

Thornhill Slo-Pitch League
CONSTITUTION

AND REVISED BY-LAWS OF THE
THORNHILL SLO-PITCH LEAGUE

2014

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CONSTITUTION ARTICLE 1:

NAME & AFFILIATIONS

The name of this organization shall be the Thornhill Slo-Pitch League, herein after referred to as the T.S.P.L. or the League. It shall be affiliated with such leagues and associations as decided by its Board of Directors.

CONSTITUTION ARTICLE II:

OBJECTIVES

The objectives of this league shall be: to promote, administer, improve and foster the ideals of good Slo-Pitch and good sportsmanship in organized Slo-Pitch for the residents of Thornhill.

CONSTITUTION ARTICLE III:

QUALIFICATIONS FOR PARTICIPATION

Sec. 1

The programs of the Thornhill Slo-Pitch League are designed primarily for the residents of Thornhill. A person who resides or is employed within the boundaries described in Article III, Sec. 2, may register to play in the Slo-Pitch League or special team representing the Thornhill Slo-Pitch League, subject to the rules and conditions as set out in the By-Laws.

Sec. 2

Thornhill, for the purposes of the Thornhill Slo-Pitch League, is bounded on the east by Woodbine Ave.; on the north by Hwy #7; on the west by Dufferin St.; and on the south by Steeles Ave.

Sec. 3

Persons who are not eligible under Sec. 1, but have played in the Thornhill Slo-Pitch League, the previous season, will be eligible to register.

Sec. 4

Any exceptions must be approved by the Board of Directors, simple majority to carry.

CONSTITUTION ARTICLE IV:

MEMBERSHIP

General Membership for voting purposes shall consist of the Executive, the Operating Committee and their appointed assistants, coaches, assistant coaches and players who participated in the Thornhill Slo-Pitch League during the current season.

CONSTITUTION ARTICLE V:

THE BOARD OF DIRECTORS

Sec. 1

The Board of Directors of the Thornhill Slo-Pitch League shall consist of an elected Executive and an elected Operating Committee.

Sec. 2

The Executive shall consist of six members. The following five positions shall be filled by an election held by the voting membership annually at the Annual General Meeting and shall consist of the following offices:

- President
- Vice-President Administration
- Vice-President Operations
- Secretary
- Treasurer

Sec. 2a)

In addition, the Immediate Past President shall be a member of the Executive and the Board of Directors.

Sec. 2b)

If the Immediate Past President is unable to assume his/her position on the Board of Directors for any reason, the most recent Past President will be asked to fill the vacancy. In the event he/she is unable to do so for whatever reason, then each Past President will be asked in chronological order until the vacancy is filled.

Sec. 3

The elected offices of the Operating Committee shall be filled by an election held by the voting membership annually at the Annual General Meeting and shall consist of the offices as designated in BY-LAW I.

Sec. 3a)

Should a position on the Board of Directors become vacant for any reason or remain vacant after the annual elections, the Board of Directors may, at a regularly scheduled board meeting, elect a person to fill the vacancy.

Sec. 4

Terms of office shall be one year in length, running from time of election (completion of elections at the Annual General Meeting) until a new Board of Directors has been elected.

CONSTITUTION ARTICLE VI:

THE THORNHILL SLO-PITCH LEAGUE ADVISORY COUNCIL

Sec. 1

The Thornhill Slo-Pitch League hereby establishes a Slo-Pitch Advisory Council, comprised of all Past Presidents and other Board members who have served a minimum of three consecutive years on the Thornhill Slo-Pitch League Board.

Sec. 2

The purpose of the Advisory Council is to provide continuity and stability to the League in order to ensure orderly growth over the years and to advise the league as requested by the President or other Board members.

CONSTITUTION ARTICLE VII:

FUNCTION OF THE BOARD OF DIRECTORS

Sec. 1

The Board of Directors shall oversee the day-to-day operations of the Thornhill Slo-Pitch League.

Sec. 2

An outline of the general duties of the Executive is set out in CONSTITUTION, Article VIII.

Sec. 3

An outline of the general duties of the Operating Committee is set out in CONSTITUTION, Article IX.

A full outline of the specific duties and responsibilities of the members of the Executive and the Operating Committee is detailed in the By-Laws. It is the responsibility of the Board of Directors to update these duties as required over the years, and include these in the By-Laws, as prescribed by this Constitution.

Sec. 4

The Board of Directors shall approve all committees, appointed committee chairpersons, appointed division convenors and coaches. They shall have the power to permit or prohibit any exhibition games, including tournaments, as well as the formation of any teams in the league or representative Thornhill Slo-Pitch League teams in any other leagues. They may sanction or deny all independent games of individual teams, either as a team or picked from teams operating within the Thornhill Slo-Pitch League.

Sec. 5

The Board of Directors may approve or prohibit all fund raising activities requested for the League, and otherwise control the activities of the League to protect its reputation and ensure its function as a benefit to the community.

CONSTITUTION ARTICLE VIII:

GENERAL DUTIES OF THE EXECUTIVE

Sec. 1

The President shall preside at all meetings of the Slo-Pitch-League, with the usual privilege of office. He/she shall be an ex-officio member of all standing and special committees.

Sec. 2

The Vice-President (Administration) shall perform all duties of the President in the event the President is absent or unable to act. He/she will be responsible for coordinating the activities and functions of the following persons and activities:

- Sponsors Coordinator
- Registrar
- Equipment Manager
- Uniform Coordinator
- Permits/Parks Liaison
- Trophies & Awards Coordinator
- Social Convenor
- Publicity/Advertising Coordinator
- Photography Coordinator

Sec. 3

The Vice-President (Operations) shall be responsible for coordinating all League Operations and the activities and functions of the following persons and activities:

- Mixed Convenor
- Mens Convenor
- Ladies Convenor
- Masters Convenor
- Umpire-In-Chief
- Statistician
- Mid-Season Tournament Convenor
- Scheduler

Sec. 4

The Treasurer shall keep an accurate record of all monies received and dispensed through a chartered bank or trust company. He/she shall keep the Board of Directors advised of the revenue/expense situation through periodic reports at the Board of Directors meetings. He/she shall prepare a full financial statement to be distributed at the Annual General Meeting. The fiscal year shall be from November 1st to October 31st.

Sec. 5

The Secretary is responsible for taking meeting minutes and distribution to the Board of Directors in a timely manner. He/she is responsible for the previous year's Minutes of the Annual General Meeting and the preparation of the Minutes of the current Annual General Meeting. He/she will arrange the meeting rooms for the monthly Board of Directors meetings and the notification of said meetings to the Board of Directors.

Sec. 6

The Executive shall have the authority to require various members of the Board to attend any regularly scheduled Board of Directors meeting.

CONSTITUTION ARTICLE IX:

GENERAL DUTIES OF THE OPERATING COMMITTEE

Sec. 1

The Operating Committee shall administer the day-to-day operations of the League. It shall operate under the direction of, and is responsible to the Board of Directors.

Sec. 2

Any member of the Operating Committee may attend any regularly scheduled meeting of the Board of Directors and is entitled to vote on all matters before that meeting.

CONSTITUTION ARTICLE X:

FINANCIAL POLICY

Sec. 1

The Slo-Pitch League's fiscal year end is October 31st.

Sec. 2

The Board of Directors shall authorize all expenditures and shall decide all matters pertaining to the finances of the Thornhill Slo-Pitch League.

Sec. 3

The Board of Directors shall designate three signing officers, one of whom must be the Treasurer, one of whom must be another member of the current Executive, and the third must be a member of the current Board of Directors.

Sec. 4

Cheques, promissory notes, and orders for payment of such shall be drawn, accepted, or endorsed only by any two of the three designated signing officers. All signed contracts are to be reported at the next scheduled meeting.

Sec. 5

All contracts and agreements or other documents bearing financial obligations shall be valid only when they are signed by the President and/or Treasurer.

Sec. 6

Each year the Treasurer shall prepare a proposed expenditure budget for the coming fiscal year and present it to the current Board of Directors by November's regularly scheduled Board meeting. The expenditure budget must be presented and approved before the final sponsor and registration fees are set by the new executive in December.

Sec. 7

A financial statement must be presented at each monthly Board of Directors meeting. If there are no expenses in excess of \$250 during the preceding month, the Treasurer may refer to the previously submitted financial statement.

CONSTITUTION ARTICLE XI:

NOMINATIONS AND ELECTIONS

Sec. 1

The Board shall be the Nominating Committee each year and will present a slate of candidates at the Annual General Meeting for the following season.

Sec. 2

Nominations for offices of the Thornhill Slo-Pitch League Board of Directors should be in the hands of the Board of Directors by October's regularly scheduled meeting.

Sec. 3

No member may be nominated for the office of President, Vice-President Administration, or Vice-President Operations if he/she has not sat on the Board of Directors two years prior to their nomination to Executive.

Sec. 4

Nominations will be accepted from the floor by voting members at the Annual General Meeting. Nominations require a nominator, a seconder, and acceptance in person or in writing by the nominee to be accepted by the chairperson of the election procedure. Nominations for persons that are not playing members, to be on the Operating Committee (not the Executive), may be accepted. Said persons would have to go through the nomination process again in successive years and would not automatically be returned to the Operating Committee.

Sec. 4

Sec. 5

In the event that a vote is required for a position, voting shall be by written, secret ballot. Ballots to be counted and tabulated by three non-nominated, eligible voting members.

CONSTITUTION ARTICLE XII:

ANNUAL GENERAL MEETING

Sec. 1

The Annual General Meeting of the League shall be held each year prior to the first day of December and after the close of the regular season, on a date to be set by the Board of Directors. The membership shall be notified in writing and/or by local media at least two weeks prior to the date of the meeting.

Sec. 2

A quorum at the Annual General Meeting shall consist of fifteen (15) voting members of the general membership of the Thornhill Slo-Pitch League.

Sec. 3

The regular order of business at the Annual General Meeting shall be as follows:

- 1) Call to order
- 2) Reading of the minutes and approval
- 3) Business arising from the minutes
- 4) Report of Executives
- 5) Amendments to the Constitution
- 6) Unfinished Business
- 7) Election of Board of Directors
- 8) Installation of Board of Directors
- 9) New Business
- 10) Recommendations or proposals from Membership
- 11) Adjournment

Sec. 4

Meetings of the Thornhill Slo-Pitch League should generally follow Robert's Rules of Order.

Sec. 4

CONSTITUTION ARTICLE XIII:

BOARD OF DIRECTORS MEETINGS

Sec. 1

The Board of Directors shall meet as often as necessary to carry on the to-day administration of the League or to fill vacancies within the Executive, but no less frequently than once per month.

Sec. 2

A quorum of a Board of Directors meeting shall consist of seven (7) members of the Board of Directors of which 3 must be members of the Executive.

Sec. 3

All Board of Directors meetings of the Thornhill Slo-Pitch League shall follow a proposed agenda as prepared by the President or Chairperson and should generally follow Robert's Rules of Order.

Sec. 4

All Board of Directors meetings should include a reading of the minutes of the previous meeting and a financial report.

Sec. 5

When necessary and when possible, members of the Board who are unable to attend a meeting in person will be permitted to call the meeting and participate in full, including discussion and voting. When necessary and where a special meeting of the Board is not possible in between regularly scheduled meetings, the Board will be permitted to vote on urgent issues by e-mail. The process will set acceptable time limits to permit discussion and voting.

CONSTITUTION ARTICLE XIV:

SPECIAL MEETINGS

Sec. 1

The President may call a special General Meeting at any time, but must do so if one-hundred and fifty (150) or more members of the voting membership requests such a meeting. In this case, the meeting will be held upon two weeks published notice.

Sec. 2

A quorum at a Special General Meeting shall consist of fifteen (15) voting members of the general membership of the Thornhill Slo-Pitch League.

Sec. 4

CONSTITUTION ARTICLE XV:

AMENDMENTS

Sec. 1 - Amendments to the Constitution

Amendments or alterations shall be made to this Constitution only at an Annual General Meeting, and acceptance is only by a two-thirds (2/3) majority of votes cast at that meeting.

Sec. 2

Notice of the proposed amendments must be in the hands of the Recording Secretary at least thirty days prior to the Annual General Meeting. Notification that amendments have been proposed must be included with notice of the Annual General meeting. Upon request, copies of the proposed amendments or alterations must be made available to voting members from the Secretary.

Sec. 3 - Amendments to the By-Laws

Amendments or alterations shall be made to the By-Laws at a Board of Directors Meeting, and acceptance is only by a two-thirds majority of votes cast at that meeting.

Notice of the proposed amendments or alterations must be in the hands of the Secretary at least thirty days prior to the Board of Directors meeting at which they are to be considered. Notification that amendments or alterations have been proposed must be included with notice of the Board of Directors meeting and mailed to the Board of Directors at least two weeks prior to the Board of Directors meeting at which they are to be considered. The proposed amendments need not be mailed with the notice of meeting. Upon request, copies of the proposed amendments or alterations must be made available to voting board members from the Secretary.

Sec. 5

Amendments to this Constitution or its By-Laws shall be accepted only from bona fide voting members.

BY-LAW I:

OPERATING COMMITTEE OFFICES

The offices comprising the Operating Committee shall be filled by an election held by the voting membership annually at the Annual General Meeting, according to CONSTITUTION ARTICLE V, SECTION 3. The Operating Committee shall consist of a minimum of 7 members to a maximum of 10, which number shall be determined by the outgoing Board of Directors.

BY-LAW II:

SPECIFIC DUTIES OF THE EXECUTIVE

Sec. 1 - Vice-President (ADMINISTRATION)

The Vice-President (Administration) serves as a vital member of the Executive and the Board of Directors and should attend all called meeting of the Board of Directors. In addition to the duties outlined in ARTICLE VIII, Section 3 of the CONSTITUTION and any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) In the absence of the President, preside over any scheduled or properly called meeting of the Board of Directors.
- 2) Assist the President and the Treasurer in providing necessary budget inputs for drafting the suggested budget by November 1, under his/her area of responsibility.
- 3) In conjunction with the Registrar, be responsible for all publicity and advertising for Registration and to provide a list of all registrants to the Vice-President (Operations).
- 4) In conjunction with the Publicity and Advertising Coordinator arrange for news coverage of Final Tournaments, if possible.
- 5) In conjunction with the Trophies Coordinator, ensure that all trophies, awards and plaques are ordered and distributed.
- 6) Assist the President in any areas he/she may reasonably require assistance.
- 7) Assist the Sponsor Coordinator in enlisting sponsors for the league.
- 8) In conjunction with the Equipment Manager ensure proper equipment is available prior to the new season.
- 9) In conjunction with the Uniforms Coordinator ensure proper uniforms are available prior to the new season.
- 10) In conjunction with the Parks & Permits Liaison ensure proper permits and sufficient parks are available prior to the new season.
- 11) Assist the Social Convenor in coordinating any social activities as decided upon by the Board of Directors.
- 12) In conjunction with the Publicity & Advertising Coordinator ensure proper sponsor publicity and game results are reported to the local news media.
- 13) In conjunction with the Photography Coordinator obtain quotations from photographers to provide mounted pictures of all teams. These quotations, along with a recommendation for photographer, should be given to the Board of Directors by the end of April. Follow up on awarding photo contracts to the chosen photographers. Provide photographers with a list of teams and parks and that all team pictures are taken by the end of June.
- 14) In conjunction with the Photography Coordinator ensure all team pictures are taken and distributed to Division Convenors.

- 15) Coordinate with the Division Convenors the distribution of team pictures.
- 16) At the direction of the Registrar, and in conjunction with the Publicity & Advertising Coordinator, prepare and have printed the following:
- 17) A quorum of a Board of Directors meeting shall consist of seven (7) members of the Board of Directors of which 3 must be members of the Executive.

Sec. 2 - VICE-PRESIDENT (OPERATIONS)

The Vice-President (Operations) serves as a vital member of the Executive and the Board of Directors: and should attend all called meetings of the Board of Directors. In addition to the duties outlined in ARTICLE VIII and any special functions he/she may be called upon to do by the Board of Directors he/she has responsibility for the following specific duties:

- 1) In the absence of the President, and Vice-President (Administration), preside over any scheduled or properly called meetings of the Board of Directors.
- 2) Assist the President and the Treasurer in providing necessary budget inputs for drafting the suggested budget by November 1, for any areas under his/her responsibility.
- 3) Work with the League Division Convenors to ensure that coaches have been obtained for all teams and divisions within the League.
- 4) In conjunction with the scheduler ensure all game schedules are prepared and distributed to the Board of Directors and the Division Convenors.
- 5) In conjunction with the Division Convenors prepare any information needed for assembling the Coaches' Books.
- 6) Act as chair for the Rules Committee to make recommendations to the Board of Directors for playing rules or equipment changes which will improve the quality of the game.
- 7) In conjunction with the Statistician ensure at least once monthly report of standings of all teams by Division from statistics obtained from the League's Statistician.
- 8) Note any problem areas with facilities and/or personnel which could be corrected in the current or following playing season, and bring to the attention of the Board of Directors.
- 9) Assist the Mixed Convenor with the planning, promotion and program of the Final Tournament.
- 10) In conjunction with Umpire-in-Chief, provide League Rules and schedules for umpires.
- 11) In conjunction with the Mid-Season Tournament Convenor is responsible for the set up of the mid-season Fun Day Tournament.

Sec. 3 - SECRETARY

The Secretary serves as a vital member of the Executive and should attend all called meetings of the Executive, the Board of Directors and all General Meetings of the League. In addition to the duties outlined in ARTICLE VIII and any special functions he/she may be called upon to do by the Board of Directors he/she has the responsibility for the following specific duties:

- 1) Take accurate minutes of all called meetings of the Executive and the Board of Directors, including the Annual General Meeting. These minutes should be typed and *distributed* to all members of the Board of Directors prior to the next regularly scheduled meeting.

- 2) Prepare sufficient copies of minutes of the Annual General Meeting for distribution to all at the next Annual General Meeting.
- 3) According to procedures outlined in CONSTITUTION, Articles X, XI, XII AND XIII and BY-LAW II, Section 1(9), distribute proper notice of all meetings.
- 4) Ensure that there is a sufficient supply of letterheads and envelopes containing the league logos and current address and telephone numbers.
- 5) Provide copies of proposed amendments to the Constitution and/or By-laws, as outlined in CONSTITUTION Article XVI, when requested by voting members.
- 6) Be responsible for written correspondence on behalf of the Board of Directors. Ensure that all incoming written correspondence is replied to by the Board of Directors and/or the Executive.
- 7) Prepare a list of current officers of the Slo-Pitch League and provide copies of the list to the following:
 - 1) The Board of Directors of the Thornhill Slo-Pitch League
 - 2) The Director of the Markham Recreation & Culture Department
 - 3) The Director of the Vaughan Recreation & Culture Department
 - 4) Any other municipality's representatives with whom TSP conducts business

BY-LAW III:

SPECIFIC DUTIES OF THE OPERATING COMMITTEE

The Operating Committee will comprise 7 to 10 elected members who may act in any or all of the following positions.

Sec. 1 - REGISTRAR

The Registrar serves as a vital member of the Board of Directors: and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) Assume responsibility for the design and preparation of all Registration forms.
- 2) Once prepared and approved by the Board of Directors, present the Registration forms to the Vice-President (Administration) for printing.
- 3) Ensure that a sufficient supply of additional registration forms are available at Registration Day(s)
- 4) Implement the following procedure at Registration Day(s) and for all registrations:
 - 1) Check all registration forms for completeness, date of birth and signature
 - 2) Check that the method of payment has been noted.
 - 3) Registrations and fees collected should balance.
- 5) Enter player registration data received by mail & on-line into the registration database.
- 6) Answer general league and registration inquiries from mail, e-mail and phone on behalf of league and to forward enquiries as necessary to appropriate Board members as required.
- 7) E-mail updated registration data/reports to the Board of Directors as required.
- 8) Monitor league voice-mail and e-mail from start of registration until beginning of playing season. Respond to enquiries or forward to appropriate Board of Director as required.
- 9) Provide registration reports at Board of Director meetings as necessary

Sec. 2 - DIVISION CONVENORS

The Division Convenors serve as vital members of the Board of Directors; and should attend all called meetings of the Board of Directors. In addition to any special functions they may be called upon to do by the Board of Directors, they have responsibility for the following specific duties:

- 1) Recruit coaches for all teams. The Vice-President (Operations) will provide assistance.
- 2) Assist on all Registration Days.
- 3) Assist the Vice-President (Operations) in preparing information needed for assembling the coaches' books.
- 4) Form team rosters from the Registration lists, in conjunction with the Board of Directors and/or their designates as approved by the Board of Directors two (2) weeks prior to the Coaches Meeting.
- 5) Ensure sufficient coaching assistance; prompt reporting of game results to the Statistician.
- 6) Serve on the Rules committee to make recommendations to the Board of Directors for playing rules or equipment changes which will improve the quality of the game.
- 7) Note any problem areas with facilities and/or personnel which could be corrected in the current or following playing season, and bring to the attention of the Vice-President (Operations) and/or the Board of Directors.
- 8) Distribute and collect properly filled out rating sheets for all teams in each division before September 15th of the current year.
- 9) Ensure that all promotions, letters, bulletins sent to coaches and players are distributed to all teams during the season.

Sec. 3 - SPONSORS COORDINATOR

The Sponsors Coordinator serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) Prepare a list of prospective sponsors, beginning with the previous year's sponsors. The key contact and divisional team sponsored in the past should be noted.
- 2) Prepare and send a letter to all prospective sponsors requesting their (continued) support of the program. A quotation of fees, along with an offer to sponsor in the same division as last year (for those previous year's sponsors). This letter should be sent with the pre-registration form or by December 15th of the current year.
- 3) A visit or phone call should be made to each prospective sponsor by February 1st. Members of the Board of Directors may be asked to help in this effort. Where possible, the fee should be collected when the visit is made and a sponsor agrees to participate.
- 4) Prepare and forward invoices to sponsors as required.
- 5) All sponsors should be committed by March 15th. The number of sponsors required should be obtained from the Vice-President (Operations) and the Vice-President (Administration).
- 6) Present a list of all committed to the Uniforms Coordinator along with any logos supplied by the sponsor, as soon as logos are obtained, so that preparation for cresting and artwork can begin.
- 7) Prepare a status report for each Board of Directors meeting, indicating the number of sponsors confirmed, number of sponsors paid, number of probable commitments, and the number of sponsors needed by the league. This should be continued until all needed sponsors have been committed.
- 8) Follow up with collection of fees as early as possible. All fees should be collected by April 15th.
- 9) In advance of season end, prepare and forward a letter to each sponsor inviting him/her to attend the Annual Dinner/Banquet.

- 10) In conjunction with the Trophies & Awards Coordinator , ensure plaques and/or annual date tabs for existing plaques are ordered, assembled with photos and available for presentation at the Annual Dinner/Banquet to the sponsors. In the event of non-attendance at the dinner by the sponsor/representative, arrange for distribution to the sponsor.
- 11) In conjunction with Publishing/Advertising Coordinator arrange for an ad in the local newspapers recognizing the sponsors participation, with appreciation, at the conclusion of the season.

Sec. 4 - UMPIRE-IN-CHIEF

The Umpire-in-Chief serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties.

- 1) Provide head umpire with a copy of the Thornhill Slo-Pitch League rules and Condensed Rules
- 2) Receive all communications from umpires, coaches and players with regard to rulings and situations that may occur during league play. Follow procedures as outlined in Slo-Pitch National and Thornhill Slo-Pitch rules for dealing with protests and complaints. Settle protests in conjunction with the Vice-President (Operations) and Division Convenors and report decisions and rulings to the Board of Directors.
- 3) In conjunction with the Vice-President (Operations) and Division Convenors, ensure umpires are assigned to cover all league games.
- 4) Act as member of the Rules Committee.
- 5) Review umpire invoices for accuracy and forward to the Treasurer at regular intervals during the season.
- 6) In conjunction with the Treasurer, ensure payment is made on a timely basis to all umpires

Sec. 5 – PARKS & PERMITS LIAISON

The Parks & Permits Liaison serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) At the direction of the Board of Directors, and in conjunction with the Vice-President (Administration) prepare and forward a request for permits for use of diamonds in town parks to the Recreation Directors for Markham and Vaughan for league games and tournaments.
- 2) Act as the liaison including monitoring all costs incurred during the season, between the Thornhill Slo-Pitch League Board of Directors and the Directors of Recreation and Culture for Markham and Vaughan and any committees established by the Municipalities responsible for Parks and Recreational facilities. Forward, on behalf of the Thornhill Slo-Pitch League, any requests for improvement of facilities and be responsible for following up any park/diamond physical problems that may occur during the playing season.
- 3) In conjunction with the Vice-President (Administration) be responsible for issuing copies of permits to coaches and the Board of Directors for all locations for which the League holds permits.
- 4) Be responsible for recommending to the Board of Directors for approval all lending of permit times to any teams, leagues or individuals other than those regularly scheduled to use such facilities under existing permits.
- 5) Act as liaison between the Thornhill Slo-Pitch League Board of Directors and any other organizations for the purpose of obtaining the use on a temporary or permanent basis, any other facilities or parks for the League's use.

Sec. 6 - SCHEDULER

The Scheduler serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following special duties.

- 1) In conjunction with the Vice-President (Operations) and the Parks & Permits Liaison, prepare schedules for the current season. These should include regular season and playoff games and locations.

Sec. 7 - EQUIPMENT MANAGER

The Equipment Manager serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) Prepare an inventory of equipment which is usable for the next season: prepare a summary of replacement needs; prepare a summary of recommended changes or additions, Provide copies of the above to the Board of Directors prior to the Annual General Meeting.
- 2) Prepare and forward, in November, requests for cost estimates and for the supply of playing equipment to sports equipment suppliers. In conjunction with the Vice-President (Administration) prepare an estimated equipment budget for the coming season by December.
- 3) Purchase the necessary equipment.
- 4) Prepare and distribute the following to each coach at the Coaches Meeting:
 - a. 1 equipment bag
 - b. 12 game balls
 - c. 1 key for park storage shed
 - d. 1 light key
 - e. Coaches Binder
- 5) Prior to the playing season place the following equipment in each Thornhill Slo-Pitch park storage shed:
 - a. 1 complete set of bases, including mat and safety bag
 - b. measuring rope or tape
 - c. hammer
 - d. first aid kit
 - e. extra pegs and straps
- 6) Prior to the playing season, check all town park storage sheds and ensure they are all equipped with the following:
 - a. a lock which matches our keys
 - b. a rake
 - c. a line marker
 - d. 2 bags white lime
- 7) Supply one key for the storage sheds and lights to each member of the Board of Directors.
- 8) Ensure that all necessary equipment and safety supplies are replenished in Thornhill Slo-Pitch boxes on a weekly basis for parks used twice a week or less and twice a week for parks that are used 3 or more times per week. Replace and/or repair equipment as requested by coaches or Board of Directors members as soon as possible after receipt of the request.
- 9) Ensure there is a supply of new balls for the Playoffs and place them in the appropriate Thornhill Slo-Pitch park storage box in advance of the scheduled games
- 10) Ensure league equipment is available at locations other than regularly used diamonds for league events, i.e. Mid-Season Tournament.

11) Ensure proper winter storage of all remaining equipment.

Sec. 8 - UNIFORM COORDINATOR

The Uniform Coordinator serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) Prepare and forward requests in December for cost estimates for the supply and crestring of players' sweaters to several team uniform manufacturers or suppliers.
- 2) In conjunction with the Vice-President (Administration), prepare a budget for team shirts for the coming season by January.
- 3) In conjunction with Vice-President (Administration) and Vice-President (Operations), determine sizes and quantities needed for all team shirts.
- 4) Shirts should be ordered by March 15th for the coming season and by June 15th for the Mid-Season Tournament.
- 5) In conjunction with the sponsorship chairperson, ensure that all sponsors have submitted their logo. Arrange delivery of these logos to the uniform suppliers allowing for enough time for artwork and screens to be made. Make certain that the sponsorship Coordinator and the Vice-President (Administration) are aware of the manufacturer's cut-off date for new artwork.
- 6) Arrange pickup of shirts from the suppliers and distribute to the division convenors by May 15th and by July 15th for the Mid-Season Tournament.
- 7) Shortages and special orders should be handled during the month of April.

Sec. 9 – STATISTICIAN

The Statistician serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) Prepare a presentation for the pre-season coaches meeting, which is held in May to acquaint all coaches, assistant coaches, and division convenors with the proper procedures for reporting team results throughout the year.
- 2) During the playing season extract scores from league voice-mail and e-mail and post to spreadsheets. Post scores and updated standings to website.
- 3) Contact coaches of any teams for which you do not receive results or score sheets from the previous week.
- 4) Prepare final standings and playoff matchups in conjunction with the Vice-President (Operations) and Division Convenors.
- 5) Monitor league voice-mail and e-mail from May 1 to start of registration. Respond to enquiries or forward to appropriate Board of Director as required

Sec. 10 - TROPHIES & AWARDS COORDINATOR

The Trophies and Awards Coordinator serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) In conjunction with the Board of Directors decide upon types and numbers of awards and/or Trophies and place the order by July 15th.
- 2) Arrange for pick up of trophies and distribution to the Division Convenors prior to Final games.
- 3) Final Participants (players and coaches) will receive individual awards.

- 4) In conjunction with the Sponsorship Coordinator and the Vice-President (Administration), and the Vice-President (Operations) order sponsors plaques for first time sponsors and assemble plaques with team photos. Order tabs (with current year engraved) for repeat sponsors. Arrange the presentation at the Annual Sponsor's Appreciation night of the Plaques, photos and year tabs to the sponsors. Arrange delivery of any plaques, photos and tabs to all sponsors not attending the Annual Sponsor's Appreciation night.
- 5) Keep a record of Sponsors holding the Thornhill Slo-Pitch League's large Division trophies and arrange to pick up these trophies by September 1st.
- 6) Order engraved shields with the names of the winning team and head coach for each of the large division trophies. Attach these shields to the trophies and arrange for presentation of the Division trophies to the team sponsors.

Sec. 11 - MID-SEASON TOURNAMENT CONVENOR

The Mid-Season Tournament Convenor serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) In conjunction with the Vice-President (Operations), organize the annual Mid-Season Tournament.
- 2) In conjunction with the Uniform Coordinator ensure sufficient team shirts are ordered by June 15th
- 3) In conjunction with the Equipment Manager ensure sufficient supply of balls, bases, mats, spikes, diamond liners and ropes are available for the tournament and the diamonds are lined.
- 4) Coordinate with Parks & Permits Liaison to ensure liquor and/or park permits are secured for the day.
- 5) Coordinate with the Social Convenor to provide sufficient draw prizes.
- 6) Coordinate the availability and supplies for the refreshment tent.
- 7) Coordinate with the Vice-President (Administration) a sufficient supply of score sheets.
- 8) Coordinate with the selected coaches the selection of the teams and put together the coaches books.
- 9) Coordinate with the Scheduler to set up game and umpire schedules.
- 10) In conjunction with the Board of Directors and the Trophy Coordinator decide upon types and numbers of awards/trophies to be purchased and delivered one week prior to the tournament.

Sec. 12 - SOCIAL CONVENOR

The Social Convenor serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) Obtain quotes for the Final Dance location and dinner menus.
- 2) In conjunction with the Board of Directors, decide upon time, location, theme, dance music and choice of menu.
- 3) In conjunction with the Board of Directors arrange for sufficient door, draw and dance prizes.
- 4) In conjunction with the Publicity and Advertising Coordinator arrange for the printing and distribution of Dance Tickets throughout the playing season.
- 5) In conjunction with the Mid-Season Convenor supply draw prizes for the Mid-Season Tournament.
- 6) In conjunction with the Board of Directors and the Sponsor Coordinator, organize Sponsor Appreciation night.

Sec. 13 - PUBLICITY & ADVERTISING COORDINATOR

The Publicity & Advertising Coordinator serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) In conjunction with the Vice-President (Administration) and the Registrar arrange for placement of all advertisements for registration.
- 2) Arrange for news coverage of the Final Tournament.
- 3) In conjunction with the Sponsor Coordinator arrange to have the Sponsor's thank you placed in appropriate newspapers.
- 4) In conjunction with the Statistician ensure game results are noted in the paper.
- 5) In conjunction with the Social Convenor arrange for Dance Tickets and/or flyers for dance publicity.

Sec. 14 - PHOTOGRAPHY COORDINATOR

The Photography Coordinator serves as a vital member of the Board of Directors and should attend all called meetings of the Board of Directors. In addition to any special functions he/she may be called upon to do by the Board of Directors, he/she has responsibility for the following specific duties:

- 1) In conjunction with the Vice-President (Administration) obtain quotations from photographers to provide mounted pictures of all teams. These quotations, along with a recommendation for photographer, should be given to the Board of Directors by the end of April. Follow up on awarding photo contracts to the chosen photographers. Provide photographers with a list of teams and parks and ensure that all team pictures are taken by the end of June.
- 2) In conjunction with the Vice-President (Administration) ensure all team pictures are taken and distributed to Division Convenors.

BY-LAW IV:

TROPHIES

Sponsors shall be entrusted with Division trophies until the first day of September each year.

The Trophies & Awards Coordinator in conjunction with the Vice-President (Administration) shall keep a record of all trophies and ensure that all trophies are returned to the League at the first of September.

BY-LAW V:

LIABILITY

The Thornhill Slo-Pitch League does not accept responsibility for injury to spectators, players, coaches, umpires, Board of Directors, nor does it accept responsibility for injury by acts of spectators, players, coaches, umpires, or Board of Directors.

The Thornhill Slo-Pitch League agrees to provide and procure liability insurance to cover its Board of Directors, coaches, umpires, and all other officials volunteering for the League, in order to protect them from legal liabilities which might arise as a result of their Thornhill Slo-Pitch League activities.

It is mandatory that all players participating in the Thornhill Slo-Pitch League sign the registration form accepting the League's conditions of liability. No player is allowed to participate unless this form has been signed and payment received.

In the case of internet registration, completing the on-line registration and payment shall be considered equivalent to a signed form.

BY-LAW VI:

FINANCIAL RESPONSIBILITY

The Thornhill Slo-Pitch League will only accept responsibility for debts incurred by approved purchasing members of the Board of Directors.

BY-LAW VII:

REGISTRATION

Registration of players must conform to the requirements of CONSTITUTION, ARTICLE III. Public registration will be held no later than March 31st each year.

Registration will be open until a division is filled. A waiting list will be maintained for full divisions if space in that division is available, but the League guarantees that jerseys will be available to late registrants. Late registrants will be only be placed on teams by the Division Convenor.

Registration fees are payable in full with each application. Prior to the start of the season refunds may be subject to an administration fee, as set by the Board of Directors.

Anyone falsifying proof of age or registration is subject to immediate suspension.

BY-LAW VIII:

TEAM SELECTIONS

Teams will be formed by the Division Convenors in conjunction with the Board of Directors and/or their designates as approved by the Board of Directors two (2) weeks prior to the Coaches Meeting.

Registrants will be divided as evenly as possible according to the previous season's ratings.

Once teams have been assigned, no changes to teams will be allowed, except for balancing purposes determined necessary by the Division Convenors in concert with the Vice-President (Operations), President, Vice-President (Administration). In event that there are less than two (2) members of this group

familiar with the division in question another member will be designated by the Vice-President (Operations).

There is no guarantee that special requests for player groupings can be accommodated and this should be printed on the registration forms.

Each team shall comprise of not more than fifteen (15) players.

BY-LAW IX:

DIVISION AND AGE CATEGORIES

Age is determined as of January 1st of the playing year for Division purposes.

Actual League divisions will be designated based on final registrations each year. The minimum ages will be as follows:

Ladies	18 and over
Masters (Men)	35 and over
Men's	18 and over
Mixed	18 and over

BY-LAW X:

PLAYING RULES

Rules for the League divisions will conform to the Slo-Pitch National playing rules as much as possible.

A standing Rules committee will review the League playing rules each year and present any recommended changes for approval to the Board of Directors. Once approved, these rules will be communicated in writing to all coaches, divisional convenors, umpires and to the Board of Directors.

The Rules Committee will be chaired by the Vice-President (Operations) and include the Division Convenors and the Umpire-in-Chief. The Board of Directors may appoint other consultants to this committee at its discretion.

BY-LAW XI:

PROTESTS

Sec. 1

Protests against an interpretation of the rules must be submitted with a "Notice of Protest" in writing, delivered to the Umpire-In-Chief within forty-eight (48) hours of the game's conclusion, and accompanied by a fee of twenty-five dollars (\$25.00) payable to the League. The umpire must be notified of the intent to protest at the instant of complaint, and before the continuation of play. Should the protest be upheld, the fee will be refunded.

Upon notification of a protest and on completion of the game, the umpire shall outline his remarks on the back of the score sheet and sign it. He/she will keep the score sheet and turn it over to the Umpire-In-Chief.

Sec. 2

Protests, other than against an interpretation of the rules (i.e. ineligible players etc.) must be filed in writing with the Thornhill Slo-Pitch League President, no later than forty-eight (48) hours following the alleged violation.

Sec. 3

Decisions from the Umpire-In-Chief for rule interpretations and from the Board of Directors for all other protests must be made before the next scheduled game of the division involved. Such decisions are final.

The decision made on a protested game may result in one of the following:

- 1) The protest is found invalid and the game score stands as played.
- 2) When a protest is allowed for misinterpretation of a playing rule in a playoff game, the game may be replayed from the point at which the incorrect decision was made with the decision corrected.
- 3) If an ineligible player was used, the offending player and/or coach may be suspended from further competition in the Thornhill Slo-Pitch League for the balance of the season and the offending team will have been deemed to have forfeited the game.

BY-LAW XII:

SUSPENSIONS AND EXPULSIONS

Sec. 1

Any player, coach, manager, umpire, divisional Convenor or member of the Board of violating this Constitution or By-Laws, or refusing to abide by the decision of the Board of Directors shall be liable to suspension or expulsion from the League.

Sec. 2

Players, coaches, managers, umpires, divisional convenors and members of the Board of Directors may be suspended by the Board of Directors for knowingly:

- 1) Permitting betting, drinking of alcoholic beverages, or other improper conduct by players, coaches, or members of the Slo-Pitch League at games or League activities.

- 2) Playing with or against a player, coach, manager or other member who has been expelled or suspended.
- 3) Degrading the image or the reputation of the Thornhill Slo-Pitch League and/or unsportsmanlike and undesirable conduct.
- 4) Falsifying a player's record or date of birth.
- 5) Deliberately and knowingly violating the playing rules.

Sec. 3

Players, coaches, convenors or spectators ejected from a game shall leave the playing area immediately. Failure to do so may result in suspension.

If an ejected person, or one who has been suspended, continues to voice opinions or attempts in any way or by any means to give advice to his/her team, the umpire shall award the game to the opposition, and report the incident to the Umpire-In-Chief for further action.

Note: The playing area shall consist of the playing field, team benches, coaching areas, and surrounding areas where instructions might be given to a team, and any other area within 100' of home plate.

The Home Plate Umpire of a game shall report any case of ejection to the Umpire-In-Chief.

The Umpire-In-Chief shall report any case of ejection to the President or the Vice-President (Operations). These cases shall be placed on file by being recorded in the minutes of the next Board of Directors meeting.

Any person ejected from two (2) games in a single season shall be subject to suspension for the balance of the playing season.

Sec. 4

The Disciplinary Committee will decide upon the severity of suspensions and or expulsion. Providing there is no conflict of interest, the Discipline Committee shall consist of:

- President
- Vice-President (Operations)
- Umpire-In-Chief
- Division Convenor involved
- plus any other Board Member

The Division Convenor will chair the committee and will choose the additional Board Member. If the convenor is in a conflict of interest or not available then the Vice-President Operations will chair the committee. If the Vice-President Operations is in conflict of interest or unavailable then the President will act as chairperson. The chair will replace all other committee members in conflict of interest with other board members.

Any decisions made on suspensions or expulsions must be communicated to the player and coach within 2 weeks from the date the Thornhill Slo-Pitch Board of Directors receives notification of the incident. In the event that the Disciplinary Committee cannot contact the parties involved within this time frame they may extend the deadline to make a decision and inform the parties involved but must do so in a timely manner.

BY-LAW XIII:

UNIFORMS AND EQUIPMENT

Each registered player and sponsor shall be provided with one team sweater. Sweaters provided for late registrants may be uncrested, of special colour or not supplied. Each team shall be provided with sufficient equipment, including balls, keys to equipment boxes, lights, etc. in order to successfully participate in the League.

BY-LAW XIV:

SPONSORSHIP

Sec. 1

The Board of Directors shall establish sponsor (and player) fees prior to registration each season. It is hoped that these fees will cover the cost of operations for the season.

Sec. 2

All sponsors shall not provide any additional honourariums, fees, equipment, uniforms, awards, or trophies to their team.

Sec. 3

All sponsors will be entitled to receive 1 team sweater, and plaque.

BY-LAW XV:

HONOURARIUMS AND SPECIAL AWARDS

Sec. 1

It is the intention of the Thornhill Slo-Pitch League to provide what should be considered an adequate package for all players registering to play Slo-Pitch in the various Thornhill Slo-Pitch League divisions. To this end, in addition to the sweaters described under uniforms, the Thornhill Slo-Pitch League will provide a team picture to all players.

Financial condition of the Thornhill Slo-Pitch League permitting, championship teams and runner-ups shall be provided with individual player trophies and/or awards.

Sec. 2

Only the Board of Directors may approve awards, special equipment, or additional funds from sponsors or others. No trophy or other recognition of achievement may bear the name of or be presented on behalf of the Thornhill Slo-Pitch League without the approval of the Board of Directors.

Sec. 3

The Board of Directors shall have the power to grant an award to any officer, member, or other individual that it feels merits such award.

