forthcoming season as well as provide names and contact numbers of all coaching staff and Board Executive. The Registrar shall be responsible for ensuring all teams are registered with the proper leagues, forwarding league fees to the Treasurer for payment.
- 2.4.7. DIRECTOR OF UNIFORMS (appointed yearly):** responsible for the inventory, upkeep, repair and disposal of uniforms; responsible for the distribution of uniforms at the start of the season and the collection and storage of same at season's end; inspects uniforms to ensure its conditions are satisfactory. In charge of actual pricing and eventual purchasing, upon Association approval.
- 2.4.8. DIRECTOR OF EQUIPMENT (appointed yearly):** performs such duties as are herein specifically set forth and such other duties as are customarily incident of the office of the Director of Equipment or as may be assigned by the Board; provide regular reporting to the Board, is responsible for the inventory, upkeep, repair and disposal of equipment; responsible for the distribution of equipment at the start of the season and the collection and storage of same at season's end; inspects equipment to ensure its safe condition, and that it meets Softball Canada & Baseball Ontario specifications and standards. In charge of actual pricing, and eventual purchasing, upon Association approval.
- 2.4.9. DIRECTOR of PUBLICITY and SPECIAL EVENTS (appointed yearly):** performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of Publicity or as may be assigned by the Executive Council; establishes a network by which information regarding Association activities, special events are given maximum exposure to the residents of Dutton Dunwich; responsible for submitting periodical game/team reports to local media; promote upcoming Association events and activities; responsible for the printing and distribution of league flyers to the local schools in the community for special announcements; submits a calendar of events and activities to local media; responsible for obtaining league standings and game results for publicity purposes, coordinates the formulation of a financial budget for Special Events to promote ball and the Association, the staffing of volunteer positions for such events, and all organization related to running the special event.
- 2.4.10. DIRECTOR OF FUNDRAISING (appointed yearly):** performs such duties as are herein specifically set forth and such other duties as are customarily

incident to the office of Director of Fundraising or as may be assigned by the Executive Council; coordinates the formulation of a financial budget for fundraising events, the staffing of volunteer positions for such events, the arrangement of fundraising activities, may seek organization sponsorship.

- 2.4.11. DIRECTOR OF COACHING AND PLAYER DEVELOPMENT (appointed yearly):** performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of Coaching and Player Development or as may be assigned by the Board; provide regular reporting to the Board, is responsible for the training and development of coaches within the Association to ensure that adequate coach resources are available for all teams; distributes Coaches resources for distribution at the Coaches Pre-Season meeting; organizes and coordinates the delivery of training clinics to implement Coach Development as required; responsible for ensuring resources are available for the training and development of players within the Association to improve the skills level; liaises with other area organizations to maximize the availability of clinics to Association coaches and players.
- 2.4.12. UMPIRE COORDINATOR(s) (appointed yearly):** performs such duties as are herein specifically set forth and such other duties as are customarily incident to the Umpire Coordinator or as may be assigned by the Board; provide regular reporting to the Board, is responsible for recruiting and the retention of umpires, provide the Treasurer with a proposed budget of umpire expenses for each year, scheduling and assigning of umpires to all games; arranges for the payment of the umpires. Position has the ability to be split into two (2) Board members, one in charge of Softball Umpires and Hardball.
- 2.4.13. DIRECTOR OF GAME DAY OPERATIONS/SCHEDULING (appointed yearly):** perform such duties as are herein specifically set forth and such other duties as are customarily incident to all Association Game Day Operations such as booking umpires, providing the game schedules to the Municipality, managing the booking of diamonds for practices, liaison to the Municipality in terms of inclement weather and/or diamond closures, communicates with the Registrar and President in regarding to the canceling and rescheduling of games, provides support to scheduling league games, reports monthly to the Board. Director of Game Day Operations/Scheduling is responsible for communicating to the coaches and Umpire Coordinators in the event of canceled and rescheduled games. Director of Game Day Operations/Scheduling shall ensure teams with league games requiring to be rescheduled are prioritized over team practices. Director is also responsible for listing and linking of games/practices on the website when required, and communicating with coaches/team managers to ensure team calendars are updated.
- 2.4.14. BINGO COORDINATOR (2 year appointment):** The Bingo account is separate from the Association general account and requires a *Separate Director*. The Bingo Coordinator They will report regularly to the Association and Executive Council. The Bingo Coordinator shall be responsible for all communications with the OLG/City of St. Thomas; prepares requests for disbursements of funds; advises Executive on approved uses of funds; is responsible for submission of all monthly reports, receipts, and proof of purchases to OLG/City of St. Thomas; shall maintain the Association in good standing the OLG/City of St. Thomas, and shall provide a monthly update/report to the Association.
- 2.4.15. LEAGUE REPRESENTATIVES (appointed yearly - up to six (6) individuals):** League representatives attend league meetings, provide monthly reports on league processes, direction, and updates to the Board, function as

the representative for the Association at league meetings, ensures the Board and all Association activities are consistent with the leagues. One (1) representative and one (1) backup will be appointed yearly for each league, with additional individuals as needed for backup. Leagues may include but are not limited to Ontario Ametuer Softball Association (OASA), Ontario Rural Softball Association, Four Counties, and Western Counties Baseball League (Hardball), London District Baseball Association, South Middlesex Men's Fastball League. League representations may also function as the Association lead for that area of ball within the DDMBA.

2.4.16. VOLUNTEER COORDINATOR (appointed yearly): responsible for posting and filling volunteer positions within the Association, communicating available positions to the membership, maintaining a detailed list of completed volunteer roles and communicating with the Treasurer with respect to individuals that have completed their volunteer hours and require refund. The Volunteer Coordinator is responsible for liaising with organizations to find volunteer roles (e.g. Wallacetown Agricultural Society) and ensuring all volunteer roles are filled for Association events including tournaments, Timbits Fun Day, equipment and jersey distributions etc.

2.4.17. WEBSITE AND SOCIAL MEDIA COORDINATOR (appointed yearly): responsible for general upkeep and updating of the Association website, ensuring information posted and presented is accurate, responsible for forwarding inquiring through Social Media to the appropriate contact, posting and promotion of events on the page. This position may be joint positions through directors and additional volunteers brought on by the Board.

3. BYLAW 3 - FINANCES OF THE ORGANIZATION

- 3.1. The DDMBA shall not borrow money from any person, nor shall it be indebted to any person at any time.
- 3.2. The Association shall open and maintain appropriate bank accounts.
- 3.3. All receipts of the Association shall be deposited in a bank account.
- 3.4. All expenditures of the Association shall be paid by cheque or e-transfer drawn on an account of Association or Minor Expenses by petty cash in an amount approved by the Executive Members.
- 3.5. All cheques drawn on the account of the Association shall bear the signature of at least two (2) members of the Association Executive Council, one of which must be the Treasurer's signature.
- 3.6. All cheques drawn on the Bingo Account of the Association shall bear the signatures of two (2) of the four (signing authority) members of the Executive, one of which shall be the Bingo Chairperson.
- 3.7. The Executive shall prepare and present an annual budget for each season to be reviewed and discussed, and subsequently approved in advance of the start of each season.

4. BYLAW 4 – ANNUAL GENERAL MEETING

- 4.1. The Annual General Meeting shall be held in January of each year.
- 4.2. All requests for amendments to the Constitution must be submitted in writing to the Secretary 30 days prior to the scheduled AGM. All amendments must include the current wording, proposed wording, and rationale.

- 4.3. All notices of the Annual Meeting to membership containing the date, place, time, and proposed amendments to the Constitution shall be posted at least 20 days prior to the scheduled meeting. Posting of the notice shall be by email communication to the membership, and may include posting on the Association's website and social media platforms.
- 4.4. A Financial Statement outlining the previous year's financials shall be presented to the membership at the Annual Meeting.
- 4.5. Nominations for the election of the Board of Directors may be given to the Secretary prior to the AGM or person(s) may have their name nominated at the meeting. The election for the Board of Directors shall be held by ballot. The scrutineer/chairperson of the election(s) shall be an individual not running for office but may be a member eligible to vote.
- 4.6. The elected Board members shall be determined in the following manner: The President shall be elected first, followed by election of the Vice-President, followed by the election of no fewer than three (3) and no more than fifteen (15) Directors.
- 4.7. Voting at the annual meeting will be restricted to two (2) votes per registered family with the Association. The voters must be present at the annual meeting and be of legal voting age.
- 4.8. No article of this constitution shall be altered, rescinded, or new ones made except at the annual meeting and then only by two-thirds majority vote of the eligible members present or a quorum of 50% of the Board of Directors.

5. BYLAW 5 - CONDUCT

- 5.1. The Association is committed to providing an environment that promotes the principles of FAIR PLAY and GOOD SPORTSMANSHIP. These principles apply to all our members that take part in the sport – players, coaches, parents, spectators and game officials.
- 5.2. In consonance with the above principles, the Association and its members shall be guided by the following code of conduct in conducting themselves in such a manner as to bring credit upon themselves as well as to the program:
 - a) **DO** praise honest effort and good play, regardless of the colour of the uniform.
 - b) **DO** applaud the value and effort of coaches and game officials.
 - c) **DO** take a loss without complaint or a win without gloating.
 - d) **DO** treat your opponents with fairness, courtesy and respect.
 - e) **DO NOT** use lewd or vulgar language on or around the playing field.
 - f) **DO NOT** carry alcoholic beverages, cannabis products/derivatives or illegal drugs on or around the playing field.
 - g) **DO NOT** consume tobacco products within confines of the playing field, dugout or bench (including e-cigarettes and vapes) and **NO smoking in public spaces**.
 - g) **DO NOT** verbally or physically abuse players, coaches, spectators or game officials.
 - i) **DO NOT** instruct players to take any action that would be considered unethical or unsportsmanlike.
 - j) **DO NOT** engage in any act that would be considered detrimental to the game.
- 5.3. The Association will enforce the Code of Conduct with fairness and proper disciplinary protocol.

6. BYLAW 6 - DISCIPLINE COMMITTEE

- 6.1. The President shall ensure that five (5) Board members are selected at the first directors meeting following the Annual General Meeting for the Discipline Committee.
- 6.2. If the Committee is presented with an incident that a committee member has a conflict with - for example is a coach of the team named in the incident, the The President may designate a replacement for a Discipline Committee member if there appears to be any conflict of interest or apparent bias.
- 6.3. The committee shall be comprised as follows:
 - a) a Chairperson;
 - b) a Secretary (who shall record the proceedings);
 - c) Three (3) other members from the Board of Directors.
- 6.4. The Discipline Committee shall meet for one of the following reasons:
 - a) to review the type of misconduct specified in Bylaw 7.3.10. and determine the disciplinary actions, if any, to be taken; OR
 - b) to consider the appeal of any decision reached by the Program Director pursuant to Bylaw 4.5. within two (2) days of receipt of the written appeal.
- 6.5. The Discipline Committee shall have the power to issue whatever decision the majority of the Committee feels is appropriate upon completion of its investigation and shall not be restricted to the mandatory minimum penalties specified in Bylaw 7.5.

7. BYLAW 7 - DISCIPLINE

- 7.1. The basic objective of disciplinary action shall be to further the interests of the game of Softball/Fastball/Hardball.
- 7.2. Disciplinary action may be taken against a player, coach, parent and/spectator, game official or team (herein referred to as the offender) charged with misconduct and found responsible.
- 7.3. The following table defines the types of misconduct and provides examples for greater certainty and lists possible penalties:

Type of Misconduct	Definition/Examples	Suggested Minimum Penalty
7.3.1. Lewd or vulgar actions or language on or around the playing field	Conversational language, gestures or behaviour deemed inappropriate. Applies to ALL persons attending Association activities, including spectators and game officials.	1 st seasonal offence: verbal Warning 2 nd seasonal offence: suspension for 1 meaningful game 3 rd seasonal offence: suspension for 3 meaningful games 4 th seasonal offence: suspension for remainder of the season

<p>7.3.2. Alcohol, cannabis (and derivatives) or illegal drugs on or around the playing fields</p>	<p>The act of carrying and/or consuming alcoholic beverages or illegal drugs on or around the playing field. Applies to ALL persons attending Association activities, including spectators and game officials.</p>	<p>1st seasonal offence: suspension for 3 meaningful games 2nd seasonal offence: suspension for remainder of the season 3rd lifetime: lifetime suspension</p>
<p>7.3.3. Tobacco consumption within confines of playing field, dugout or bench, including the use of e-cigarettes/vaping</p>	<p>No tobacco products shall be consumed by ANY person while on the playing field, the dugout or bench. Tobacco consumption will be tolerated in the stands.</p>	<p>1st seasonal offence: verbal warning. 2nd seasonal offence: suspension for 1 meaningful game 3rd seasonal offence: suspension for 3 meaningful games 4th seasonal offence: suspension for remainder of the season</p>
<p>7.3.4. Verbal Abuse directed at someone other than a game official</p>	<p>Abusive language directed at a player, coach, parent or spectator on or around the playing field by anyone attending an Association activity. This includes heckling, poking fun at or in any other manner doing anything that in the opinion of the umpire distracts the opposing team (e.g., yelling “swing” at the batter, or “the pitcher can’t pitch”, or “the batter can’t hit”).</p>	<p>1st seasonal offence: verbal warning 2nd seasonal offence: suspension for 1 meaningful game 3rd seasonal offence: suspension for 3 meaningful games 4th seasonal offence: suspension for remainder of the season</p>
<p>7.3.5. Verbal abuse directed at a game official</p>	<p>Abusive language directed at a person officiating an Association activity (e.g. umpire, scorekeeper) by anyone attending that activity.</p>	<p>1st seasonal offence: verbal warning 2nd seasonal offence: suspension for 3 meaningful games 3rd seasonal offence: suspension for 6 meaningful games 4th seasonal offence: suspension for remainder of the season</p>
<p>7.3.6. Physical abuse directed at someone other than a game official</p>	<p>The act, attempt or threat of physical contact (e.g. pushing, pulling, charging, spitting, etc.) directed at a player, coach, parent or spectator on or around the playing field by anyone attending an Association activity</p>	<p>1st seasonal offence: suspension for 6 meaningful games 2nd seasonal offence: suspension for remainder of the season 3rd lifetime offence: lifetime suspension</p>
<p>7.3.7. Physical abuse directed at a game official</p>	<p>The act, attempt or threat of physical contact (e.g. pushing, pulling, charging, spitting, etc.) directed at a person officiating an Association activity (e.g. umpire, scorekeeper) on or around the playing field by anyone attending that activity.</p>	<p>1st seasonal offence: suspension for 6 meaningful games 2nd seasonal offence: suspension for remainder of the season 3rd lifetime offence: lifetime suspension</p>

7.3.8. Violent physical assault directed at any individual	The deliberate act of assaulting any individual attending an Association activity in a violent manner, causing physical harm (e.g. punching, swinging a bat, etc.)	1 st lifetime offence: lifetime suspension
7.3.9. Other unsportsmanlike conduct	The deliberate act of contravening a published rule or the principles of fair play and good sportsmanship on or around the playing field (e.g. competing under an assumed name; playing a suspended or unregistered player; bringing underage players up to play without just cause, throwing equipment; instructing a player to “run him over if he’s in your way”, or a pitcher deliberately “beating” a batter.) Applies to ALL persons attending Association activities, including spectators and game officials.	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension 3 meaningful games 3 rd seasonal offence: suspension for remainder of the season
7.3.10. Act Detrimental to the game	Any act away from the playing field which is deemed to be detrimental to the best interests of fastball (e.g. misconduct in commercial establishments while attending exhibition, league, playoff or tournament games; committing fraud involving the game of fastball; submitting bad cheques to the Association or its representatives; defaulting games without providing reasonable notice of inability to play; not returning uniforms or equipment within a reasonable time after being requested to do so, etc).	The Discipline Committee shall meet to review the misconduct in accordance with Association Bylaw 7 and shall determine the disciplinary action, if any, to be taken.
7.3.11. Sexual harassment/abuse	Any act by a member of the Association to take advantage of a person for his/her own sexual stimulation or gratification.	The sexual harassment/abuse charge shall be handled in accordance with Bylaw 8.

Note:

A meaningful game is defined as “tournament game for which an entry fee was paid OR regular season game OR playoff game involving the offender’s parent team”.
 The Coach has the authority to enforce a meaningful one game suspension but must file a written, dated report to the Discipline Committee within 48 hours.

- 7.4.** If the individual witnessing the occurrence of misconduct by a member of the Association has the right and responsibility to report it in the following manner:
- 7.4.1.** If the individual witnessing the misconduct is the umpire, the individual shall immediately call time, eject the offender, complete an Incident Report, and then resume play. Upon completion of the game, the umpire shall deliver an Incident Report to the Umpire Coordinator within 24 hours. The Umpire Coordinator shall immediately forward the original Incident Report to the Secretary for recording purposes and a copy to the President (*If the Umpires are from an Umpires Association they will follow the protocol, as outlined by their association, with appropriate copies to the Association as required*).
 - 7.4.2.** If the individual witnessing the misconduct is someone other than the umpire, the individual shall deliver a **written report** of the incident to the President or any Executive Director of the Association within 48 hours of the occurrence.
- 7.5.** Upon receipt of the written report and input from involved parties, the Discipline Committee (with a minimum of 3 of 5 members present) shall determine the type of misconduct in accordance with Bylaw 7.3. The Discipline Committee shall review all documentation and interview individuals involved as required. Where disciplinary action

is warranted, the Chair of the Discipline Committee (to be named annually) shall notify those involved of the findings of the committee.

- 7.6. The suspension shall take effect as of the date of the verbal notification of suspension and shall terminate at 24:00 hours on the final day of the suspension, during which time the offender shall not participate in any team activity; this includes playing, practicing, coaching, managing, administrating, officiating, spectating and other game –related activities. The offender is additionally prohibited from participating with any other team registered with the Association during the period of suspension.
- 7.7. The Discipline Committee Chair shall deliver a written Discipline Report to the offender, a team official and the Association Secretary within two (2) days of the verbal notification of suspension.

8. BYLAW 8 - APPEAL

- 8.1. Any person(s) affected by the decision has the right to appeal the decision. However, the filing of an appeal shall not result in the stay of any suspension.
- 8.2. The appeal should be sent in writing to the Association President within 72 hours of the notification of the decision; appeals filed after the time limit may be accepted at the discretion of the President.
- 8.3. The notice of appeal must contain the following:
 - a) The names, address and phone number of the appellant;
 - b) The team to which the appellant is affiliated;
 - c) The grounds for appeal;
 - d) A detailed outline of the circumstances in question; and
 - e) Any supporting documentation and/or witness statements.

9. BYLAW 9 - OPERATING BYLAWS

9.1. Player Movement

- 9.1.1. When a player signs with the Association, they shall be placed on a team according to their age, and will play for the team in their age division.
- 9.1.2. Players may move up to U11 (Atom) from House League (Timbits) if the parents request this and the player appears to be able to play in this division. Requests to play out of their normal age group must be reviewed and approved by the Association Executive. Parents may also request for their player to be considered to move up by submitting a written request to the Registrar.
- 9.1.3. If there are not enough players for an age division a decision will be made as to where the player will play with input from coaches, Executive, parents and the player.
- 9.1.4. Coaches may, with agreement from the Executive, player, parents and other affected coaches, add players from the division below their age group as AP'd players. These players are not to replace the players in a division but to help when injuries, vacations etc. leave a team with a short bench and should be selected based on their ability to play up. The AP players at maximum shall be rotated on a regular basis.

9.2. Finances

- 9.2.1. Team Requests for payments/cheques from the Treasurer must be brought to a Board meeting and approved.

- 9.2.2. All monies received from sponsors, either association or individual team, must be made payable to the Association.
- 9.2.3. Payments from the Association to individual teams resulting from sponsorships will only be made payable to an account in the name of the team.
- 9.2.4. The Association shall purchase medical insurance, as needed, for all House League and selected teams.
- 9.2.5. Teams planning to do fundraising must submit in writing to the Director of Fundraising for presentation to the Board prior to the initiation of the fundraising activity. All fundraising monies will be directed through the Association General Accounts and re-directed towards the team(s).

9.3. Coaching

- 9.3.1. All coaches wishing to coach a team must submit an application and *Vulnerable Sector Screening Check* to the Association Secretary. Vulnerable Sector Screening Checks are required every year, unless the Association has a copy of the previous year's screening, to which the coach may complete a declaration.
- 9.3.2. All additional bench staff (including assistant coaches) must submit a current *Vulnerable Sector Screening* check to the Executive within 30 days of appointment.
- 9.3.3. All applications must be submitted to the Association Secretary on or before March 1 of the current year for travel teams. House league applications will be accepted until May 1 of the current year.
- 9.3.4. The Board must approve all Coaching appointments.
- 9.3.5. The Association shall review and appoint the coaches before April 1 where possible
- 9.3.6. A coach who applies to coach the same level as last season and has a son/daughter playing at that level shall be considered first for the position. ***This is subject to the coach remaining in good standing with the Association, the ORSA, OBA, and Team Leagues.***
- 9.3.7. All coaches must sign and return the Code of Conduct to the Association within 30 days of being appointed or notified.
- 9.3.8. The Board of Directors has sole responsibility for decisions concerning the formation or the disbanding of Competitive teams.
- 9.3.9. All coaches must attend a mandatory Coaches Information Meeting to be run by the Director of Coaching (in person or virtual is possible).

9.4. Uniforms

- 9.4.1. Teams are supplied with the standard Association uniform, which includes a jersey. Any team requirements beyond the basic uniform are the responsibility of the team/player.
- 9.4.2. Players shall return all uniforms to the Association no later than the Year End Awards Evening. Failure to do so shall result in an applicable current replacement fee as determined by the Board.

- 9.4.3. Any person or group wishing to supply uniforms for a team must meet the Association standards and have such items approved by the Association.

9.5. Equipment

- 9.5.1. Players registered with the Association may supply their own CSA approved batting helmets. Chin straps shall be attached to the helmet, adjusted properly and fastened with the strap under the chin, as per league/ORSA rules or Association insurance regulations at all times when a player is on deck, at bat or running bases. The Umpire shall not allow play to continue until chinstraps are fastened properly.

- 9.5.2. Players registered with the Association who supply their own bats and/or helmets must ensure they comply with the league rules including Softball Canada/Softball Ontario/Baseball Ontario regulations.

9.6. Games

- 9.6.1. For all regular season House League and Travel games the home team shall be determined from the schedule supplied by their leagues.

- 9.6.2. The home team will keep the official game score and will provide the Umpires with the Game Sheet/Book containing the game statistics. The Umpires will sign the sheet/book and return it to the home team. Coaches shall be responsible for submitting home game sheets for standings to the appropriate league, as required. Leagues may also have their own requirement for submission of official scoresheets

9.7. Player Registration

- 9.7.1. The Association will provide advertised online registration dates and locations to the Public. In-person registration dates may also be advertised.

- 9.7.2. A late fee in the amount of \$20.00 *may* be administered to all registrations after the final date of registration for every year. This is applicable to all age divisions, and is at the discretion of the Executive.

- 9.7.3. Player registration forms must be completed and submitted on or before April 1st, with the exception of Timbits/House league (June 1) of every consecutive year.

- 9.7.4. Once teams are deemed full, any further registrations *must* be brought to an Executive meeting for approval.

- 9.7.5. Proof of Birth via a legal document may be requested at or after the time of registration. Birth Certificates are preferred however Birth Baptismal Certificate is acceptable proof. If neither of these are available a letter from a school Principal, stating the player's birth date as shown in school records is acceptable. These documents will be kept on file for the duration of the player's career with the Association. After two (2) years not playing with this association the records will be destroyed. Parents or adult players may request their child's, or their own medical information at the end of each season.

- 9.7.6. Registration fees are due upon registration. Payment options are available and reviewed on a case by case basis. NSF Cheque fees will require an additional payment of \$25.00 from the member to cover the incurred bank fees. Any account not in good standing, the player may be suspended from play, at the discretion of the Executive, until the account is up to date.

- 9.7.7. The Association reserves the right to request cash for registrations. Registration fees may also be paid by e-transfer or cheque.
 - 9.7.8. Refunds only apply to registration fees. Verbal intent of withdrawal from playing must be submitted to the Registrar and Coach immediately. Written requests for refunds must be submitted within two (2) weeks of the player's last game. Refunds will be given based on the date received of written notice, as per Schedule A.
 - 9.7.9. Schedule A – Voluntary Withdrawal – 100% refund issued up to but not including the first game of the season. (First time player exception – up to and including 2 regular season games). After this deadline, refund will be pro-rated up to a maximum of ½ the cost of the registration fee. After the halfway mark of the season no refunds will be issued.
 - 9.7.10. Schedule B – Involuntary Withdrawal – inability to participate in games due to injury or unforeseen circumstances, refund will follow the same as Schedule A.
- 9.8. Fundraising**
- 9.8.1. Volunteer fees will be established by the Board annually and are due to be paid by each registrant prior to the start of the ball season annually.
 - 9.8.2. At registration a number of volunteer positions will be available for sign up. Individuals are responsible to fulfill their obligations or find suitable replacements. Notification of such change must be given to the Volunteer Coordinator. If you do not fulfill your obligation, and/or do not find a suitable replacement for the assigned event, your participation fee will be forfeited.
 - 9.8.3. Exempt Positions -
 - i) Members of the Executive (President Vice-President, Past President, Secretary, Treasurer)
 - (ii) **Head** Coaches, Assistant Coaches (up to 2), Team Manager (1)
 - (iii) Fundraising Director
 - (iv) Equipment Manager
 - (v) Registrar
 - (vi) Uniform Director
 - (vii) Bingo Coordinator

10. BYLAW 10 - INCLEMENT WEATHER

10.1. Home Diamond Conditions

- 10.1.1. The Municipality of Dutton/Dunwich will make the determination if the home diamonds are unplayable based on weather (e.g. rain).
- 10.1.2. Every effort will be made to cancel at a minimum up to two (2) hours before the scheduled game/practice.
- 10.1.3. The Municipality will contact the Director of Game Day Operations in the event the Diamonds are unplayable.
- 10.1.4. It is the responsibility of the coaches/team manager to contact the parents of the team as well as the coaches/team managers of the opposing teams to notify them of the cancellation.

10.2. Adverse Weather During Games/Practices

- 10.2.1.** Dutton/Dunwich Minor Ball follows Softball and Baseball Ontario rules in line with Environment Canada related to Lightning: WHEN THUNDER ROARS, GO INDOORS!
- 10.2.2.** If there is a lightning/thunder during a game/practice all individuals including parents, team officials, and players are responsible for ensuring the following:
- All individuals must vacate the field immediately and take cover indoors. At the Sons of Scotland Park, the Lions Dens is designated as our mustering area.
 - Coaches/Umpire(s) must discuss whether to delay the game/practice or to cancel.
 - At a minimum, a delay of 30 minutes must take place.
 - Coaches must notify the parents whether a 30 minute delay has ensued or whether the game/practice is being canceled.
- 10.2.3.** Prior to game play/practice, in the event of an extreme Thunderstorm Watch all coaches are encouraged to refer to the radar and weather forecasts to monitor weather conditions.
- 10.2.4.** Prior to game play/practice, in the event of a Thunderstorm Warning – this means a thunderstorm is either occurring or is going to occur. Coaches are asked to monitor weather as best as they are able. Occasionally the association may make the decision to cancel if needed.

10.3. Playing in the Heat

- 10.3.1.** All players are encouraged to come to practices/games with cold water and sunscreen applied and monitor for signs of heat exhaustion.
- 10.3.2.** Southwestern Public Health Unit and Environment Canada issue extreme heat warnings when the humidex reaches high and/or extreme levels. ~~DDSA~~ The Association has adopted the following zones for playing outside in the heat (temperatures should factor in humidity considerations - aka the humidex.
- 10.3.2.1.** *White Zone (Humidex of 18C – 26C):* No special measures need to be taken, aside from regular hydration and sunscreen application.
- 10.3.2.2.** *Yellow Zone (Humidex 27C – 36C):* Coaches are encouraged to take extra steps to protect players by making sure they stay hydrated and by encouraging frequent substitution during games and practices.
- 10.3.2.3.** *Orange Zone (Humidex of 37C – 40C):* All measures in the Yellow Zone apply. Catchers are a particular focus, and consecutive innings of catching should generally be limited to 2 (House League). Exceptions may be made on a player-by-player basis, at Coaches' discretion, provided that player is closely monitored and staying well hydrated. The length of House League games will be modified according to the schedule below:
- Timbits: games will be reduced by 15 minutes in length.
 - 9U (Rookie) and 11U (Mosquito): games will be reduced by 20 minutes in length in consultation with both teams. If it is a practice day, all coaches are instructed to reduce the time of practice, to give frequent breaks and to ensure players stay well-hydrated.

- 10.3.2.4. **Red Zone (Humidex of 41C – 46C):** Tee Ball/Timbits games will be cancelled at these temperatures. A notification will be sent to coaches and parents/guardians. All measures in Yellow and Orange Zones apply to other age Divisions. Coaches will make a decision to proceed based on input from parents/guardians, and will contact their Convenor immediately to let them know of their decision.
- 10.3.2.5. **Black Zone (Humidex of 47C+):** All practices and games will be cancelled and a notification will be sent to coaches and parents/guardians.

10.3.3. The above are merely guidelines and it is the **responsibility of parents or guardians to make the ultimate decisions as to the participation of their child** in events when heat may be a factor, taking into consideration the age and physical condition of their child. Parents also have the ultimate responsibility to inform their child about playing in the heat and the need to approach it responsibly with sunscreen, proper hydration, and adequate breaks.

10.4. Air Quality Advisories

- 10.4.1. Advisories by Southwestern Public Health – Air Quality Southwestern Public Health Unit may release statements advising of air quality concerns for children of a certain age. The Registrar will monitor these releases, and advise on cancellations to coaches. Every effort will be made to notify of cancellations a minimum of two (2) hours before scheduled diamond times. It is the responsibility of the coaches/team manager to contact the parents of your team as well as the coaches/team managers of the opposing teams to notify them of the cancellation. Each team has been provided with a league/contact sheet.