



ABBOTSFORD MINOR FASTBALL ASSOCIATION
Handbook & Policy Manual

2010-2011



MISSION STATEMENT

“To create an environment that promotes fair play, good sportsmanship and provides the best available support in the promotion of fastball in Abbotsford.”

This Handbook and policy manual has been prepared to assist the many volunteers who have willingly given their time and expertise to provide the boys and girls of the Abbotsford area with the opportunity to enjoy the game of softball.

- It is intended that this manual be used as an information guide towards:
- Explaining the organization of Abbotsford Minor Fastball Association.
- Introducing and familiarizing readers with the policies and procedures of the Abbotsford Minor Fastball Association.
- Indicating the roles and responsibilities of members of the Association.
- Assisting in providing answers to questions or problems those individuals within the association might have.



Section 1

Registration

1. All players should register at open registration.
2. All players must be registered with AMFA prior to playing their first game of the current season.
3. The registration form must be signed by the player's parent or an authorized representative.
4. Registration forms must have volunteer areas checked off as required.
5. Any player may be refused registration to the association for indebtedness to same (ie non-payment of specific fees; non-return of a uniform or other equipment.)
6. Each player must produce a proof of age, ie. birth certificate; care card or driver's license (photocopy acceptable) at the time of registration.
7. Softball BC registration, as related to insurance, is effective from June 1 of the current season to June 1 of the following year.
8. A uniform deposit is required for all players mites and up. . after the

Late Registration: A monetary penalty of \$10 (ten) will be imposed for late registration after March 1.

Discounts: The 1st and 2nd child will each pay full registration. Each additional child will receive a 50% reduction in their registration fees.

Refunds: Registration fees will be refunded (minus a \$25.00 administrative fee per registration) upon written request to the registrar or registrar designate before the start of league play. Special requests to be considered by league executive.

Softball BC forms: All teams must correctly complete a Softball BC Registration Form, supplied by the Association. It is the Team's responsibility to ensure that these forms are completed and returned on the date specified by the Association. Failure to do so will result in that team not being eligible for further competitive play.

Insurance

1. Every registered player is insured by Softball BC. Only players and team officials listed on the Softball BC registration forms are covered. This insurance covers transportation to and from games and injuries sustained during the games.
2. In the case of injury, you are to notify the division manager or the executive within 48 hours.
3. You will then be required to fill out a report and it will be forwarded to our insurance company if required.



4. Don't hesitate to call for qualified help when in doubt as to the extent of an injury.

Transfers

A player must apply for permission for a cross boundary permit from the A.M.F.A executive and Softball BC. It must be in writing and approved prior to May 15th. Guidelines must be followed as set out by Softball B.C. (Article 12.6)

Transfers to another team within District 8 is permitted . All paper work must still be filled out and processed through the appropriate president.

Suspension & Disciplinary Action

Disqualification or Suspension of Team or Team Member

Only the A.M.F.A. executive can suspend or disqualify a team member.

A coach who wishes to suspend a team member from their team must follow the following procedures:

1. Discuss the situation with the team member.
2. Have the division manager or their designate talk to the team member and coach to resolve the problem.
3. If the problem cannot be resolved, it is referred to the A.M.F.A. executive. Exception: under extenuating circumstances, a coach can put a team member under temporary suspension (ie. drinking or utilization of drugs)

Disqualification or Suspension of Coach

Only the A.M.F.A. executive or Softball BC may suspend or disqualify a coach..

The coaches will be responsible for team followers.

If a player or parent wishes to make a complaint about a coach the following procedures are to be followed:

1. Talk to the coach about the problem.
2. Talk to the division manager to mediate the problem. [\(It is strongly recommended this complaint be in writing\)](#)
3. If the problem cannot be resolved, a letter in writing must be submitted to the A.M.F.A. executive.

Volunteer Rules

Check off boxes shall be provided on the registration forms for parents to indicate their



choice of volunteer work. (ie. coach, manager, umpire, etc.)

Volunteers are required for the smooth running of the association.

Chain of Authority

1. Softball Canada
2. Softball B.C.
3. District Coordinator (8)
4. A.M.F.A Executive
5. A.M.F.A. President
6. A.M.F.A. Division Manager
7. Team Coach/Manager
8. Parent
9. Player

Regarding inquiries/complaints, only written material will guarantee and supply you with the necessary back up if further action is required.

If you are not satisfied, you have the right to appeal to the next higher authority.

Umpire Fee Schedule (per game)

The following schedule is both home plate and base umpires. Umpire report sheets must be submitted to UIC, or designate before payment will be made.

As voted on in executive meeting 2006:

Squirts C:	Ticketed \$11.50		
PeeWee C, Squirt A/B:	Level 1 \$14.50,	Level 2 \$16.50	Level 3 \$16.50
PeeWee A/B, Bantam C:	Level 1 \$16.50,	Level 2 \$18.50	Level 3 \$ 18.50
Bantam A/B, Midget C:	Level 1 \$18.50,	Level 2 \$20.50,	Level 3 \$22.50
Midget A/B, Juniors:	Level 1 \$20.50,	Level 2 \$22.50,	Level 3 \$24.50

AMFA Windup Tournament Fees (per game):

Squirt C & PeeWee C,	Level 1 \$13.00,	Level 2 \$15.00	Level 3 \$15.00
Bantam C	Level 1 \$15.00,	Level 2 \$17.00	Level 3 \$17.00
Midget C	Level 1 \$17.00,	Level 2 \$19.00	Level 3 \$21.00

Tournament Fees (per game)

PeeWee C Squirt A/B:	\$33.00
PeeWee A/B, Bantam C:	\$37.00
Bantam A/B, Midget C:	\$45.00
Midget A/B, Juniors:	\$49.00



Section 2

Guidelines, Policies & Obligations

The following provides information for parents, coaches, and managers of players registered with the Abbotsford Minor Fastball Association.

The registration of your daughter/son and/or team with the A.M.F.A. brings with it certain obligations that must be fulfilled in order to reduce the volunteer workload to an acceptable level.

Cooperation & Registration Policies

The following policies will be helpful in making the position of coach, manager and executive less demanding by spreading the workload out more evenly amongst all active volunteers.

Parent/Player Cooperation

The Association retains the right to refuse registration to those players who have not met their obligations to their team or the Association.

- Appeals may be submitted in writing to the executive of A.M.F.A.

Coach/Manager Cooperation

The Association retains the right to suspend those coaches/managers who have not met their obligations to their team or the Association.

- Appeals may be submitted in writing to the executive of the A.M.F.A.

Change of Team Coaches

Each team is responsible for notifying the Division Manager if there is a change in team coach.

Team Management

In theory, the coach and the manager of a softball team have separate functions. However, in practice the role of the coach and manager often overlap and are not clear-cut. In some cases the coach may assume certain managerial duties. Similarly the manager may assume certain duties under the dual role of assistant coach. Exactly how team management duties are divided depends on what the individuals agree to and what each feels comfortable with.

Occasionally, the coach is also the manager for the team. Since being a coach places a heavy demand on one person's time and energy, each team is encouraged to have different individuals identified as acting in the roles of coach and manager.

Teams are also encouraged to find an interested parent willing to coordinate such activities as team fund raising and other functions under the direction of team management (team mother etc.).

The following are intended as general guidelines for team officials.

Role of the Coach



- A responsibility for the play of the team as it is related to the game of softball.
- Directs the team at practices and games.
- Selects the coaching assistants.
- Involved in coordination and selection of players to the team.
- May request exhibition games and entrance to tournaments.
- Attend coaches meetings as called by the Association.
- Attend clinics put on by Softball BC and the A.M.F.A.

Roles of the Manager

- Responsible for administrative matters as relative to the team, (completion of forms, distribution and collection of uniforms and equipment etc.)
- Responsible for team communication; this includes communications going from player/parent to the coach and vice versa, as well as communications for the team to the Association executive and vice versa.
- Manages team fund raising activities (may oversee delegation to fund raising parent).
- Attends the coaches meetings as called by the Association.
- Attends to other circumstances, which might arise.

Practices

- A coach must be prepared to spend time practicing with her/his team in order that the players have a chance to develop skills and a team spirit.
- During pre-season several practices a week are desirable, especially for new teams.
- As the season progresses, practice sessions may vary in duration and frequency.
- Depending on the needs of the team a practice will generally have some or all of the following elements in it:
 - Discussion
 - Warm-up
 - Skill demonstration
 - Skill practice
 - Chalk talk
 - Scrimmage or practice

Practice Fields

You may [only use contracted](#) school fields on any day of the week subject to the following limitations:



- If any fields are closed because of weather damage, they must not be used.
- Any league game (scheduled or make-up) takes priority over practices. A team practicing on a field must relinquish the field to any team (boys, girls, men, women) scheduled to play a game.
- The fields are available on a first-come, first-served basis. Teams cannot reserve a practice field. If the field you like is heavily used, try to be cooperative.
- *** Please note: Prior to April 1, all fields are closed.**

Responsibilities at Games

- The team management is expected to identify themselves to the umpire and the other team before the start of every game.
- The team management is responsible for the behavior of their players, parents and spectators. If a spectator is unmanageable, the umpire may stop the game until the situation is under control.
- No person from the stands shall make derogatory comments about any player on either team, team official or spectator. (Positive comments are encouraged)
- The umpire may order any person (team official, spectator, or player) out of the park. Any time a person has been required to leave, the umpire should report the incident to the league.
- Team officials will not smoke in view of team or near fields during practices and games.
- No team official will go onto the playing field without prior approval of the umpire.

Home Team Responsibility

- It is the home teams responsibility, not the association, to ensure that the field is set up for the game.
- If the field you have been assigned is inadequate, contact the scheduler immediately so that corrective action can be taken.

Section 3

Codes of Conduct

Fair Play Code

Integrity, fairness and respect - these are the principals of fair play. With them the spirit of competition thrives, fuelled by honest rivalry, courteous relations and graceful acceptance of the results.

A fair play coach believes and teaches that sport is an ethical pursuit, one that builds character and



shapes attitudes. As a coach, your fair play aims should be able to:

- Help your athlete develop a positive self-image.
- Promote respect for the rules, officials, and their decisions, and opportunities.
- Encourage a constructive attitude toward competition.
- Develop a sense of dignity under all circumstances.
- Provide an equal opportunity for all to learn skills.
- Encourage these individuals to continue participation in sport.

You are one of the most influential people in a child's life. Your job is not only to teach how to hit a ball or block a spike, but also to teach how to win and lose graciously. You must also remind them that sport is meant to be fun. The athletic skills these young people learn from you may only be used for a few years. The attitudes they develop toward themselves and others will last a lifetime. The Abbotsford Minor Fastball Association endorses the Fair Play Code for Children in Sports as established by the Canadian Council on Children and Youth. We consider this an important part of our softball program.

Player's Code

1. Play for the "fun of it", not just to please your parents or coach.
2. Play by the rules.
3. Never argue with the official's decisions. Let your captain or coach ask any necessary questions.
4. Control your temper - no "mouthing off", throwing bats, or other equipment.
5. Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
6. Be a good sport. Cheer all good plays, whether your team's or your opponents'.
7. Treat all players, as you yourself would like to be treated. Don't interfere with, bully, or take unfair advantage of any player.
8. Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
9. Cooperate with your coach, teammates and opponents, for without them you don't have a game.
10. Take proper care of Association equipment.
11. Remember... "It isn't whether you win or lose but how you play the game".

Coaches Code



1. The coach must accept the letter and the spirit of the rules that govern the A.M.F.A.
2. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests.
3. Teach your players that rules of the game are mutual agreements, which no one should evade or break.
4. Avoid confrontations with officials, opposing coaches, players and parents.
5. Avoid over-playing the talented players. The 'just average' players need and deserve equal time.
6. Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making mistakes or losing a competition.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
8. The scheduling and length of practice times and games should take into consideration the maturity level of the children.
9. Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
10. Follow the advice of a physician when determining when an injured player is ready to play again.
11. Remember...Children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
12. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.
13. The successful coach invests more in the well-being and interests of the players than their win/loss record.

Parent's Code

1. Do not force an unwilling child to participate in sports.
2. Remember, children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child to always play by the rules.
4. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat into victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team



and by members of the opposing team.

7. Do not question the official's judgement and never their honesty.
8. Support all efforts to remove verbal and physical abuse from children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
10. Take proper care on Association equipment.
11. Remember...where does a child learn to be a "good sport"? At home. By the time a child puts on a glove or joins a team, a sense of sportsmanship (or lack thereof) is already well established.

Officials Code

1. Modify rules and regulations to match the skill level of the players.
2. Use common sense to ensure that the spirit of the game for children is not lost by over calling the game.
3. Actions speak louder than words. Ensure that both on and off the field your behaviour is consistent with the principals of good sportsmanship.
4. Compliment both teams on their good plays when ever such praise is deserved.
5. Be consistent, objective and courteous in calling all infractions.
6. Condemn the deliberate good foul as being unsportsmanlike, thus retaining respect for fair play.
7. Publicly encourage rule changes, which will reinforce the principals of participation for fun and enjoyment.
8. Make a personal commitment to keep yourself informed on sound officiating principles and the principles of growth and development.

Spectator's Code

1. Remember that children play organized sports for their own fun. They are not there to entertain you, and they are not miniature pro athletes.
2. Be on your best behaviour. Don't use profane language or harass players, coaches or officials.
3. Applaud good plays by your own team and the visiting team.
4. Show respect for your team's opponents. Without them there would be no games.
5. Never ridicule or scold a child for a making a mistake during a competition.
6. Condemn the use of violence in all forms.



7. Respect the official's decisions.
8. Encourage players always to play according to the rules.

Bill of Rights for Athletes

1. Right of opportunity to participate in sports regardless of ability or income level.
2. Right to participate at a level that is consistent with the development level.
3. Right to have qualified sensitive leadership.
4. Right to participate in a safe and healthy environment.
5. Right of each participant to share in the leadership and decision making of their sport.
6. Right of child athletes to play as children. Right of adult athletes to play at the appropriate competition level.
7. Right to proper preparation for participation in the sport.
8. Right of an equal opportunity to strive for success.
9. Right to be treated with dignity by all involved.
10. Right to have fun through sport.

Section 4

Guidelines for Rep Coaches & Teams

The Rep Committee

1. The Rep Committee will consist of a Rep Coordinator members of the AMFA Executive and rep coaches.
2. Governed by the AMFA, interlock committee, Softball BC, and Softball Canada.
3. Job description will be listed under "duties of Elected Executive"
4. All fees, budgets , and expenses for the Rep teams will be voted on by the financial officers of the AMFA.



5. All Rep bank accounts and uniform inventory will be held and accounted for by the AMFA executive.
6. The signing officers of the above mentioned bank account will be the same as the signing officers of the main account held by AMFA.

Coaches

1. Coaches applying for the rep team must submit an application to the Rep Coordinator before the deadline of each year. These names will then be submitted to the AMFA executive for selection,
2. Each applicant for rep team coach shall be familiar with the A.M.F.A. Handbook, and upon being selected to a coaching position shall be prepared to abide by it. Failure to do so could subject the coach to disciplinary action.
3. Selection of head coach will take place no later than the 1st Executive meeting in September.
4. Head coaches are required to hold a NCCP certification as per Softball BC.
5. AMFA will advertise for Rep Coach's applications at least one month prior to the selection committee meeting.
6. Applications must submit a letter of application no later than August 15th. The letter will contain information on National Coaching Certification Program (NCCP) credentials, softball experience, experience coaching rep softball, experience coaching and organizing other sports , etc. Applicants may be asked to submit to an interview by the AMFA executive..
7. There must be at least one coach or manager of the same gender as the rep team players registered, to be available for all team functions. (practices, games, tournaments).

Rep Player Selection

1. It is the policy of the AMFA that players must play in their age-designated category.
2. In the event that two teams exist in the same category and classification, then the player's age will be the first criteria for forming the team ie. 1st year player on one team, and 2nd year players on the other team.
3. Players will be allowed to move up one category if there is no team available for them to play on at their age level. Requests in this regard must be submitted in writing to the Rep Executive prior to the Rep tryouts.
4. Open rep tryouts will be held during the month of September. Tryout schedules will be advertised in the local newspaper two weeks prior to the established dates.



5. Players wishing to attend rep team tryouts must be registered with the association for the current year, prior to participation in any training, practice or tryout session.
6. A minimum of 3 tryout sessions will be held each year.
7. Each rep team shall have a minimum of 11 players registered.
8. Tryouts for each rep team will be supervised by the Rep Coordinator or someone appointed by the executive.

Participation

1. Player development is important to AMFA. We expect our coaches to be good teachers. No one learns by being on the bench. The rep coaches are expected to develop and play their players equally during the league play. The association recognizes that priorities change from league play to tournament play to provincials.
2. Coaches are expected to meet with parents to outline their coaching philosophy, explain team goals and priorities, outline fundraising expectations, playing and practice times, and to listen to the parents concerns and comments.

Team Budget

1. The team budget for the season will be submitted to the AMFA Treasurer .
2. All coaches will submit the approved budget to his/her team players and/or parents.
3. A final statement of team funds shall be submitted to the rep coordinator, the team players and/or the parents within 15 days following the team's final seasonal play.
4. It is recommended that each rep team appoint a manager to look after team funds.

Section 5

A.M.F.A.

All Divisions

Control Rules

1. Coaches will control their respective teams' spectators. If not controlled, the umpire will give the coach a warning. If unsportsmanlike conduct continues, the offending team will forfeit the game.
2. At the discretion of the umpire, any player or coach may be removed from the game for use of profane language, unsportsmanlike conduct, or harassment of the other team, verbal or physical. When the offender is asked to leave the field, he/she must be off the field or playing area within one minute. Failure to comply with the above will cause forfeit of the game to the team not at fault.



3. In the case of players exhibiting poor conduct, coaches have the option of disciplining the player by benching him/her.
4. All coaches will conduct themselves in accordance with the Abbotsford Minor Fastball Association's "Coaching Code".
5. All parents will conduct themselves in accordance with the Abbotsford Minor Fastball Association's "Parents Code".
6. All players will conduct themselves in accordance with the Abbotsford Minor Fastball Association's "Players Code".

Disciplinary Action

A Discipline Committee shall consist of five executive members, (Min 3-6 or quorum) and must include the respective division manger.

For any A.M.F.A. Rep or House Coach, Manager, Team Member, Team and any Rep or House Player Male or Female who is Ejected or Abusing Umpire or not following A.M.F.A. Playing Rules, Softball B.C. Rules and Softball Canada Rules will be:

1. Reported to A.M.F.A. Discipline Committee , A.M.F.A. Executive and Division Manager.
2. First Offense - Written Warning or Suspension at the Discretion of A.M.F.A. Discipline Committee or A.M.F.A. Executive.
3. Second Offense - Written Warning or Suspension at the Discretion of A.M.F.A. Discipline Committee or A.M.F.A. Executive. Report to the A.M.F.A. Discipline Committee or A.M.F.A. Executive to explain why Coaching or Playing Privileges should not be Revoked.
4. Third Offense - Suspension or Suspension for the remainder of the season. Report to A.M.F.A. Discipline Committee or A.M.F.A. Executive to which should Apply.
5. Apply to All Games Exhibition, League, Tournament Play played by A.M.F.A. Rep and House Teams.

Miscellaneous Rules

1. Rained out games are to be rescheduled by the coaches.
2. 24 hours notice prior to the game will be required to cancel a scheduled game. Unless such notice is given, the game must be played as scheduled. A team unable to field a team will forfeit the game. Under no circumstances will weekly meetings other events be accepted as a reason for cancellation. Only activities such as school plays or special school outings will be accepted. Note: Cancelled games must be reported to both Umpire and Field Schedulers.
3. A protest must be submitted in writing to the President within 48 hours of the game. A cheque of fifty dollars (\$50.00) payable to the Abbotsford Minor Fastball Association must be submitted at the same time. The \$50.00 will be refunded if the



protest is successful.

4. The maximum number of players per team will be thirteen with the exception of the Midget division, which will be fifteen, the minimum will be eleven.
5. All teams will refer to Softball Canada rulebook for additional rule clarification and Softball BC Operating Rules Handbook.

Abbotsford Minor Fastball Association **Constitution & Bylaws**

CONSTITUTION

Article 1 – Name

The name of this organization shall be the Abbotsford Minor Fastball Association (AMFA).

Article 2 – Objectives

The objectives of the Association shall be:

To foster and improve amateur fastball in the district, in accordance with the standards and rules prescribed by Softball BC and the Operating Rules of AMFA.

To protect and promote mutual interests of the members.

To institute and oversee competition for our own and possible outside areas.

Article 3 – Dissolution

In the event of winding up or dissolution of the Abbotsford Minor Fastball Association, the liquidators appointed shall cause all assets to be transferred to another non-profit organization with similar goals and objectives. The condition shall be unalterable.

BYLAWS

Article 1 – Membership

1. Membership in the Association shall be composed of Minor players and their parents and/or guardians who agree to abide by, and comply with, the constitution and rules of the



Association and Softball BC, and who are duly registered with the Association.

2. Membership in each calendar year shall commence on the date of acceptance of registration by Executive committee.

Article 2 – Officers

1. The Association's Officers shall be made up of the President, Immediate Past President, Vice-President of Operations (1st VP) Vice-President of Administration (2nd VP) Secretary, Treasurer, Registrar, Equipment Manager and Uniform Coordinator.
 - 2.1 The President, Vice-President of Administration, Treasurer and Equipment Manager shall be elected for a two (2) year term on even-numbered years.
 - 2.2 The Vice-President of Operations, Secretary, Registrar and Uniform Coordinator shall be elected for a two (2) year term on odd-numbered years.
- 3.1 All Association Officers shall have the right to vote on all matters.
- 3.2 The President shall have the power to vote but will cast a ballot only in the event of a tied vote.
- 3.3 All votes on financial matters must have a quorum of at least 50% + one (1) of the Officers. Decisions must have a minimum of 80% to be passed.
4. Any Officers may, by written notice, resign at anytime and, on acceptance by the remaining Officers, the office shall become vacant.
 - 5.1 Officers shall retire from office at the Annual General Meeting of the Association at the termination of their term or office.
 - 5.2 Separate elections shall be held for each office that is vacant.
 - 5.3 Nominations can be accepted in written form and accepted from the floor.
 - 5.4 Any election may be by acclamation, otherwise it shall be by secret ballot.
 - 5.5 If an Officer wishes to let his/her name stand for another position before his/her term of office expires, the Officer must first resign their current position before the election. A notice of intent to resign must be submitted to the Executive by June 1st prior to the Annual General Meeting. However, if unsuccessful in election to the new position, he/she may let their name stand for re-election to the previous position, providing it has not already been



filled.

- 6.1 Should a vacancy occur in any elected position, the remaining Officers shall continue to act not withstanding such vacancy. The acts of the remaining Officers shall be valid.
- 6.2 The Officers may not fill more than two (2) such vacancies by the appointment of an active voting member of the Association to each vacancy. Such appointees shall hold office until the first Annual General Meeting or Extraordinary General Meeting of the Association following the date of such an appointment, at which time, a voting member of the Association shall be elected to fill the vacancy for the remaining period of that term of office.
- 6.3 If three (3) or more such vacancies shall occur, the positions may be filled by appointment, but shall not have financial voting privileges.
7. A prerequisite for being elected as an Officer of the Association shall be that the individual be bondable. Signing authority shall be vested with the Officers.
8. The general membership may, by special resolution at any Annual General Meeting, or Extra Ordinary General Meeting called for the purpose, remove any member from office, (needs 60% to pass) and shall at such Meeting, elect another to fill the vacancy created for the remainder of the term of the member so removed.

Article 3 – Duties of the Officers

1. The President shall preside at all meetings of the Association and Executive with the usual privilege of office.
2. The Vice-President (Administration) and Vice-President (Operations) shall assist the President in the discharge of his/her duties and shall perform the duties of the President in his/her absence.
3. The Past-President shall perform duties delegated by the Executive.
4. The Secretary shall keep an accurate record of the proceedings of the Association and Executive meetings and shall perform other duties as delegated by the Executive.
5. The Treasurer shall keep a register of all monies within the Association. He/she must also prepare and present an annual financial statement at the Annual General Meeting and other statements as requested by the Executive. The Treasurer shall not have signing authority. The Treasurer shall perform other duties as delegated by the Executive.



6. The Registrar shall be in charge of registration, keep a record of all players within the Association and perform other duties as delegated by the Executive.
7. The Equipment Manager shall be in charge of Association equipment, shall keep a detailed inventory of equipment and provide a report to the Annual General Meeting as well as perform other duties as delegated by the Executive.
8. The Uniform Coordinator shall be in charge of Association uniforms. He/she shall keep a detailed inventory of all uniforms and provide a report to the Annual General Meeting as well as other duties delegated by the Executive.

Article 4 – Executive

1. The Executive shall consist of elected members for the following positions.
2. Should a vacancy occur in any elected Executive position, the Executive may appoint members of good standing to the following positions.

FIELD ALLOCATOR
TROPHY ALLOCATOR
TOURNAMENT DIRECTOR
PLAYER AND COACH DEVELOPMENT MANAGER
FIELD MANAGER
REP CO-ORDINATOR
SPONSOR CO-ORDINATOR
FUND-RAISING CO-ORDINATOR
PUBLIC RELATIONS MANAGER
PHOTO CO-ORDINATOR

- 3.1 Executive members shall have the right to vote on all but financial matters.
- 3.2 The President will cast a ballot only in the event of a tied vote.
- 3.3 Questions arising in any meeting of the Association Executive shall be decided by a majority vote.
4. The Executive may appoint committees to address special issues as is deemed necessary. Such committees shall present findings and recommendations to the Association executive



for action.

5. (Division Manager to be Appointed by the Executive and not to be listed under Executive

Article 5 – Duties of the Non-Elected Executive

1. The job descriptions of the Non-Elected Executive are recorded separately.

Article 6 – Meetings

- 1.1 The Annual General Meeting of the Association shall be held during the month of June each year.
- 1.2 The newly elected Officers shall take office as of the 1st of August that year.
2. Executive meetings shall be held monthly or as required.
3. All meetings must have a quorum of 50% + 1 of the Executive and 50% + 1 of the Officers to be binding.

Article 7 – Elections

1. Elections, to fill vacant officer positions, are to be held at the Annual General Meeting.
2. The Association Executive shall initiate a Nominations Committee each year to seek nominations to fill vacant officer positions.
3. Any parent/guardian of a member or an adult member in good standing may run for a position, and must not have been ruled ineligible by the Disciplinary Committee within two years preceding the date of the elections.
4. Each parent/guardian of a member, or each adult member in good standing shall be entitled to one vote, subject to a limitation of one vote per family.

Article 8 – Rules of Order

1. The Association shall own, and have present at all meetings of the Association, “Robert’s Rules of Order” and all items not covered by this Constitution shall be governed by these



rules.

Article 9 – Amendments

1. Amendments to the Constitution and Bylaws to be made only at the Annual General Meeting or Extra Ordinary General Meeting.
 - 2.1 All amendments to the Constitution must be passed by a 75% majority.
 - 2.2 All amendments to the Bylaws must be passed by a 60% majority.
3. Notice of any proposed alteration(s) or amendment(s) to the constitution or of the bylaws must be filed with the secretary in writing, no fewer than 7 days in advance of the Annual General Meeting.

Article 10 – Committees

1. To be appointed by the Executive as required.

Article 11 – Fees

1. The annual fees and a late registration penalty shall be determined by the Executive in such amounts as the Executive deems necessary to meet the ongoing operational needs of the Association. All membership fees must be paid at the time of registration.
2. All remittances of membership fees shall be submitted to the AMFA Treasurer.
3. Membership fees are not refundable after commencement of the first league game, unless deemed special circumstances by the officer.
4. Membership fees shall include individual player insurance.

Article 12 – Administrative Guidelines

1. The Executive shall have the authority to establish administrative guidelines and bylaws governing the affairs of the Association.



Article 13 – Protests

1. Protests arising out of a league or play-off game must be in writing and given to the secretary within 48 hours of the game's conclusion and be accompanied by a fee of \$50.00. All protests will be in accordance with Softball BC Operating Rules. If a protest is upheld, the \$50.00 fee will be returned.

Article 14 – Suspensions

1. An umpire ejecting a player, coach, manager or parent from a game shall file a written report to the Association's President and UIC within 48 hours of the incident.
2. Based on a written complaint, if necessary, the President has the authority to suspend a player, coach or manager for maximum of three games.
3. Any suspensions of more than three games must be handed down by either the Executive at the next regularly scheduled Executive Meeting or in the event that the next scheduled meeting is set for a date which would be after the tree game suspension would have ended – then an Executive Committee made up of at least five Executive members would have the power to further suspend the person(s) in question up until the next regularly scheduled Executive meeting.
4. Any member of the Executive who is deemed ineligible by Discipline Committee shall be forced to resign.
5. The game of softball as played in the AMFA and affiliated associations must exhaust all appeal procedures provided, prior to resorting to legal avenues.

Article 15 – Playing Rules

1. Players must be residents of Abbotsford or be a grand fathered player, or have a valid District 8 Cross-Association Boundary permit.
2. Players must be registered with the Association prior to participating in any Association sanctioned event.
3. The executive shall have the power to make, amend and/or alter the regulations governing league competition.