

BYLAW 1 - FINANCES OF THE ORGANIZATION

1.1 The OAFAs shall not borrow money from any person, nor shall it be indebted to any person at any time.

1.2 The OAFAs shall open and maintain appropriate bank accounts.

1.3 All receipts of the OAFAs shall be deposited in a bank account.

1.4 All expenditures of the OAFAs shall be paid by cheque drawn on an account of the OAFAs.

1.5 All cheques drawn on the account of the OAFAs shall bear the signature of at least two members of the OAFAs Executive Council, one of which must be the Treasurer's signature.

BYLAW 2 - THE OAFAs EXECUTIVE COUNCIL

2.1 The OAFAs Executive Council shall consist of no fewer than seven (7) and no more than sixteen members, including the positions of President and Vice-President, elected by its members in good standing at the Annual General Meeting. The exact number of elected members shall be determined in the following manner:

2.1.1 The President shall be elected first, followed by election of the Vice-President, followed by the election of no fewer than five (5) and no more than fifteen (15) Directors.

2.1.2 The exact number of Directors elected shall be determined by the number of nominations received. 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.

2.1.3 If fewer than fifteen (15) Directors are elected at the Annual General Meeting, then the Executive Council may appoint additional Directors by a two-thirds vote of the total Executive Council. At no time shall the Executive Council (including President or Vice-President) exceed sixteen (16) members.

2.2 The first meeting of the Executive Council shall be called by the President within 30 days of the Annual General Meeting at which time each member will be appointed to at least one of the following positions by a simple majority vote of the Executive Council (except for the positions of President or Vice-President, which will be filled by the persons selected for those positions in 2.1.1 above):

2.2.1 **PRESIDENT:** performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of President or as may be assigned by the Executive Council; acts as the Chief Executive Officer of the OAFAs; supervises the business of the Executive Council; monitors and enforces the Constitution & Bylaws, the Rules & Regulations and the Policies & Procedures of the OAFAs; chairs all meetings of the OAFAs; represents the OAFAs in dealings with other fastball organizations (e.g. OVMSA, CCFL, OASA, PWSA, Softball Ontario); acts as liaison between the OAFAs and the Orleans Umpire Association (OUA); ensures that the OAFAs retains its membership in good standing with these organizations; investigates complaints, irregularities and conditions detrimental to the OAFAs and reports thereon to the Executive Council as circumstances warrant; ensures that the OAFAs develops and follows a budget for each financial year; holds signing authority on all bank accounts opened in the name of the OAFAs; presents a report on the OAFAs's general state of affairs at the Annual General Meeting; performs the Vice-President's duties in his/her absence.

2.2.2 **VICE-PRESIDENT:** 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 Executive Council; assists the President in the performance of his/her duties; performs the duties of the President, as required, in the absence of the latter; interprets and revises the Constitution & Bylaws, Rules & Regulations and Policies & Procedures of the OAFAs; conducts the review process for proposed changes to the Constitution & Bylaws, the Rules & Regulations and the Policies & Procedures at the Annual General Meeting.

2.2.3 SECRETARY: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Secretary or as may be assigned by the Executive Council; records the activities of the Oafa 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 Oafa; prepares the agenda for all Oafa meetings; records, maintains and distributes accurate minutes of all meetings of the Oafa; receives and responds to correspondence on behalf of the Oafa; carries out orders, votes and resolutions of the Oafa Executive Council and its committees; establishes and maintains a contact list of resources in the community with a professional background in the prevention and treatment of sexual harassment/abuse; acts as liaison with the law enforcement community for the purpose of obtaining Oafa volunteer background checks and investigating allegations of illegal behaviour; revises & publishes the Coaches' Manual for distribution at the Kick-off meeting; maintains custody of the original version of the Constitution & Bylaws, the Rules & Regulations and the Policies & Procedures of the Oafa, and of the amendments thereto.

2.2.4 TREASURER: reporting to the Director of Finance, performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Treasurer or as may be assigned by the Director of Finance; keeps an accurate record of all monies received and disbursed by the Oafa; deposits all receipts of cash and cheques in the bank accounts of the Oafa; draws all cheques for payment of the liabilities and expenditures of the Oafa; prepares financial statements, as required by the Director of Finance; maintains all bank accounts of the Oafa.

2.2.5 REGISTRAR: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Registrar or as may be assigned by the Executive Council; coordinates the annual pre-registration mail-out to all members; ensures that all registrations are properly completed and comply with Oafa rules and regulations; records and promptly forwards to the Treasurer the proper registration fees; investigates and submits player release requests to the Executive Council for approval; investigates and approves requests for waiver of registration fees due to financial hardship and reports to the Executive Council; approves requests for refund of registration fees in accordance with Oafa policies; maintains a database record of Oafa player registrations and team rosters and a current mailing list of its members; provides the Director of Fields with the membership address lists and statistics by municipality (to be used as supporting documentation for the Oafa field requirements submission to the City of Ottawa); in conjunction with the Directors of House League (Boys & Girls), establishes the number of teams that will play in the House League divisions; in conjunction with the Directors of Competitive Boys & Girls, establishes the number of competitive teams that will represent the Oafa for the forthcoming season; delivers all completed Team Rosters to the House League and Competitive Directors; recommends to the Executive Council the nominations for the Annual Oafa Achievement Awards for their approval at the last Executive Council meeting (i.e. immediately prior to the Annual General Meeting); prepares an annual report on registrations for the Annual General Meeting.

2.2.6 DIRECTOR, House League – Learn to Play: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of House League - Learn to Play or as may be assigned by the Executive Council; administers the activities of the T-Ball, Atom and Mite programs; in conjunction with the Registrar, establishes the number of teams that will play in those divisions; coordinates the selection of Convenors and Coaches for each division; coordinates the player evaluations and team drafts for each division and submits the team rosters to the Registrar and Director, Equipment prior to the start of the season; notifies the Registrar of any subsequent player changes; represents the interests of the Learn to Play teams at all meetings of the Oafa; ensures that all schedules and information are distributed promptly to the team coaches; ensures that team sponsors are kept informed of league activities; ensures that all teams understand the league rules and regulations; ensures that all safety requirements are observed by the teams; ensures that any disciplinary action taken against a team is adhered to; prepares an annual report on the Oafa Learn to Play programs for the Annual General Meeting.

2.2.7 DIRECTOR, COMPETITIVE BOYS & GIRLS: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of Competitive or as may be assigned by the Executive Council; administers the activities of the Competitive programs; in conjunction with the Registrar, recommends to the Executive Council the number of teams that will be

playing in competitive leagues for the forthcoming season; coordinates the selection of coaches for each team and submits their names to the Executive Council for approval; submits the approved list of the competitive teams to the competitive leagues for participation in their league; organizes tryout sessions for the competitive teams and ensures that all interested players are given an equal opportunity to display their skills and abilities prior to the selection of the team rosters; ensures that all players are registered with the Oafa prior to allowing them to participate in any Oafa-sponsored conditioning or tryout sessions; submits the team rosters to the Registrar and Director, Equipment prior to the start of the season; notifies the Registrar of any subsequent player changes; represents the interests of the competitive teams at all meetings of the competitive leagues; ensures that the required League/OASA/PWSA fees have been duly paid for each team; ensures that all schedules and information are distributed promptly to the team coaches and the Oafa Executive Council; ensures that all teams understand the league rules and regulations; ensures that all safety requirements are observed by the teams; ensures that any disciplinary action taken against any Oafa team is adhered to; responsible for obtaining a financial statement from each competitive team and tabling same at one of the Executive Council meetings held in the fall; prepares an annual report on the Oafa Competitive program for the Annual General Meeting.

2.2.8 DIRECTOR, EQUIPMENT: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of Equipment or as may be assigned by the Executive Council; responsible for the purchase of all equipment and uniforms on behalf of the Oafa (establishes a bidding procedure for potential vendors to ensure the best possible deal); responsible for the inventory, upkeep, repair and disposal of equipment and uniforms; responsible for the distribution of equipment and uniforms at the start of the season and the collection & storage of same at season's end; inspects equipment to ensure its safe condition and that it meets Softball Canada specifications and standards; responsible for the purchase & distribution of all awards necessary for house league and competitive tournaments.

2.2.9 DIRECTOR, FIELDS: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of Fields or as may be assigned by the Executive Council; responsible for the upkeep and safety of the Oafa's fields and facilities; makes recommendations to the Executive Council for improvements or repairs to fields and facilities; investigates and recommends ways & means of acquiring sites for ball fields: lobbies the City of Ottawa elected representatives concerning the Oafa's short & long term needs with respect to playing fields/facilities (e.g. multi-field facility, washrooms, equipment storage, etc); identifies and submits Oafa field requirements for the upcoming season to the City of Ottawa departments of Recreation and Parks within the required timeframe; prepares and maintains the field schedules for all house league practices & games (including pre-season, regular season and playoffs); integrates the competitive team schedules as provided by the Rep team leagues and assigns fields for practices and games; responsible for the operation of the snack bar and the batting cage/pitching machines (including scheduling of staff, procurement of supplies and accounting/remittance of all monies to the Treasurer).

2.2.10 DIRECTOR, FINANCE: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of Finance or as may be assigned by the Executive Council; prepares and submits an annual budget to the Executive Council for approval: ensures the proper execution of the approved budget; maintains financial records, including books of account, as are necessary to comply with the legalities of Incorporation; responsible for filing all government-required forms; reports on fiscal matters at Executive Council meetings; carries out fiscal policies formulated by the Executive Council; submits a financial statement at the Annual General Meeting; investigates and recommends ways and means of financing Oafa activities, including sponsorship & fundraising; coordinates the fundraising activities of the Oafa;

2.2.11 DIRECTOR, HOUSE LEAGUE BOYS: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of House League Boys or as may be assigned by the Executive Council; administers the activities of the Boys' House League and Select programs; in conjunction with the Registrar, establishes the number of teams that will play in those divisions; coordinates the selection of Convenors and Coaches for each division; coordinates the player evaluations and team drafts for each division and submits the team rosters to the Registrar and Director, Equipment prior to the start of the season; notifies the Registrar of any subsequent player changes;

represents the interests of the Boys' House League and Select teams at all meetings of the OAFAs; ensures that all schedules and information are distributed promptly to the team coaches; ensures that team sponsors are kept informed of league activities; ensures that all teams understand the league rules and regulations; ensures that all safety requirements are observed by the teams; ensures that any disciplinary action taken against a team is adhered to; prepares an annual report on the OAFAs Boys House League and Select programs for the Annual General Meeting.

2.2.12 DIRECTOR, HOUSE LEAGUE GIRLS: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of House League Girls or as may be assigned by the Executive Council; administers the activities of the Girls' House League and Select programs; in conjunction with the Registrar, establishes the number of teams that will play in those divisions; coordinates the selection of Convenors and Coaches for each division; coordinates the player evaluations and team drafts for each division and submits the team rosters to the Registrar and Director, Equipment prior to the start of the season; notifies the Registrar of any subsequent player changes; represents the interests of the Girls' House League and Select teams at all meetings of the OAFAs; ensures that all schedules and information are distributed promptly to the team coaches; ensures that team sponsors are kept informed of league activities; ensures that all teams understand the league rules and regulations; ensures that all safety requirements are observed by the teams; ensures that any disciplinary action taken against a team is adhered to; prepares an annual report on the OAFAs Girls House League and Select programs for the Annual General Meeting.

2.2.13 DIRECTOR, PUBLICITY: 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; serves as chief information officer; establishes a network by which information regarding OAFAs activities, special events and statistics are given maximum exposure to the residents of Ottawa; responsible for the newsletter, the website and the news releases to local media; coordinates with the Directors of House League and Competitive programs to promote upcoming OAFAs events & activities; responsible for the printing and distribution of league flyers to the local schools in the community for special announcements; prepares a calendar of events and activities for the players and their parents; responsible for obtaining information regarding game results and compiling league standings for publicity purposes coordinates the acquisition of sponsors for the OAFAs; coordinates with the Director of Equipment to ensure that sponsors are matched up with the appropriate teams; coordinates with the Registrar to ensure that sponsors' children are identified prior to draft day.

2.2.14 DIRECTOR, SPECIAL EVENTS: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of Special Events or as may be assigned by the Executive Council; coordinates the hosting of tournaments, including the submission of a bid (if necessary), the establishment of a Host Committee, the formulation of a financial budget, the selection of facilities, the staffing of volunteer positions & game officials, the acquisition of sponsors, the arrangement of fundraising activities and the media promotion of the tournament; recommends the selection of the OAFAs official photographer to the Executive Council for approval; coordinates the Photo Day activities with the OAFAs official photographer; coordinates the arrangement of the Volunteer Appreciation event held in concert with the Annual General Meeting.

2.2.15 DIRECTOR, TECHNICAL: performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Director of Technical or as may be assigned by the Executive Council; keeps the Executive Council abreast of the mandatory coaching certification requirements which will be used to screen prospective coaches for the Competitive program; responsible for the training and development of coaches within the OAFAs to ensure that adequate coach resources are available for the House League, Competitive and Select programs; develops and implements a Coach Development Plan for the OAFAs; organizes and coordinates the delivery of training clinics to implement the Coach Development Plan as required; responsible for the training and development of players within the OAFAs to improve the skills level in the House League, Competitive and Select programs; develops and implements a Player Development Plan for the OAFAs; organizes and coordinates the delivery of skills clinics to implement the Player Development Plan as required; liaises with other area fastball organizations to maximize the availability of clinics to OAFAs coaches and players; organizes and coordinates the winter indoor program.

2.2.16 UMPIRE IN CHIEF (appointed): performs such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Umpire in Chief or as may be assigned by the Executive Council; recruiting & retention of umpires, provides the Director of Finance with an budget of umpire expenses for each year, scheduling and assigning of umpires to all games; arranges for the payment of the umpires, provides training, coaching and mentoring of umpires; completion of regular umpire evaluations; prepares an annual report on officiating for the Annual General Meeting.

2.2.17 MALE AND FEMALE ATHLETES (appointed one of each): represent the interests of all House League and Competitive athletes at Executive meetings as requested. The appointed athletes are not granted voting privileges at Executive meetings.

2.3 If the Executive Council is unable to fill any of the above positions from within its ranks, the Executive Council 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 Executive Council.

2.4 If the position of President becomes vacant during the year, then the Vice-President shall assume the responsibility and authority of the President.

2.5 If the position of Vice-President becomes vacant during the year, then the Executive Council may appoint a Vice-President from their ranks by a simple majority vote of the Executive Council.

2.6 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 Oafa 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.

2.7 If a Director's position becomes vacant during the year and the number of nominations at the Annual General Meeting exceeded fifteen (15), then the Executive Council shall select the next nomination with the most votes at the Annual General Meeting. Otherwise, the Executive Council may appoint additional directors by a two-thirds vote of the total Executive Council.

BYLAW 3 - CONDUCT

3.1 The Oafa 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.

3.2 In consonance with the above principles, the Oafa 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 color 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 or illegal drugs on or around the playing field.
- g) DO NOT consume tobacco products within confines of the playing field, dugout or bench.

- h) DO NOT verbally or physically abuse players, coaches, spectators or game officials.
- i) DO NOT instruct players to take any action which would be considered unethical or unsportsmanlike.
- j) DO NOT engage in any act that would be considered detrimental to the game.

3.3 The Oafa will enforce the code of conduct with fairness and proper disciplinary protocol.

BYLAW 4 - DISCIPLINE

4.1 The basic objective of disciplinary action shall be to further the interests of the game of Softball.

4.2 Disciplinary action may be taken against a player, coach, parent, spectator, game official or team (herein referred to as the offender) charged with misconduct and found responsible.

4.3 The following table defines the types of misconduct and provides examples for greater certainty:

TYPE OF MISCONDUCT	DEFINITION/EXAMPLES
4.3.1 Lewd or vulgar actions or language on or around the playing field	Conversational language, gestures or behaviour deemed inappropriate. Applies to ALL persons attending Oafa activities, including spectators and game officials.
4.3.2 Alcohol or illegal drugs on or around the playing fields	The act of carrying and/or consuming alcoholic beverages or illegal drugs on or around the playing field. Applies to ALL persons attending Oafa activities, including spectators and game officials.
4.3.3 Tobacco consumption within confines of playing field, dugout or bench	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.
4.3.4 Verbal abuse directed at someone other than a game official	Abusive language directed at a player, coach, parent or spectator on or around the playing field by anyone attending an Oafa 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 (eg. yelling "swing" at the batter, or "the pitcher can't pitch", or "the batter can't hit").
4.3.5 Verbal abuse directed at a game official	Abusive language directed at a person officiating an Oafa activity (eg. umpire, scorekeeper) by anyone attending that activity.
4.3.6 Physical abuse directed at someone other than a game official	The act, attempt or threat of physical contact (eg. pushing, pulling, charging, spitting, etc) directed at a player, coach, parent or spectator on or around the playing field by anyone attending an Oafa activity.
4.3.7 Physical abuse directed at a game official	The act, attempt, or threat of physical contact (eg. pushing, pulling, charging, spitting, etc) directed at a person officiating an Oafa activity (eg. umpire,

	scorekeeper) on or around the playing field by anyone attending that activity.
4.3.8 Violent physical assault directed at any individual	The deliberate act of assaulting any individual attending an OAFAs activity in a violent manner, causing physical harm (eg. punching, swinging a bat, etc).
4.3.9 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; throwing equipment; instructing a player to “run him over if he is in your way”; or a pitcher deliberately “beating” a batter. Applies to ALL persons attending OAFAs activities, including spectators and game officials.
4.3.10 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 OAFAs 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).
4.3.11 Sexual harassment/abuse	Any act by a member of the OAFAs to take advantage of a person for his/her own sexual stimulation or gratification.

4.4 Any individual witnessing the occurrence of a misconduct by a member of the OAFAs has the right and responsibility to report it in the following manner:

4.4.1 If the individual witnessing the misconduct is the umpire, he/she shall immediately call time, eject the offender, complete an Incident Report (located on the back of the Game Sheet), then resume play. Upon completion of the game, the umpire shall deliver the Game Sheet/Incident Report by hand to the OUA Umpire-in-Chief. The Umpire-in-Chief shall immediately contact the Director responsible for the program in question (i.e. Competitive, House League – Learn to Play, House League Boys, House League Girls). A copy of the Incident Report shall be delivered by hand to the appropriate Director within 24 hours of its receipt. The original shall be sent to the Secretary for recording purposes and a copy to the Treasurer for umpire payroll purposes.

4.4.2 If the individual witnessing the misconduct is someone other than the umpire, he/she shall deliver a written report of the incident by hand to the Program Director, if known, or to any other director of the OAFAs Executive Council within 5 days of the occurrence.

4.5 Upon receipt of the written report, the Program Director shall determine the type of misconduct in accordance with Bylaw 4.3. If the misconduct is of the type specified in Bylaw 4.3.10, the Program Director shall notify the President of the need to convene the Discipline Committee pursuant to Bylaw 4.5.10. If the misconduct is of the type specified in Bylaw 4.3.11, the Program Director shall notify the Secretary immediately for further action pursuant to Bylaw 8. For all other types of misconduct, the Program Director shall expeditiously conduct an investigation in accordance with the principles

of Natural Justice; specifically, the offender shall be notified of the misconduct charge against him and given a fair opportunity to defend himself. The Program Director shall notify all parties concerned of the results of his investigation. Where disciplinary action is warranted, the Program Director shall verbally inform the offender and the parent/guardian (if applicable) of the suspension, in accordance with (and without deviation from) the mandatory minimum penalties identified in the following table:

TYPE OF MISCONDUCT	MANDATORY MINIMUM PENALTY
4.5.1 Lewd or vulgar language on or around the playing field	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 3 meaningful games 3 rd seasonal offence: suspension for remainder of the season
4.5.2 Alcohol or illegal drugs on or around the playing field	1 st seasonal offence: suspension for 3 meaningful games 2 nd seasonal offence: suspension for remainder of the season 3 rd lifetime: lifetime suspension
4.5.3 Tobacco consumption within confines of playing field, dugout or bench	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 3 meaningful games 3 rd seasonal offence: suspension for remainder of the season
4.5.4 Verbal abuse directed at someone other than a game official	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 3 meaningful games 3 rd seasonal offence: suspension for remainder of the season
4.5.5 Verbal abuse directed at a game official	1 st seasonal offence: suspension for 3 meaningful games 2 nd seasonal offence: suspension for 6 meaningful games 3 rd seasonal offence: suspension for remainder of the season
4.5.6 Physical abuse directed at someone other than a game official	1 st seasonal offence: suspension for 3 meaningful games 2 nd seasonal offence: suspension for remainder of season 3 rd lifetime offence: lifetime suspension
4.5.7 Physical abuse directed at a game official	1 st lifetime offence: suspension for 6 meaningful games 2 nd lifetime offence: suspension for remainder of the season 3 rd lifetime offence: lifetime suspension
4.5.8 Violent physical assault directed at any individual	1 st lifetime offence: lifetime suspension
4.5.9 Other unsportsmanlike conduct	1 st seasonal offence: suspension for 1 meaningful game 2 nd seasonal offence: suspension for 3 meaningful games 3 rd seasonal offence: suspension for remainder of the season
4.5.10 Act detrimental to the game	The Discipline Committee shall meet to review the misconduct in accordance with Oafa Bylaw 6 and shall determine the disciplinary action, if any, to be taken.
4.5.11 Sexual harassment/abuse	The sexual harassment/abuse charge shall be handled in accordance with Bylaw 8.

NOTE: A meaningful game is defined as "a tournament game for which an entry fee was paid OR regular season game OR playoff game involving the offender's parent team".

4.6 The suspension shall take effect as of the date of the verbal notification of suspension and shall terminate at 2400 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 any other game-related activities. The offender is additionally prohibited from participation with any other team registered with the Oafa during the period of suspension.

4.7 The Program Director shall deliver a written Discipline Report by hand to the offender, a team official, the division convenor, the OUA Umpire-in-Chief and the Oafa Secretary within two (2) days of the verbal notification of suspension.

BYLAW 5 - APPEAL

5.1 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.

5.2 The appeal should be sent in writing to the Oafa 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.

5.3 The notice of appeal must contain the following:

- a) the name, 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.

BYLAW 6 - DISCIPLINE COMMITTEE

6.1 The President shall select five members for the Discipline Committee as follows:

- a) the President (who shall be the Chairperson);
- b) the Secretary (who shall record the proceedings);
- c) any other member of the Executive Council, excluding the Director responsible for the program in question.

6.2 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 Discipline Committee shall meet for one of the following reasons:

- a) to review the type of misconduct specified in Bylaw 4.3.10 and determine the disciplinary action, 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.

6.4 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 4.5.

BYLAW 7 - DISCIPLINE HEARING

7.1 The Secretary shall notify all affected parties in writing of the date, time and place of the hearing at least two (2) full days prior to the hearing. Attendance at the hearing shall normally include all affected parties and one supporting person per party. The OUA Umpire-in-Chief, the Program Director and any eyewitnesses may also be requested to attend.

7.2 Failure of an affected party to appear for a hearing without proper cause shall not prevent the Discipline Committee from adjudicating the case in his/her absence.

7.3 The procedures of the Discipline Committee meeting will be relatively informal. However they should generally conform to the following requirements:

a) The Chairperson shall read the written report (if Bylaw 4.3.10 applies) or the Discipline Report (if Bylaw 5 applies).

b) The offender (if Bylaw 4.3.10 applies) OR the appellant (if Bylaw 5 applies) or his parent/guardian shall have the opportunity to question the contents of the report.

c) Witnesses shall be allowed to make comments deemed pertinent to the discussion.

d) Members of the Discipline Committee shall be allowed to ask questions.

e) The Chairperson shall allow the offender/appellant the opportunity to make any final comments prior to the committee making a decision.

f) All those not forming part of the Discipline Committee shall be asked to adjourn while the Committee considers the evidence and makes a decision.

g) The Discipline Committee shall decide by a simple majority vote and shall inform the affected parties of its decision at the meeting.

7.4 In such instances where the Discipline Committee is unable to reach a decision based on the existing information, the offender shall be permitted to return to his team until such time as the Discipline Committee can render a decision. In such cases, any suspension or other disciplinary action shall only take effect as of the date the offender is advised of the decision.

7.5 The Secretary shall mail a written decision of the Discipline Committee to all affected parties within 5 days of the conclusion of the hearing.

7.6 Decisions of the Discipline Committee shall be conclusive and not subject to further appeal. The local, provincial and national softball associations may be requested to enforce any disciplinary action taken by the OAFAs.

7.7 Further disciplinary action may be taken by the Discipline Committee against any individual or team that knowingly contravenes the decision of the Program Director or the Discipline Committee.

Bylaw 8 - Operating Bylaws

8.1. Player Movement

- 8.1.1. Any Association player wishing to play for any team outside the Association must follow the player movement/residency rules of the Provincial Women's Softball Association and the Ontario Amateur Softball Association respectively.
- 8.1.2. All House League player requests to play out of their normal age group must be reviewed and approved by the appropriate House League Director and the Registrar. An appeal process can be made to the President in writing.
- 8.1.3. All Competitive player requests to play out of their normal age group must be reviewed and approved by the appropriate Competitive Director and the Registrar. An appeal process can be made to the President in writing.
- 8.1.4. Competitive Teams must notify the appropriate Competitive and House League Directors and the Registrar of all players to be assigned to a House League or Select team prior to the cut-off date annually set by the Board of Directors.
- 8.1.5. Only players that are drafted onto a House League team are permitted to play for a House League team.

8.2. Finances

- 8.2.1. The Association shall pay travel, meals and accommodations expenses, to a maximum of \$500.00, with a daily maximum of \$40 per day for meals, associated with the President or his representative attending the OASA and PWSA annual general meetings. Receipts for all expenses must be submitted to the association treasurer for reimbursement.
- 8.2.2. Competitive teams can obtain an advance, to a \$1000 maximum, for early tournament entries. All advances must also be approved by the Director of Finance. All advances must be repaid by May 31st.
- 8.2.3. Requests for cheques from the Treasurer must be done using the approved form and must be approved by 2 executive that are not involved in the transaction.
- 8.2.4. All monies received from sponsors, either association or individual team, must be made payable to the Oafa.
- 8.2.5. Payments from the Association to individual teams resulting from sponsorships will only be made payable to an account in the name of the team.
- 8.2.6. The Association will supply meals to the umpires during Provincial Tournament at the discretion of the Director of Fields, the Umpire in Chief and the Canteen Manager.
- 8.2.7. Upon successful completion coaches will be reimbursed 50% of the cost of the Introduction to Competition course and 100% of the cost of the Community Coach course.
These reimbursements are dependant upon the coach committing to coach in the Association for the current or coming season.
- 8.2.8. The Oafa shall purchase medical insurance, as needed, for all House league and Select teams.
- 8.2.9. Each Competitive coach is to submit to the Association Secretary a financial statement for their team by Sept 31st.
- 8.2.10. Teams doing fundraising can use the Association logo.

- 8.2.11 All charges to the Association Corporate Credit Card must be pre-approved by the President and the Director of Finance.
- 8.2.11.1 There shall be no carry over of credit card charges. The account must be paid in full each month.
- 8.2.12 After a specified date (determined yearly by OAFAs Board of Directors), all Registrations accepted will include a late fee of an amount specified yearly by the OAFAs Board of Directors. No exceptions will be allowed and all players after the specified date will be placed on a waiting list for available spots in their age group.
- 8.2.13 All refunds shall be at the discretion of the Registrar in consultation with the President of the OAFAs. The OAFAs shall adopt the refund policy as follows
- 8.2.13.1 Any player withdrawing before a specified date (determined yearly by OAFAs board of directors) will be offered a full refund less \$25 admin fee per player. No exceptions.
- 8.2.13.2 After a specified date (determined yearly by OAFAs Board of Directors) no refund will be granted unless special circumstances exist which does not allow a player to participate during the season i.e. medical condition such as a broken bone, moving out of the area, etc. At this time a letter must be written to the OAFAs requesting a refund and will be heard by the appeal committee as defined in 8.2.13.3
- 8.2.13.3 An appeal committee will be set up as needed to discuss any special circumstances or requests. This committee will consist of
- President
 - Registrar
 - And one of the following Directors (Director of HL girls, Director of HL boys, Director of LTP or Director of Competitive)
- 8.2.13.4 Any registration fees not paid by May 30th will make the player ineligible to play until full payment is received. Players with any outstanding fees not paid from the previous year, will make the player ineligible to register. Any special circumstances will be heard by the appeal committee as defined in 8.2.13.3

8.3. Competitive Coaching

- 8.3.1. All coaches wishing to coach a competitive team must submit an application to the Association Secretary.
- 8.3.2. All applications must be submitted to the Association Secretary before October 1st.
- 8.3.3. All Competitive Head-Coach appointments must be approved by the Board of Directors.
- 8.3.4. The Board of Directors shall review and appoint the Competitive coaches before Dec 31st. Notification shall be given, in writing, by the Association Secretary. At this time the coach's agreement is also sent out.
- 8.3.5. A coach who applies to coach the same level as last season and has a son/daughter playing at that level, has the first right to retain the position. This is subject to the coach remaining in good standing with the Association, the PWSA and/or the OASA.
- 8.3.6. All Competitive coaches must sign and return the Coaching Agreement to the Association Secretary within 30 days of being appointed or notified.
- 8.3.7. The Association will pay for any charges for background checks required of the Competitive and Select coaching staff.

- 8.3.8. The Orleans Rebels shall be the name used for all competitive teams of the Association.
- 8.3.9. The Board of Directors has sole responsibility for decisions concerning the formation or the disbanding of Competitive teams.

8.4. Competitive Uniforms

- 8.4.1. Uniform pants, shorts or the belted coach's pants, identical in colour to the team, are acceptable as coach's uniforms. Anything other than the coaches pants (currently supplied) will be at the coaches own expense. The coach's shirt must be in the team colours.
- 8.4.2. Competitive teams are supplied with the standard Association uniform. Any team requirements beyond the basic uniform are the responsibility of the team but must comply with the Association standards for branding in colors and cresting and be approved by the Director of Equipment.

8.5. House League and Select League Playing Rules

- 8.5.1. Any Division playing rule changes must be reviewed and approved by a committee consisting of the House League Director, Girls or Boys (as applicable), the House League Division Convener and the Umpire-in-Chief.
- 8.5.2. All play shall be in accordance with Softball Canada Rules except as modified by local rules.

8.5.3. Player Eligibility

- 8.5.3.1. Only players who are registered and drafted, within the Association House League or Select League may play regular season or playoff games.
- 8.5.3.2. All players shall have on file with the Association a registration form signed by her/his parent/guardian, or in the case of a non-minor, herself/himself.
- 8.5.3.3. It is the responsibility of the Division Convener to ensure that the appropriate House League Director and the Registrar are informed of the initial team rosters and of any subsequent revisions.
- 8.5.3.4. A player may be placed or drafted onto only one House League team but may play as a call up for a Select team or another higher level House League team. A House League player may not play for another team at the same level.
- 8.5.3.5. If a player permanently leaves a team (illness, moves, quits, etc), the coach must notify the Division Convener who will contact the appropriate House League Director and the Registrar for the purpose of supplying the coach with the next registrant on the waiting list for that division. The request may be made at any time during the regular season.

8.5.4. Team Drafts

The draft of House League teams shall be conducted under the supervision of the appropriate House League Director. The House League team draft shall be conducted in a manner that ensures balanced teams.

8.5.5. Equipment

- 8.5.5.1. Players registered with the Association must 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 at all times when a player is on deck, at bat,

or running the bases. The Umpire shall not allow play to continue until chinstraps are fastened properly.

- 8.5.5.2. Long pants are mandatory for all House League and Select games and team practices. The Umpire shall not allow a player wearing pants that do not provide suitable leg protection to participate in a game. Capri pants are not acceptable.

8.5.6. Games

- 8.5.6.1. For all regular season House League and Select games the home team shall be determined from the schedule supplied by the Association.
- 8.5.6.2. The home team will keep the official game score and will provide the Umpires with the Game Sheet containing the game statistics. The Umpires will sign the sheet and deliver it to the Association.
- 8.5.6.3. All House League and Select teams will participate in the playoffs scheduled by Director of Fields. Opponents will be based on teams randomly drawn and not regular season standings. When not predetermined, home team will be decided by a coin toss at the beginning of the game with the Umpire.

8.5.7. Designated Pitcher

For Squirt and above divisions, each coach must provide to the Division Convener at the coaches meeting in June, a list of 2 regular roster players, who will be that team's designated pitchers. The list may be amended subsequently by submitting in writing only, a revised list to the Division Convener. In the event a team fails to provide the list of designated pitchers, the Division Convener in conjunction with the House League Director will deem 2 players to be designated pitchers.

8.6. House League and Select League Farm Team System

- 8.6.1. At the coaches meeting in June, each House League and Select coach will provide to the Division Convener a list of players (names and phone numbers) from his/her team that are capable of playing up one division. These names will serve as the call up list or the farm team list that the next higher division will use when they are short players.
- 8.6.2. A Select team, in a separate Select League, can call up from the House League same age group, or one level below or from a separate Select League at a lower level.
- 8.6.3. A House League team can call up from one level below.
- 8.6.4. A House League or Select team must first attempt to obtain a call up player from a permitted team with the same colour.
- 8.6.5. A player is not permitted to play, as a call-up, if they have a game scheduled for the same time, they must play for their original team.
- 8.6.6. When a House League team or a Select team is not going to have sufficient players for a game, the coach can call up players from the call up list, to a maximum number on the original roster.
- 8.6.7. In order to allow as many players as possible to play at the next senior level, a player may be called up a maximum of three (3) times by the same team during the regular season. For the playoffs, a farm team player who has played the maximum number of games during the regular season may again be called up by the same team for an unlimited number of games.

- 8.6.8. A call-up pitcher shall not replace a designated team's pitcher who is present and able to pitch for a game, nor will a call-up pitcher pitch more outs in that game than a designated pitcher that is present.

8.7. Protests and Grievances

- 8.7.1. No protests and/or grievances shall be entertained against the umpire's judgement and or application of the playing rules on the field. Questions concerning the rule interpretations shall be directed to the Umpire in Chief.
- 8.7.2. If a committee needs to be set up to look into a rule interpretation, the committee will consist of the House League Director (Boys or Girls), the House League Division Convener, and the Umpire in Chief.

8.8. House League – Competitive Working Agreement

- 8.8.1. A Competitive team may sign and use players that are assigned to a House League or Select team. These players are known as "Designated Spares" and are eligible for Provincial Qualifier and Championship play.
Before a Competitive team can use a Designated Spare the competitive coach must:
- a) Inform the House League or Select coach that a player has been signed as a Designated Spare
 - b) Obtain approval of the House League or Select coach.
- 8.8.2. Competitive teams can also "call up" House League or Select players in accordance with the competitive league or PWSA or OASA rules. These players are not eligible for Provincial Qualifier or Championship play. A "call-up" player is not permitted to play, as a call-up, if they have a game scheduled for the same time, they must play for their original team.
- 8.8.3. A Designated Spare or a call-up may play a maximum of 10 games (league or exhibition) for a competitive team in one year.

8.9 Umpires

- 8.9.1 All OAFAs umpires must be insured via a Softball Ontario Junior Development (JD) clinic attendance or via direct Softball Ontario registration before they can officiate any OAFAs games.
- 8.9.2 Umpires who attend a JD clinic will be reimbursed their clinic fee provided they officiate at least 10 games for the OAFAs.
- 8.9.3 Umpires who directly register with Softball Ontario will be reimbursed 50% of their registration fee provided they officiate at least 10 games for the OAFAs.
- 8.9.4 An umpire who attends a JD clinic and directly registers with Softball Ontario will be reimbursed the greater of their JD clinic fee or 50% of the Softball Ontario registration fee provided at least 10 OAFAs games are officiated.