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Please Note: the most recent revisions to our operating rules will be indicated as (revised <Date of revision>)

Introduction (January 16, 1997)

The association was registered under the Society Act of the Province of British Columbia on July 5, 1978. The association underwent a number of name changes until October 26, 1983 when the current name " RIDGE-MEADOWS MINOR SOFTBALL ASSOCIATION " was registered. Over the years, the hyphen in "Ridge-Meadows" has often been omitted and the abbreviation " RMMSA " has often been used to identify the association.

The purposes of the association, as outlined in section 2 of the Constitution, underwent one change to 2.(d) in 1980. Subsequently, in 1981, the change was reversed and the purposes of the association remain as originally stated in 1978. As outlined in the Constitution under section 2, the purposes of the association are:

- a) To provide the organization and promote participation in amateur softball.
- b) To foster, develop, promote and regulate the playing of amateur softball.
- c) To provide the game of softball with proper safeguards in accordance with the spirit of true sportsmanship.
- d) To do all things as may be deemed necessary for the proper promotion and maintenance of minor softball in the Municipalities of Maple Ridge and Pitt Meadows, in the Province of British Columbia.
- e) To do everything incidental and necessary to promote and attain the foregoing objects throughout the Province of British Columbia.

Unchanged since 1978, Article IV of the By-laws of the association includes the following duties and powers for the directors.

1. The management and the administration of the affairs of the association shall be vested in the directors. In addition to the powers and authority given by the By-laws or otherwise expressly confirmed upon them, the Directors may exercise all such powers of the association and do all such acts on its behalf as are not by the Societies Act or any other of these By-laws required to be exercised or done by the association at a general or special meeting, and the Directors shall have full power to make such rules and regulations as they deem necessary, provided that such rules and regulations are not inconsistent with the Constitution of the association and these By-laws.
2. The Rules and Regulations of the said association shall be those approved by the Canadian Amateur Softball Association and other rules of general demeanor and conduct as stipulated by the Board of Directors to be ratified at the Annual General Meeting.

The association maintains membership in Softball B.C. and the directors have made and implemented the RMMSA Operating Rules in order to fulfil their responsibilities per Article IV above. An Operating Rule is subject to change by majority vote at any subsequent meeting of the directors, without going to a general or special meeting of the association, since the individual Operating Rules are not included in the By-laws. Any modifications to, replacement of, deletion of, or addition of the operating rules, must be consistent with Article IV Section 5 requirements. All Operating Rules must be dated with the date in which they were passed by the Board of Directors, as recorded in the minutes, and preceding rules are deemed to have been voided and replaced by the most recently passed rule.

Bursaries (revised October 12, 2018)

One director member will provide their contact name to the school board, telephone number and email address. Any director with a family member (child by birth, marriage, or common-law relationship) in Grade 12, is not permitted to sit on the committee during the year in which the student would be eligible to apply for a RMMSA bursary.

The director member is to maintain a liaison with the schools, review bursary applications under a predetermined set of criteria, make selections, and notify both the successful students and the RMMSA Board of the results. The committee's objective is to ensure that the bursaries are awarded in a fair manner and that all applicants receive consideration. Notification of successful applicants is done by the School Board and the students advised to submit a copy of the tuition fees to RMMSA for a future claim of the award.

The following rules govern the bursary awards:

1. Bursaries will be awarded to a maximum of 6 applicants as determined by the Bursary Committee. Currently, the award is set at a maximum of \$500 per winner, to a maximum amount awarded to all winners totalling \$1 500.00. The amount is to be determined by the Board of Directors following the annual general meeting.
2. Bursaries must be claimed by December 31st of the third year following the award. i.e.: a bursary awarded during 1997 must be claimed by December 31, 1999.
3. An applicant must be a coach, player, or umpire in the RMMSA for a minimum of 3 years including the graduating year.
4. The bursary funds are to be used for post-secondary education by the applicant and are not transferable. Claimants must submit a copy of the recipient's tuition receipt from a post-secondary institution.

The following criteria are to be used to compare the candidates from each school and select the successful applicants:

1. An applicant must be a coach, player, or umpire in the RMMSA for a minimum of 3 years including the graduating year.
2. The economic needs of the student will be given consideration.
3. In addition to a record of school marks, the student's involvement in school and/or community activities will be considered.

Capital Projects (revised February 5, 1998)

Capital Projects are undertaken by RMMSA for purchases which are expected to provide a benefit to the association for more than one season. Capital Projects are not considered an ordinary expenditure during the operation of a season and must be approved by the Board of Directors, prior to inclusion in the Budget.

A Capital Project purchase commitment of \$500.00 or more must be approved by the Board of Directors, prior to any RMMSA Executive member committing the association to the expenditure.

Clinics (revised November 1, 2012)

1. RMMSA reimburses coaches up to \$150 of the course fees, when they provide proof of successful completion of National Coaching Certification Program (NCCP) Theory and Technical courses.
2. RMMSA reimburses coaches up to \$150 of the clinic fees, when they attend approved local non-NCCP coaching clinics arranged by the RMMSA Clinic Director. The Triple-Play Coaching Clinics are an example of an approved local clinic.
3. RMMSA pays the cost of the facility rentals and fields for coaching clinics.
4. RMMSA pays the cost of facility rentals for open tryouts and open pitching clinics. The cost of gyms used for private or restricted pitching clinics, batting clinics, or catching clinics must be reimbursed by the users. The cost of facility rentals which are used by an individual team beyond the tryout period and for the exclusive practice of that team, must be reimbursed, either entirely or in part, at the discretion of the Board of Directors.
5. RMMSA pays the cost of facility rentals for Non-ticketed umpire clinics which are arranged by the RMMSA Umpire-In-Chief. The association has not reimbursed annual umpire fees or umpire clinic fees since the rates for game fees were centralized into District #14. The costs for Ticketed umpire clinics, will be reimbursed by the users.

Coach Selection (revised January 16, 1997)

Overview

In accordance with the purposes of the association, as outlined in the Constitution, the directors followed Softball BC's emphasis on the National Coaching Certification Program (NCCP) during 1991. Effective for the 1992 season, a revised coach selection criteria stressed NCCP certification along with other qualifications. The directors also implemented a policy of reimbursing coaches, who provided proof of successful completion of NCCP-Softball courses, up to \$150 for the course fees.

This operating rule is designed to standardize the coach selection criteria for RMMSA coaches, in order that the requirements will be applied in a consistent manner, in all classifications "A", "B", and "C". This operating rule supersedes all related rules, which may have been in effect prior to the above date of implementation. However, as a transitional procedure, all coaches currently assigned 1997 teams (i.e.: "A" and "B" classifications) will not be subject to this rule until the 1998 season.

Coach Selection Criteria

The Conduct Review Committee will have the responsibility to review complaints on coach's conduct with the coach, in accordance with the RMMSA operating rules. The committee consists of 3, 5, or 7 member directors and is appointed by the directors, following the AGM. The committee will then determine what action, if any, is warranted and establish the circumstances under which the coach will resume coaching. If the committee determines that it is in the best interest of the association to provide the coach with a position in either a co-coaching or assistant coaching role, it has the authority. The committee must make any "co-coaching or assistant coaching" requirement known to all coaches applying prior to determining the head coach selection for the specific team.

The head coach will have responsibility to pick the assistant coach/coaches, unless otherwise stipulated by a Conduct Review Committee team requirement. There is a minimum requirement for coaches

RMMSA Operating Rules (established under By-law Article IV Section 5) applying for "A" or "B" classification teams of: 2 years' softball coaching experience, completion of the Level 1-Technical course prior to the commencement of the season, and their NCCP Level 1 certification within one year. The following qualifications will be used to determine the head coach:

1. Adherence to any Conduct Review Committee requirements.
2. The following criteria will be considered in the coach selection:
 - a. Interview
 - b. NCCP levels achieved in softball
 - c. Accumulated years of coaching within RMMSA
 - d. Accumulated years of coaching (confirmed) from other softball associations
 - e. Seniority with the specific player age group, i.e.: moved up with the team
 - f. Having a child playing in the team age group
3. If there is more than one coach applying for a team, the manager must ask the Conduct Review Committee to decide on coach selection.

Conduct (revised March 20, 1997)

One of the goals of the RMMSA is "To provide the game of softball with proper safeguards in accordance with the spirit of true sportsmanship." {quoted from the RMMSA Constitution "Purposes..." section 2.(c)}. During the season, individuals may conduct themselves in a manner which is inconsistent with the goal outlined above, and in doing so, violate the rights of others who expect the association to protect their rights. The Board of Directors is charged with ensuring that the goals of RMMSA are achieved and that if necessary, disciplinary action be taken against individuals whose conduct is inconsistent with the association's Constitution and Operating Rules. For the purposes of this operating rule the term "participants" refers to: all directors, coaches, players, umpires, parents, and spectators involved in any of the RMMSA activities.

Complaints about Conduct

Participants at any of the RMMSA activities, who have a concern or complaint regarding the conduct of any other participant, must follow this sequence in order to resolve the situation as quickly as possible:

1. The Coach of the team.
2. The Manager of the division, either verbally or in writing.
3. A Vice-President of the association, either verbally or in writing.
4. The President of the association, in writing only. The written complaint will be reviewed by either the Conduct Review Committee or the entire Board of Directors.
5. Appeals regarding decisions made are to be directed to the next step (i.e. Manager to Vice-President or Vice-President to President) and appeals regarding decisions made at step 4. must be in writing, to the Board of Directors, and based on a breach of the RMMSA Constitution or Operating Rules during the process at step 4. Disagreement with the conclusions reached at step 4, will not be considered as sufficient justification on its own, for any participant to prolong the appeal process

Conduct of ALL Participants

The following represents the MINIMUM requirement expected of all participants and is to be included with the specific participant's sections that follow:

RMMSA Operating Rules (established under By-law Article IV Section 5)

1. No smoking (in any form) is allowed on the playing field, in coach's box, or in the dugout.
2. Participants are encouraged to get involved by shouting only positive comments (i.e. "good swing", "nice try", "good effort", etc.) and refrain from negative comments (i.e. "this batter can't hit", "that pitcher can't pitch", etc.). Verbal abuse by any participant (including spectators) towards anybody on the field is not permitted. Note: only one team warning is given, if the coach/player/parent/spectator continues, the verbal abuse will result in forfeiture of the game for the offending team. Coaches are required to report any incidents to the Manager. If the participant continues the abuse after the game or during any other game a complaint must be forwarded to the President for disciplinary action.
3. Illegal drugs or alcohol are not permitted on the playing field or in any dugouts. Note: parks where games are being played are public areas under the temporary use by the association, and subject to all laws regarding possession/consumption of alcohol and drugs.

Coach's Conduct (revised December 1, 2015)

In addition to adhering to all Operating Rules, coaches are expected to assist in achieving the goal mentioned above as it pertains to sportsmanship, safety, and providing an opportunity for players to play softball. Coaches are expected to put aside their personal objectives regarding coaching glory and maintain the objective of providing the opportunity for minor players to play the game and to improve their playing skills. All coaches are required to adhere to the RMMSA participation requirement as stated below:

1. All players in the "C"/House division are to be given equal playing time on the field and the opportunity to play both infield and outfield positions (defence). It should be noted that in the "C" division all players are in the batting rotation (offence). Player absenteeism does not count as playing time sat out.
2. Players shall not sit out more than two innings in a row. This requirement includes league play and all tournaments leading up to the District Playoffs. It is highly recommended a record is kept of player's playing time and positions played throughout the season.
3. All players in the "A" & "B"/Rep division are to be given an opportunity to play in each game. To select players to a Rep team and then not play them because they are not in the "first 9", is inconsistent with the "purposes of the association" (as outlined in the RMMSA Constitution) and stated as a goal above.

Coaches are expected to maintain the proper conduct of players, parents, team spectators and themselves. Difficulties with a player or parent should be discussed with the player and or parent and brought as a complaint to the manager if a recurring problem is not meeting with resolution. Coaches should be aware that the directors are willing and available to support them and, if necessary, oversee their activities on behalf of the association. Coaches are expected to remain at the field until all players have left the park.

The Rep Manager will ensure that the Coaches conducting Rep "A" & "B" tryouts have a sign-up sheet for all players trying out and that all players trying out were registered with Softball B.C. last season. Players trying out must register on line or may register in person prior the day of tryouts. Any player at tryouts who was not registered with Softball B.C. last season is not covered by insurance and must register with RMMSA prior to trying out. Coaches are to maintain a record of the names and telephone numbers of all players trying out at each tryout practice. A record of all names, emails and phone

RMMSA Operating Rules (established under By-law Article IV Section 5)

numbers of all players trying out is to be available to the Rep Manager at all times. Player roster reductions ("cuts") must be done with courtesy and by personal and individual contact with each player. Coaches are expected to provide cut players with positive reinforcement and a suggestion as to which skill(s) the player may wish to work on during the season.

Coaches are to maintain a list of uniforms (by jersey number) and equipment assigned to their players. When the uniforms are returned, coaches should agree the number with the list of uniform numbers assigned at the beginning of the season. Coaches are responsible to gather the cleaned uniforms and return them to the uniform manager. A list of player names and jersey numbers of missing uniforms should be given to the uniform manager if difficulties arise.

Player's Conduct

Players are expected to conduct their activities in a safe and sportsmanlike manner. Softball is a team sport and players have as many responsibilities and obligations, towards their coaches and team-mates, as they have individual rights themselves. If the friends or relatives of a player attend RMMSA activities as spectators, the players should encourage proper conduct from those spectators. By supporting a team-mate and encouraging positive reinforcement of behaviour, players can set an example that all spectators and adults can model their conduct after.

Players are not to wilfully abuse the equipment or uniforms provided for their use, by the association. Players should assist the coach by returning all equipment to the designated location when they have finished using it. Players are responsible for returning of their cleaned uniform to the coach at the end of the season.

Coaches will inform players as to how and when to notify them regarding absences from practices or games and players are expected to extend their coach the courtesy of the prior notification. All players are expected to remain in or near the dugout area when they are not on the playing field.

Parent's/Spectator's Conduct (revised November 7, 2017)

In addition to the requirements of all participants, parents are also expected to set a positive example to the minor participants and assist the rest of the RMMSA volunteers in accomplishing the aforementioned goal. For safety reasons, any player in the U6 (4 & 5), U8 (6 & 7), and U10 (8 & 9) divisions must have a responsible adult in attendance at all games and practices. Parents are encouraged to provide assistance to the volunteer coaches, who like the parents, also have other things going on in their lives and are very busy, and yet, have offered some of their valuable time to someone else's child.

Parents are expected to ensure that the uniform that has been supplied is maintained in the best possible condition and then cleaned and returned to the coach at the end of the season. Parents are also expected to assist the coaches in maintaining the proper conduct of their children. The parents of younger players are expected to notify coaches if their child will not be attending a practice or game.

Parents and spectators are asked to provide positive feed back and encouragement to all players on the field, or to refrain from commenting altogether. Parents and spectators alike should be cautioned that if necessary, enforcement of the conduct requirements regarding verbal abuse may result in cancellation of a child's participation in RMMSA activities, if that is the only way to ensure that a parent or relative will not be present at future games.

Conduct Review Committee (revised October 12, 2018)

The Conduct Review Committee (CRC) has 11 members consisting of: the President, the Vice President, the Secretary, the Director of Team Operations – House, the Director of Team Operations – Rep, the Director of Player & Coach Development, the Director of Association Operations, the Director of League Events, the Director of Finance, the Director of Equipment & Maintenance, the Director of Umpires, and 3 other Members plus one alternate to be appointed by the Executive Board following the Annual General Meeting.

A quorum consists of 5 members under routine circumstances, however in an emergency the quorum may consist of 3 members with the minutes to include an explanation as to why the emergency quorum was convened. Minutes must be kept of all meetings of the CRC and a copy provided to any non-CRC member in attendance at a meeting. The main function of the CRC is to oversee the RMMSA coaching staff, parents and players on behalf of the directors. The CRC's objective is to ensure that the goals of the association (as stated in the Constitution "purposes") are being achieved and that all parties involved are acting in accordance with the RMMSA operating rules. The CRC will undertake league disciplinary action regarding parents, spectators, players and coaches as outlined in the Operating Rule regarding Conduct. A brief outline is contained in the RMMSA Coaches Information Sheet (House Rules Only) as #18, #19, #21 and #22.

The Conduct Review Committee may consider information regarding coaches from any source. (Passed by the Board of Directors on January 16, 1997).

The CRC will have the responsibility to review complaints on coach's conduct with the coach and to mediate "problems" between coaches/parents/players in a prompt and fair manner. While the method of gathering information is not limited to any criteria, the CRC must gather information from "all sides involved" AND adhere to the following conduct:

When a coach is under investigation they are to be informed of the investigation before a final decision is made and given the opportunity to state their case. (Passed by the Board of Directors on April 6, 1995).

The minor players' welfare must be considered as paramount when compared to the welfare of the adult parents and coaches. If the CRC determines that a situation may be resolved by limiting the coach's involvement with RMMSA in a coaching capacity, the CRC will then determine what action, if any, is warranted and undertake an agreement with the coach regarding the circumstances under which the coach will resume coaching. If the CRC determines that it is in the best interest of the association to provide the coach with a position in either a co-coaching or assistant coaching role, it has the authority. The CRC must make any "co-coaching or assistant coaching" requirement known to all coaches applying prior to determining the head coach selection for the specific team.

As stated above, the CRC should attempt to mediate the problem and enter into a mutual agreement with the coach regarding what remedial action is required. If an agreement is not possible and the decision of the CRC is that the review indicates a suspension exceeding 30 days is required, the CRC and the coach must review Article 6 - Disciplinary Action in the Softball BC Constitution and Operating Rules. The CRC must inform the coach of their intention to proceed with the requirements of Article 6.4

RMMSA Operating Rules (established under By-law Article IV Section 5) regarding league suspensions. Appeals of CRC decisions must be based on a breach of conduct by the CRC and must be appealed, in writing, directly to the RMMSA Board of Directors. Appeals are to be reviewed and decided upon at the next scheduled meeting of the directors.

Executive: Officers & Directors (revised January 7, 1999)

In accordance with the RMMSA Constitution (By-law Article IV, part 2), the Directors and Officers are elected at the Annual General Meeting (AGM). Vacancies are filled by appointment by the Board of Directors (By-law Article IV, part 4). Nominations to fill a vacancies are presented at a meeting of the Board and the appointment follows election by the Board.

The following was passed regarding filling unfilled positions as managers on the Board of Directors and the prior criteria that a manager could not have a related player in the division they manage:

"RMMSA will permit any individual to apply as a manager. Preference will be given to an individual who is not related to a player in that division." (Passed by the Board of Directors on December 4, 1997).

All members of the RMMSA Executive are Directors. The President, Vice-presidents, Treasurer, and Secretary are Officers as well as Directors.

Members of the RMMSA Board of Directors are expected to make themselves aware of their duties and responsibilities as members, in accordance with the RMMSA Constitution and the B.C. Society Act. Directors are expected to conduct themselves in accordance with the requirements under the By-laws of the RMMSA Constitution.

Members of the RMMSA Board of Directors are expected to participate in the activities of the association by attending meetings of the Board, undertaking the duties particular to their position, and offering suggestions for modifications in the RMMSA Operating Rules which may improve the organization and promote the participation in amateur softball (Constitution clause 2.a)

Only a member of the Board of Directors may undertake a financial expenditure on behalf of RMMSA. A Director may not make a purchase commitment of \$100.00 or more without prior approval of the Board of Directors. A purchase commitment for less than \$100.00 requires prior notification of the President and Treasurer (or alternate Directors if the President and/or Treasurer are not available) and, must be approved by the RMMSA Board of Directors at the next meeting, unless it was already approved as part of a prior Budget figure.

All submissions for payment for services rendered by a Director and/or Manager should first be submitted to the Executive with at least 3 quotes, with a limit. Approval from the Executive must be received prior to commencement of the services.

Fundraising (revised December 1, 2015)

This operating rule is designed to clarify the circumstances under which Major and Minor fundraising is to be undertaken by the general RMMSA membership, specific or groups of teams, and individual players involved in the association or with any of its activities. The rules regarding sponsorship and donation receipts are covered under a separate rule and this rule does not pertain to those circumstances. Article IV Bylaw #18 of the Constitution and Bylaws of the Association was amended December 8, 1981, and requires that “The Treasurer shall complete and keep full and proper records of the financial transactions of the Association. He / she shall deposit all moneys in a chartered bank and shall pay all approved accounts by cheque.”

All teams **MUST** advise the Fundraising Manager of any fundraising activities / events their team is planning and **MUST** obtain prior approval in writing from the Fundraising Manager before proceeding with **ANY** fundraising at all. The Fundraising Manager will advise your team whether a Gaming License or Insurance Certificate is required. This also prevents any double booking or over booking of fundraising activities / events.

For ALL Gaming Events a “Gaming License” must be obtained. A “Gaming License” can be applied for via “The Gambling & Fundraising” website at <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising> . The “guidelines” and standard procedures” for applying for Gaming License can also be obtained on this website.

For “Gaming License” a single license may be issued authorizing multiple events, or a series of events over a period of time not exceeding 12 months, as long as the location of each event and the events are similar. Each license, however, is approved on an individual basis.

In the event of obtaining a license for a Sports Pool (i.e. Grey Cup / Super Bowl, etc.) there must be a series of games (minimum 3) and must NOT be based on the outcome of a SINGLE GAME. For example: Grey Cup would also include boards for the Western and Eastern Conference and the Super Bowl would include boards for the NFC and AFC Finals.

In the event of Raffles please note that the following CANNOT be offered as prizes;

- a) Liquor
- b) Live Animals
- c) Prohibited or Restricted Firearms

Most teams will **ONLY** be permitted to fundraise under a “Class D” Gaming License. The guidelines and conditions outlined by the Gaming Policy and Enforcement Branch **MUST** be followed accordingly, with **NO EXCEPTIONS**. Please note there may be periodic changes to these throughout the year and it is the **TEAM'S** full responsibility to make sure they adhere to all rules and regulations at the time the Gaming License is issued. The individual team must apply as the “Applicant” under their team name and season as per the following example;

Example: Rage '93, 2007 – 2008, Ridge Meadows Minor Softball Association

Each team must have a team bank account in which the funds raised can be deposited.

RMMSA Operating Rules (established under By-law Article IV Section 5)

* All correspondence pertaining to a "Class D" Gaming License must be retained for **1 year**.

Only the teams eligible to attend "Westerns" and/or "Canadians" for the current season are permitted to apply for a "Class B" Gaming License. The "Guidelines and Conditions" can be obtained via the Gaming Policy and Enforcement Branch website. The "Guidelines and Conditions" set out by the Gaming Policy and Enforcement Branch **MUST** be followed accordingly, with **NO EXCEPTIONS**.

A "Class B" Gaming License must have RMMSA listed as the applicant (not an individual team).

The funds raised from a "Class B" License must be deposited into RMMSA's Gaming Account (not the team's bank account). A copy of **ALL** correspondence pertaining to the "Class B" Gaming License, as well as the funds raised, must be given to the RMMSA Treasurer. The Treasurer will deposit the funds into RMMSA's Gaming Account and will then make disbursements to the team as needed. The Treasurer will retain all correspondence for a 5-year period, as outlined by the Gaming Policy and Enforcement Branch.

Gaming funds are **NOT** permitted for out of province expenses. For the teams that have qualified to attend Westerns and/or Canadians on their own merit may apply for an exception via the Gaming Policy and Enforcement Branch.

All teams wishing to fundraise must abide by **ALL** rules set out by RMMSA and the Gaming Policy and Enforcement Branch. ***Disciplinary action will be taken for teams that do not follow these rules.***

A copy of **ALL** "Gaming Licenses" must be forwarded to the Fundraising Manager to retain on file for RMMSA. **No Exceptions**.

Major Fundraising for the Association's General Membership

The definition of a **Major** fundraising event is one by which the fundraising proceeds are to be used for the benefit of the **entire RMMSA membership**. The RMMSA Fundraising Manager, as a member of the Board of Directors, will have the responsibility of administering Major fundraising events by planning, co-ordinating, arranging and overseeing all of the RMMSA Major fundraising events such as lotteries, casinos, bingo, dances, product sales promotions, etc. All funds raised for a major fundraising event are to be given to the Treasurer by the Fundraising Manager and are to be deposited into Association's bank account. The Fundraising Manager will also provide the Treasurer with all reporting information regarding the event in order that the Treasurer may prepare the required records.

It is the Fundraising Manager's responsibility to apply for any "Gaming Licenses" when RMMSA is fundraising for the Association's General Membership.

Fundraising (revised October 7, 1999)

For the purposes of this section, read "the team's Divisional Manager" for "Rep Manager" for any "C" division team undertaking Minor fundraising. The association believes it to be more efficient for the Rep Manager, who deals with the teams routinely, to work with the Treasurer in ensuring that all the fundraising information is recorded. The following action is required from all teams undertaking Minor fundraising during a season:

RMMSA Operating Rules (established under By-law Article IV Section 5)

Teams involved in fundraising for their specific team must submit two copies of a budget to the Rep Manager prior to fundraising, outlining their projected proceeds from fundraising and their anticipated expenditures which the funds will be utilized for. This budget is to be signed by the head coach and one other parent, usually the parent in charge of co-ordinating the fundraising with the RMMSA Fundraising Manager. This budget should also be provided to all parents of players on the specific team.

All teams are required to submit their fundraising proceeds to the RMMSA Treasurer for deposit and disbursement through the RMMSA bank account unless they qualify under # 3 below. Teams should be aware that the rule regarding donations for specific teams requires deposit to the RMMSA account or no receipt will be issued.

Some teams, for the sake of efficiency in disbursement procedures, may prefer to maintain their own team bank account. They may wish to accumulate all their fundraising proceeds and player/parent contributions in one account and disburse "their funds" themselves. Unfortunately, if there is a dispute regarding the amount of funds collected or disbursed by a team, RMMSA will become involved due to the fact that the team and the team's coach have an agency relationship with the association. Due to the paradox of the situation, the following must be adhered to in order that a team use /maintain its own separate bank account and if the coach and the team refuse to comply they must use the procedures outlined in #2 above.

(1) Every team bank account must have two signing officers on it and the two signing officers can not be related or living in co-habitation.

(2) The original budget which must be submitted to the Rep Manager (per #1 above) is to be signed by the two signing officers. Their signatures indicate that they are taking personal responsibility for the care, custody, and control of the team's funds.

(3) A copy of the team's bank statement is to be submitted to the Rep Manager every month in which transactions occur. The statement must include a notation on each transaction as to which disbursement or proceed the transaction relates to on the budget. The two signing officers must sign the copy of the statement and assume responsibility for the accuracy of the information on the statement and the transaction notations.

(4) Non-compliance with the above shall result in disciplinary action.

Fundraising Manager Job Description (revised January 8th, 2008)

The RMMSA Fundraising Manager is responsible for coordinating the fundraising activities for House "C" teams and Rep "A" and "B" teams.

All teams booking either the Valley Fair Mall or Haney Place Mall must book through the Fundraising Manager. These malls have requested having only one RMMSA contact person.

All teams must advise the Fundraising Manager of the activities that they plan, i.e. bottle drive, car washes etc. at least one week in advance, so the Fundraising Manager is aware of how and when teams are fundraising in order to avoid the double booking or over booking of events. The Fundraising Manager will obtain a "Certificate of Insurance" for these fundraisers. Once obtained the Fundraising Manager will forward a copy to the specific team, as well as keep one on file for RMMSA.

Regarding House "C" teams fundraising; the Fundraising Manager must approve and coordinate all

RMMSA Operating Rules (established under By-law Article IV Section 5) planned events. The approval will be based on parameters established by the RMMSA Fundraising Committee.

Rep "A" and "B" teams will continue to submit fundraising budgets to the Rep Manager for approval; however, they must coordinate events with the Fundraising Manager as outlined above.

For all Provincial Gaming Licenses, the Fundraising Manager must be advised when a license is being applied for and a copy of the license is to be forwarded to the Fundraising Manager to keep on file for RMMSA.

The Fundraising Manager **MUST** approve and record all fundraising activities/events for each team and keep them on file for RMMSA.

Playing Guidelines (February 5, 1998)

This section is designed to provide information regarding the game rules by which the teams play. The rules by which the RMMSA teams play each other during our league schedule may vary greatly from the rules by which RMMSA teams play teams from outside of our association.

Generally, RMMSA House (C) teams play league games exclusively within our association and are subject to the *Playing Guidelines: House Coaches Information Sheet guidelines*. The U6 and U8 divisions also have guidelines [*Playing Guidelines: U6 (4 & 5 year old) and (U8) (6 & 7 year old) Information Sheet*] which must be followed in addition to the relevant ones in the House Coaches Information Sheet.

Some RMMSA House (C) teams and all RMMSA Rep (A & B) teams play league games in an Interlock League with teams from other associations. The *Playing Guidelines: Interlock Teams Information Sheet* apply to all RMMSA teams playing an interlock schedule.

Tournaments are not league games and the *Playing Guidelines: Tournaments* should be reviewed by all RMMSA teams attending tournaments.

Playing Guidelines: House Coaches Information Sheet (Subject to Interlock Team and Tournament Rule amendments) (revised October 12, 2018)

1. The Canadian Amateur Softball Association is governed by the current "Official Rulebook" which is to be used by all Umpires and Coaches representing RMMSA, except Softball BC minor rules will apply.
2. The Softball BC Constitution and Operating Handbook is strictly for Provincial Championships draws and tournaments.
3. To Increase Player Participation;
 - a. Equal playing time is required by ALL Players on ALL House Teams. Infield and outfield rotation is required. Absenteeism does not count as time sat out.
 - b. In all age categories, ALL players are to be included in the batting order. Late arrivals to the start of the game are to be put on the bottom of the batting line up.
 - c. Unlimited substitution is permitted.
 - d. The SUGGESTED number of players on a team (Note: SBBC, Minor Softball Article 12 permits a minimum of 9 and a maximum of 16 players on a team roster):

RMMSA Operating Rules (established under By-law Article IV Section 5)

- T-Ball(U6) and Mini-Mite(U8) categories – minimum 8 to a maximum of 10 players
(to maximize training)
 - U10 and U12 categories – 12 players
 - U14 category – 13 players
 - U16 category –14 players
 - U19 category – 16 players
- e. No player shall sit more than two (2) innings in a row during league play and all tournaments leading up to the Districts and Provincials.
4. Home Team Coach is responsible for bases, home plate, plate umpire, game balls, plus "marking the infield". Calcium carbonate is available in the boxes at all fields- do not purchase your own. Home Plate Umpires must wear masks. (Note: umpires will be supplied in certain age groups).
 5. Helmets must be worn dugout to dugout. First infraction - both teams will be warned, second infraction and thereafter - a team out will be called. All runs count unless it is the third out.
 6. Home team coaches and players are responsible for cleaning all debris prior to leaving the field. This includes raking the baselines, home plate, and pitcher's mound.
 7. Rained out games must be rescheduled within one week. Dates and diamonds must be booked through the Field Scheduler. Rained out games will NOT be cancelled any earlier than 2 hours before game start, unless an Interlock game and extra notice must be given in consideration of travel time. Home coach (U10C & up divisions) are required to phone and email the Umpire Scheduler to cancel umpires.
 8. There is to be no chewing of any substances by the players during the game. No metal or plastic spikes or shoes with detachable cleats are allowed in any division of minor softball. Pins and jewellery may not be worn at any time. Girls or boys taping of earrings is not allowed. Friendship bands of any material are considered jewellery. Medic Alert bracelets and necklaces are not considered jewellery and are the only exception.
 9. Do not play out Tie Games. Should a playoff game be called before completion, it will be resumed at the point at which it was stopped.
 10. Equipment;
 - Do not abuse equipment (i.e. throw down helmets, hit the backstop with bats, etc.)
 - For replacement of damaged equipment, please contact Equipment Manager.
 - Wide throat guards are for catcher's masks and narrow ones are for umpire's masks.
 - A player, coach or parent warming up a pitcher must wear a mask.
 - Chest protectors are worn with the narrow side on the throwing arm.
 - Players in the on-deck circle must wear a helmet, if short a helmet then warm up off of the playing field.
 - Carry a hammer for putting in base spikes, do not use a bat.
 - Bats are not to be inserted in or placed up against the backstop.
 - All bats issued by the league are legal for house league games (exception: damaged or taped bats).
 - Helmets must not be painted.
 - Helmets and bats are not to be thrown, put them down.
 - Protective gear must be worn on the field at all times.
 - Chin straps must be done up.
 11. A team shall consist of a minimum of 8 players in the U6 and U8 divisions. The extra player (Rover) will be positioned behind the baseline between 1st base and 2nd base. U10 division and down (4 to 9 years old) must have a responsible adult in attendance at all times.

RMMSA Operating Rules (established under By-law Article IV Section 5)

12. Teams may play with 8 players but will not have an automatic out every time the 9th player in the batting order comes up.
13. For U10 and up divisions, 7 players is a forfeit. 24 hours advance notice is required to reschedule the game if it is known that your team will have only 7 players, avoiding the forfeit. If during the game, for any reason there are 7 or fewer players, the game is forfeited.
14. Pick-ups are allowed in House to bring the team roster up to a maximum of 9 players for League games only. The pick-up must be approved by both the Division Manager and the pick-up's coach. The pick-up must be from the same or lower "C" division and is not allowed to pitch. The pick-up must wear their own team uniform, not the uniform of the team which is picking them up. Pick-ups are Not allowed for League Playdowns or District playdowns. If a team uses an illegal pick up, the game is a forfeit. Pickups are allowed for other tournaments (see the *Playing Guidelines: Tournaments*) and Provincials (see Softball BC Handbook)
15. In U12 and under divisions, the batter is out on the 3rd strike regardless if the ball is caught or dropped, and the ball remains alive. In U12 and under divisions, the infield fly rule is not in effect.
16. Any House team wishing to enter tournaments, one tournament (maximum \$200) will be paid for by the association if funds are available (see the *Playing Guidelines: Tournaments*). Requests must go through the House Manager.
17. Innings to be played to count as a completed game:

In the event of a timed game, the game will be deemed Complete at Time.

- U14 and up...7 innings (in case of inclement weather or darkness, 5 innings)
- U12.....6 innings (in case of inclement weather or darkness, 4 innings)
- U10.....5 innings (in case of inclement weather or darkness, 3 innings)
- U8.....Learn to Play Drills for 30 Minutes –2 Inning Game-everyone bats
- U6..... Learn to Play Drills for 30 Minutes – 1 Inning Game (everyone bats)

A Pitcher may only pitch the following maximum number of innings for League Schedule games. These pitching limits are not in effect for League Playoff games leading to the to the RMMSA Division Championship. Once a Pitcher has taken the position on the pitcher's rubber during the game and pitches one or more pitches, he or she will be charged with an inning pitched. The penalty for allowing a pitcher to go over the maximum innings is forfeit of game.

- U16 & U19..... unlimited innings.
- U14..... 4 innings.
- U12 4 innings. (new October 2014SBC)
- U10..... 2 innings.

18. All divisions will have a 5 run limit per inning. The U12 Division will have the 6th Inning declared "Open". U14 and up will have the 7th Inning declared "Open". No other inning will be declared as "Open". The association will not tolerate the running up of excessive scores. A 10 run Optional Mercy Rule at the discretion of the losing coach. The rule comes into effect after the completion of the minimum innings required for a game per "19" above.
19. Coaches are required to maintain proper conduct/discipline of all - including themselves. Review the Operating Rule regarding Conduct. Please ensure all players waiting for a turn at batting are placed in the designated area or sitting on benches. In addition, No Smoking will be allowed by any coaches or assistant coaches when in their designated areas (i.e. coaches boxes,

RMMSA Operating Rules (established under By-law Article IV Section 5) dugout, etc.). This also includes all umpires.

20. Verbal abuse by spectators towards anybody on the playing field will result in forfeiture of game for the offending team. Review the Operating Rules regarding Conduct. One team warning will be issued first. If the spectator continues in that or any other game, the Manager and Vice-President must be given the names of the people involved for disciplinary action by the association.
21. All late registrations to be confirmed with the Registrar and divisional Manager prior to acceptance. See "assigning late registrants to teams" in the Operating Rule for Registration. Once a player has been assigned to a team or age classification, he/she will not be moved.
22. League Disciplinary Actions are subject to degree of offence. All offences (i.e. alcohol, drugs, foul language, fighting, smoking, or failure to comply with League rulings) will be reviewed by a Committee of the Board of Directors for determination of penalty assessment. The penalty for the first incident is a minimum one game suspension, up to a maximum of suspension for the balance of the season -without refund. See the Operating Rule for Conduct Review Committee.
23. Complaints, appeals, or inquiries must be directed in the following sequence to:
 - 1) The team Coach.
 - 2) The divisional Manager
 - 3) House Manager
 - 4) The Vice-President
 - 5) In writing-only to The President.
 - 6) In writing to the RMMSA Board of Directors, c/o Ridge-Meadows Minor Softball Association, Box 436, Maple Ridge, B.C. V2X 8K9

See "Complaints About Conduct" in the Operating Rule for Conduct

24. Field Measurements

Category	Age	Ball	Pitching		Baselines	
			Boys	Girls	Boys	Girls
Midget U19	16 to 18	12"	46'	40'	60'	60'
Bantam U16	14 & 15	12"	42'	40'	60'	60'
Pewee U14	12 & 13	12"	40'	38'	60'	60'
Squirt U12	10 & 11	11"	35'	35'	55'	55'
Mite U10	8 & 9	11"	30'	*25'	45'	45'
Mini-mite U8	7 & 6	9" Sponge	20'	20'	40'	40'
T-Ball U6	5	9" Sponge	n/a	n/a	40'	40'

*25' at start of season and 30' by end of season (We would like to see all coaches working toward a May 15 date to be pitching at the 30' measurement)

25. Playdowns and Closing Weekend Tournaments (subject to change due to inclement weather)
 - a) All age categories teams (U10 to U19) will participate in the Closing Weekend tournament - double knockout.
 - b) The **top Girls teams (This number can be adjusted by the District 14 Minor Coordinator) will be determined by a Playdown**

RMMSA Operating Rules (established under By-law Article IV Section 5)

- c) U6 & U8 categories are not included in the above, they have a separate Closing format. See *Playing Guidelines: U6 (4 & 5 years old) and U8 (6 & 7-year-old) Information Sheet*.
- d) Winners of their **Playdown Tournaments** (U14 to U19) will advance to the District #14 Playoffs for Provincial Championships. If the Playdown Tournament is not completed for any reason, the Tournament will be rescheduled.
- e) Second Place Teams of the Playdown Tournament (U14 to U19) will represent RMMSA at the Regionals, usually held the last weekend in June.

26. Awards

- a) All T-Ball and Mini-mite players will receive participation medallions.
- b) First place and Second place teams in the **Playdown and Closing Weekend Championship Tournaments will receive medallions.**
- c) The Most Sportsmanlike team (based on conduct of players, coaches, & spectators) in each division will receive trophies or medallions.

27. Coaches must remember that for all team wind-up get together, you are not to approach sponsors for donations, food, etc. Parents and coaches are responsible for providing all requirements.

28. RMMSA House rules as outlined above, only apply to RMMSA Opening Weekend games, League Schedule (non-interlock) games, League Playoff games, and the Closing Weekend Tournament. See the *Playing Guidelines: Tournaments* for other tournament games and the *Playing Guidelines: Interlock Teams Information Sheet* for interlock games.

29. Ridge-Meadows Minor Softball Association does not have the use of the fields until April 1st. Soccer has priority until March 31st. After that date, practices are on a first come, first serve basis and scheduled games take priority. All games must be scheduled through the Field Scheduler

30. Uniform Care:

- a) All coaches must make a list of players and jersey numbers.
- b) At the end of the season, all uniforms are to be collected, washed, and then put on hangers. The uniforms are returned to the House or Rep Uniform Manager prior to summer holidays on the dates announced to the Coaches.
- c) Uniforms are to be worn to games only - not to practice or to school. (Uniforms may be worn to school on a jersey day or other such day as applicable)

Playing Guidelines: U6 (4 & 5 years old) and U8 (6 & 7 years old) Information Sheet (Revised October 12, 2018)

(Additional to House Coaches' Information Sheet)

1. Each player in the U6, U8 and U10 Divisions (4 to 9 years old) must have a responsible adult in attendance at all games, practices and softball activities.
2. **A regulation T-Ball U6 (4 & 5 years old) game will consist of 30 Minutes of Learn to Play Practice / Drills, beginning at 6:00 pm and then a 1 or 2 inning game to start at 6:30 pm where both teams will bat all players. No new innings started after 7:00pm. Drop dead at 7:15pm. The defensive team will have all players on the field. At the conclusion of the game, both teams will participate in a "Dragon Race".**

RMMSA Operating Rules (established under By-law Article IV Section 5)

A regulation U8 (6 & 7 year old) game will consist of 30 Minutes of Practice / Drills, to start at 6:00 pm to 6:30 pm. Start Game at 6:30 pm, with 1 inning using the "T", 2nd, 3rd, and 4th Innings (if played before time is complete) will be Coaches pitching. It is left to the Coaches discretion if the "T" is brought in or parents assist the player for the individuals on the Coaches Pitched innings. No new inning will be started after 7:15. Drop dead at 7:30. The defensive team will have all players on the field. At the conclusion of the game, both teams will participate in a "Dragon Race".

3. Batting Tee shall be placed IN FRONT OF (NOT TOUCHING) home plate.
4. If the batter does not hit the ball past the 8-foot semi-circle, it is a STRIKE.
5. U8 – The Coach will pitch a MAXIMUM of 5 pitches. The 'T' MUST be brought out after 5 pitches.
6. U8 – There will be a MAXIMUM of 3 swings when the 'T' is brought out after the Coach has pitched; the Coach may assist the batter if necessary.
7. If the 'T' is brought out during the Coaches pitching, the player has the amount of swings left as there were Coaches pitches, PLUS an extra 3 swings at the 'T'. **ie. If the Coach has pitched 3 times and the 'T' is brought in. the player has 2 swings from the Coaches pitching, PLUS the extra 3 on the 'T'.**
8. If the player does not hit after pitches and the 'T', the Coach will assist the batter
9. Foul balls and missed swings count as STRIKES
10. No bunting.
11. No stealing.
12. Practice swings are to be taken before stepping up to the 'T'. The Coach will encourage the batter to hit the ball without practise swings once they have stepped up to the plate.
13. **In the event of a hit to the outfield, it will be a ground rule double, batter will stop at 2nd Base and all other runners will not proceed past 2 bases.** When the ball is returned to the infield, the ball is dead for the advancement of baserunners only, (this means the baserunner must stop at the base they are going to) however, baserunners can still be tagged out. If there is an overthrow, the baserunners are only allowed one base (the one they are going to).
14. Players are to stand in the proper positions. **Coaches are to rotate all players every inning, equal play in the infield / outfield. Coaches are to change the batting order every game.** Coaches are not to form a wall of players - preventing the batted ball from leaving the infield. Coaches are to encourage the pitcher to throw the ball to the proper bases rather than to run with the ball to the base.
15. During the pitched inning by the Coach (U8 Only):

RMMSA Operating Rules (established under By-law Article IV Section 5)

- The catcher must wear a mask.
- Players run on any fair ball batted, the 8-foot semi-circle does not count.
- The Coach must pitch from the 20' pitching rubber, the same as a player.

16. In the Coach pitched innings:

- The Coach is allowed 5 pitches (foul balls will not count as a pitch).
- The Players are to swing at all 5 pitches
- The 3 Strike Rule does NOT apply
- After 5 pitches plus 3 swings on the 'T', the Coach will assist the batter.
- No walks permitted.

17. For the U8 Division, **everyone bats**, **UNLESS** there are 3 outs from defensive plays

18. A Parent shall remove the batting 'T' before the base runner reaches home plate for safety reasons.

19. **All players on the defensive team should be on the field – no one sits.** The 10th player, Rover, will be positioned behind the baseline between 1st base and 2nd base and the Shortstop will be positioned behind the baseline between 2nd base and 3rd base.

20. Interference is not called when a base runner is hit by a batted ball.

Playing Guidelines: U10 (8 & 9 years old)

In an effort to allow players to hit and have more opportunity to make defensive plays, the association has Modified rules for the U10 Division. Coaches are required to make themselves familiar with these rules with the assistance of their Division Manager, House Manager and Vice President. These rules are provided to the Coaches at the Coaches meeting and available on the RMMSA website.

- Coaches are required to understand when the pitcher is removed and a Coach comes in to pitch.
- Be familiar with the pitching distances and what dates they change
- Know the date that Coaches pitching is removed

Playing Guidelines: Interlock Teams Information Sheet (revised October 12, 2018)

The association has teams which play their league games exclusively with other RMMSA teams and teams which play league games with teams from other associations. The teams which play league games with teams from other associations are called "interlock teams". This operating rule is designed to identify the rules by which interlock teams conduct their activities. It is acknowledged that nature of interaction with teams from other associations mandates certain compromises on the part of interlock teams who must adhere to RMMSA operating rules as well as the interlock rules under which they must play.

RMMSA Operating Rules (established under By-law Article IV Section 5)

The RMMSA Directors recognize that decisions made at interlock coaches meetings are made on the basis of majority rule and may not adhere completely with RMMSA operating rules. Teams in the "A" Rep, "B" Rep, and "C" House divisions will conduct themselves in accordance with the rules of the league in which they play and are interlocked, however, they will also adhere to the RMMSA operating rules regarding coach's and player's conduct and specifically player's playing time. The argument that a coach should have the right to play only the best players and sit-out the rest so that the team can be more competitive is void since it violates the purposes of the association as outlined in the constitution and the obligation of the association towards the players who register to play softball.

Any financial expense regarding interlock fees, which are required as the result of the interlock coach's meeting, will be paid by RMMSA and not by the individual team participating (Passed by the Board of Directors on March 6, 1997). It is acknowledged that the necessity for compromise when interacting with the other associations is the responsibility of RMMSA and not the individual team which is involved.

Playing Guidelines: Tournaments (revised October 12, 2018)

Coaches are expected to determine and make themselves aware of all playing rules which are applicable in the tournament their team attends. The RMMSA Playing and Roster Guidelines for: playing time, pitcher inning limits, unlimited substitution, and all players being in the batting order, are for RMMSA League and RMMSA League Playoff games, and all tournaments leading to the District Playdowns. RMMSA teams which play an Interlock League Schedule with teams from other associations play under the Interlock rules, however, those interlock rules may not be applicable to a tournament hosted by another association or hosted by Softball BC.

Coaches are responsible for notifying their players of the Tournament Rules under which the team will play. It is especially important to establish an understanding with the players/parents if the team will be playing under rules which contradict League playing rules regarding playing time, batting order or substitution restrictions. A pre-tournament discussion will reduce the confusion and stress level during the tournament.

Tournaments Hosted by Other Associations: RMMSA Playing and Roster Guidelines are applicable for: playing time, unlimited substitutions, and all players being in the batting order. Pitching limits may be adjusted to follow the tournament rules where necessary. Coaches must obtain a copy of the other association's tournament rules from their Tournament Director and learn them, if you don't like their rules - don't go in their tournament. Usually the tournament is played under a combination of the Softball Canada Rule Book and the Host Association's playing rules.

District Playoff Tournaments leading to the Provincial Championships, BC Provincial Championships and BC Summer Games: The Softball BC Operating Rules and the Softball Canada Rule Book are applicable. Any team that is not intending in participating in the Provincial Championship is not permitted to participate in the District Playoff (per Softball BC Rules and there are Penalties for violation). Qualification procedures to attend as the RMMSA representative team at District Playoffs are contained in the RMMSA Playing Guidelines.

The Board of Directors will allocate funds for tournaments in the RMMSA Budget. Tournament funds will be segregated into 2 portions: league/season tournaments, Summer Games, and Provincials. The association will provide a maximum of \$200.00 for a team to attend one league/season tournament as

RMMSA Operating Rules (established under By-law Article IV Section 5) per current budget (if funds are available). Rep (A&B) Teams will not be issued their tournament cheques until the team's Rep Fees are paid. The association will pay the entry fee for the teams attending a Summer Game qualification tournament and the teams attending Provincial Championships. At the end of the season schedule, the travel account will be divided equally amongst the teams travelling outside of the lower mainland (i.e. Vancouver to Hope) to attend either BC Provincials or BC Summer Games, to a maximum of \$1,000.00 per team.

Registration (revised October 12, 2018)

The First Registration will be held in October. The Second registration will be held in January. Parents in financial difficulties should contact the Registrar regarding player assistance programs which may be available.

Information on the registration forms must be completed accurately. Age and address of players must be verified where requested. Inaccurate or falsified information will result in the registration being cancelled. If a uniform from the previous year has not been returned, the player involved will not be allowed to register until it has been either returned or paid for. All complaints and / or requests at time of registration must be made in writing and attached to the registration form. Each request should be reviewed by a Registration Committee that consists of the President, V.P., House Manager, Division Manager involved and the Registrar.

The managers will receive their copies of the player registrations and coaches applications on the first Thursday of February. At that time, through conference with the Vice President, Registrar and House Manager, an estimated number of teams per division will be determined.

Registrations and payment must be received by January 31st. After this date any registration will be deemed late and accepted only to fill team rosters and will be subject to a \$10.00 late fee. ** The Registrar, House Manager and the Manager of the division, will be responsible for assigning late registrants to teams, subject to the team formation guidelines established by the executive. In the event the Registrar and House Manager cannot agree upon placement, the Vice-President will be called upon to make the final decision.

**The late registration fee only applies to players who were registered with RMMSA in the Prior season, not to new registrants.

A registration is not complete until all fees are received by the Association. All NSF cheques to be subject to a \$ 25 penalty. If the registration and NSF fees have not been paid in cash within seven (7) days of being contacted by the Treasurer, the registration will be cancelled. If the player re-registers they will be subject to any late fees and team availability that may be applicable at the time of re-registration.

All registration refunds, less the SBC fee, will be assessed a \$10.00 Administration Fee from the date of registration up to and including March 31st. There will be a \$25.00 Administration Fee for any refunds processed from April 1st up to and including April 30th, unless for medical reasons. All medical reasons must be documented with a medical report from the player's physician. There will be no refunds from May 1st onward. Softball BC Lifetime Membership fees cannot be refunded by RMMSA. All refund requests must be submitted on the cancellation request form provided by the Association. Refunds will only be made after the uniform and any other equipment assigned to that player is returned to the Manager. The player may not be re-registered for the season. Consideration may be given to extenuating circumstances.

The Board of Directors may request a medical certificate confirming the player's ability to participate without jeopardizing the safety of either the player or the other participants. Any player who is has not provided the requested medical certificate or refuses to adhere to the conditions under which the medical practitioner said that they could safely play softball, shall be prohibited from participating until the requirements are met. If the player refuses to adhere to the request or conditions of the certificate, the player shall receive a full refund of registration fees and the registration shall be voided.

Sponsorships & Donations (revised October 12, 2018)

During the season the many individuals and organizations provide funding to the association to subsidize the funding provided through registration fees and fundraising events. The funds provided may be for general use in the association's activities or may be directed towards a specific team. This rule is designed to clarify the conditions under which funds are received and they do not include players or parents who are providing funds for their personal use during the season, they are contributions for team use and subsequent distribution to all members of the team.

1. All funds provided as either a sponsorship or donation to the association or any of the RMMSA individual teams must be made by cheque payable to RMMSA. A receipt will be provided by the association when the cheque is deposited into the RMMSA account.
2. The funds may be donated for the use of a specific team in "A", "B", or "C" category. The team receiving the directed donation will use the funds towards tournaments, travel, equipment or any other team expenditure the donator may specify. Such donations must be for the use and benefit of the entire team and not an individual player.
3. The funds may be directed towards sponsorship of a specific team in either the "A" or "B" divisions (Rep) in any amount. The Rep team uniforms and caps will have only RMMSA identification on them with either "RM" or "Ridge Meadows" on the jerseys and "Rage" for Rep-B or "North Side Pride" for Rep-A. The Rep-A jerseys acquired after February 1999 will have "Pride" identification in place of "North Side Pride" to reflect the name change. Sponsors names are not permitted on Rep uniforms or jackets. The sponsor's contribution will be acknowledged in an end of season newspaper thank-you on behalf of the association which will tie all sponsor's names to specific teams. If the sponsor desires it and the contribution reimburses the cost, the sponsored Rep team should hang a sponsorship banner on their dugout at tournaments/games. A Rep team sponsorship banner must not detract from the fact that the team playing is a RMMSA team and must utilize the following format: "Ridge-Meadows Rage sponsored by XYZ Ltd." or "Ridge-Meadows Pride sponsored by XYZ Ltd."
4. The funds may be donated to the association for general use or for use in a specific area although not by a specific team, i.e. a donation to be divided amongst all the teams going to the provincials.
5. A donation of non-funds, i.e. ball bags, equipment, etc. may be received by a team, however, such a donation will not result in a RMMSA receipt and must not detract from the sponsorships in either #2 or #4 above, i.e. warm-up jackets or caps with the contributor's logo/name that are designed to be worn over or in place of jerseys or jackets or caps.

Team Rosters (revised February 1, 2001)

Placement of players on teams has always been a source of controversy and will never result in the complete satisfaction of every player/parent involved. This operating rule is designed to reduce the number of complaints by providing a common set of guidelines or "level playing field" under which all players within the association should be assigned to teams. As the association evolves, it is expected that this rule will be modified (as will the other Operating Rules) to keep pace with contemporary requirements.

The rule consists of sections which address specific areas of concern. These specific areas may be revised from time to time, without affecting the content of the other sections.

- Players Who Are Relatives of Coaches
- House (C) Team Formation Procedures
- Guidelines for Rep (A & B) Teams

Team Rosters: Players Who Are Relatives of Coaches (October 12, 2018)

The RMMSA Directors acknowledge the contribution of the volunteers who offer to coach a team and give up a portion of their life's energy to the coaching of both their own children and the children of other parents. Without this tremendous contribution there would be no teams and therefore no players involved in the association's activities. While no remuneration could or should be provided to compensate the coaches for their contribution, the burden they face with family/coaching time constraints should be reduced whenever possible.

The Assistant Coach may move their child into the geographical entrapment area of the Head coach.

The Team Manager may also move their child into the geographical entrapment area of the Head coach.

Team Rosters: House (C) Teams Formation Procedures (revised October 12, 2018)

1. Teams are to be formed by address (geographical boundaries). Transportation and/or responsible adult supervision will be considered for team placement in Mite (excluding Mite-Select) and lower divisions. All parents involved must submit a written request with the registration.

Suggestion: It is very efficient to number the first form "1" and plot "1" on the map; the next form is "2"; continue to number and plot until all the registration forms are on the map. Use a different colour for the form number of a confirmed (one who has been contacted and has agreed to coach) coach's child.

2. Division U10 and up; Players may complete a Player Request form; they may request to play with one (1) other player and **the requests must match**. Any other names after the first player

RMMSA Operating Rules (established under By-law Article IV Section 5)
requested will not be considered.

i.e. Player A requests Player B, Player B requests player A. These requests match and the players will be placed on the same team in EITHER geographical boundary, space permitting.

A player request may not displace another player within that Geographical Boundary.

i.e. Player A requests Player B, Player B requests Player C, Player C requests Player B. Player B and C match, Player A does not match. Player A will be placed on a team in that player's Geographical Boundary.

3. Division U6 and U8; the Player Request does not have to match. Every effort will be made to honour at least one player request.
4. A player may NOT request a specific Coach.
5. No more than two (2) players moving down from Rep Division A or Division B from the previous season, may be placed on the same team.
6. Do not finalize any teams until all of the Rep Team rosters have been finalized. All Rep cuts are to be made by the end of January. The players returning to the House group from the Rep tryouts must be placed on the map by the same geographical method as the original registration forms. Enter all the registrations in Google maps, by inspection form enough teams to allow all of the early and regular registrations to be on a team which is approximately the suggested size. Use the Map and make certain of all addresses. If late registrations come in, they are to fill existing teams where space is available, however do not leave space on rosters to accommodate late registrants on all teams, unless it was necessary to ensure all regular registration players were placed on a team. i.e. If U14(C) has 68 players form $68/12 = 6$ teams with 2 full @ 12 players and 4 short 1 each @ 11 players; do not form 7 teams of 9 and 10 players each, leaving 2 or 3 vacancies on each team. The Suggested Maximum Team Sizes per the Playing Guidelines: House Coaches' Information Sheet is:

U6 and U8 – 10 players (to maximize training)

- U6 and U8 – 10 players
- U10 to U12 categories – 12 players
- U14 category – 13 players
- U16 category - 14 players
- U19 category - 16 players

The maximum roster size per Softball BC should be confirmed every season. For U10C to U19C however, consideration should be given to the problem of decreased individual playing time as roster size increases.

7. Late registrants are placed by the agreement between the House Manager, Division Manager and Registrar under the rules outlined in the Registration Operating Rules. Player additions to

RMMSA Operating Rules (established under By-law Article IV Section 5)

team rosters are to be filled sequentially so that each teams size remains within 1 player. Late registrants are not to be accommodated for their location preference, at the expense of maintaining team size consistency.

8. Do not accept parent/player request comments on registration forms. A Player Request Form or player request online may accompany a registration and it will be considered if it is an acceptable request.

Acceptable requests are:

- a) Coaches, one (1) assistant coach, and one (1) manager are placed on the same team.
- b) If parents provide a valid reason, in writing, as to why they do not want their child with a specific coach, the child will be placed on a different team chosen at the Manager's discretion, not the parent's choice. The written letter must be forwarded, by the Manager, to the Vice-President for perusal, to determine whether or not the contents warrant consideration by the Conduct Review Committee.
- c) Players are allowed to request to play with one (1) other player and these requests must match.

Team Rosters: Guidelines for Rep (A&B) Teams (revised August 17, 2010)

1. If, there are enough players in a specific Division (i.e.U16) to form two "A" or "B" teams they WILL be formed by birth year (i.e. U16 A '94,U16 A '93, U16 B '94, U16 B '93).

All Rep Coaches that have an incorrect aged player practicing with or trying out for their team MUST notify the Rep Manager immediately.

2. If possible, a person (or group) independent of the coach and players involved in the selection of the "A" team, will make an evaluation of the players. This evaluation would not be binding.
3. "A" coaches will make the choices from their try-outs. Any players that do not achieve a position on the "A" team will then be recommended to the "B" coaches for their try-outs.

"B" coaches will continue with their try-outs.

4. If there is no "A" team in a Division, a player may try out for the "A" team in the next higher Division. If the player fails to make that team, the player must return to the Division they came from.
5. If there is no "B" team in a Division, a player may try out for the "B" team in the next higher Division. If the player fails to make that team, the player must return to the Division they came from.
6. The "B" Coaches will not be confirmed until the "A" Coaches have completed their selections.

"A" Coaches will have their player selections completed within 3 weeks of the initial tryout.

"B" Coaches will have their player selections completed prior to the First Registration in October.

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7. Coach or Assistant Coach are only allowed to protect their own child in the proper age category. They are allowed to bring their child up who is one category below, subject to an independent evaluation being done by 3 individuals to confirm that the younger player was of the calibre to play on the older team.
8. If there is no Rep team in a Division, two Associations (within District 14) could join their players together to form a joint team. If the joint team was run out of RMMSA, the maximum player movement rule is waived.
9. If a player has a conflict with a Rep coach, they may apply to the Conduct Review Committee to tryout for the next higher level team. The application must be made prior to Rep tryouts.
10. Rep-B teams will be called "Ridge-Meadows Rage" and Rep-A teams will be called "Ridge-Meadows Pride".
11. Any exceptions or extenuating circumstances relating to Number 1 to 10 must be in writing to the Rep Manager for approval.

APPENDIX-FUNDRAISING

Fundraising - House Team Rules (revised October 7, 1999)

House "C" teams will be allowed to fundraise subject to the conditions outlined below as established by the RMMSA Fundraising Committee and approved by the RMMSA board of directors.

Teams will be allowed to fundraise to an approximate value of \$500 based on the team related equipment or functions they are planning to purchase or participate in. The \$500 is meant as an upper limit and budgets higher than this must be approved by the Fundraising Manager.

All house team fundraising activities must be submitted in writing and approved by the RMMSA Fundraising Manager.

The attached Request for Fundraising Approval form must be completed in full and submitted to the Fundraising Manager.

A list of approved fundraising activities includes bottle drives, car washes and hot dog sales. Any other ideas will require approval by the Fundraising Manager. Under no circumstances will a provincial "B" gaming license raffle or draw be approved.

Each team will be responsible for administering their own funds. It is mandatory that each team have two signing officers, one of them being a team treasurer who is not the coach or assistant coach. As per the RMMSA Operating Rules, all teams undertaking fundraising must open a team bank account with at least one signing officer other than the coach.

ALL TEAM FUNDS MUST BE SPENT BY JUNE 1ST TO ENSURE THAT THERE ARE NO FUNDS LEFT IN THE TEAM ACCOUNT AT THE END OF THE SEASON.

Team accounts statements must be forwarded to the Fundraising Manager by June 30th. Under no circumstances will RMMSA accept responsibility for any shortfalls in team fundraising or leftover funds.

Any violations of these guidelines could result in the suspension of the coach and/or assistant coach and jeopardize any future house fundraising.

APPENDIX – UNIFORMS REP and House (October 12, 2018)

Team and Coaches Apparel

In order to maintain a consistent look of Ridge Meadows Minor Softball Association team's appearance at all levels, a team's game, tournament, and practice apparel (see note below) must meet the following conditions:

Rep Uniform Policy

The policy has been written to ensure understanding of the expectations of Rep Teams as it pertains to uniform items. The policy document will be reviewed on a yearly basis and updated accordingly. Any updates required throughout the year to provide clarity will be added on an as needed basis.

The policy document will be maintained by the Rep Uniform Manager(s) and signed off by the President of RMMSA.

The most up to date document will be posted to the RMMSA Site under Documents and Links.

Jerseys:

The RMMSA Association will provide all Rep Teams with 1 Red and 1 Blue Jersey per player prior to the start of the season. These jerseys are property of the Association and amendments to the jersey, such as adding last names, is not permitted.

Custom Jerseys:

Teams have the following options if they choose to purchase custom Jerseys:

- Teams may purchase full sets of jerseys, both red and blue, through MVP and have them customized with the players last name
- **No sponsorship can be added to the custom jersey**

Teams who purchased custom blue jerseys prior to the 2017 season may purchase additional customized blue jerseys for their new players and will not be required to purchase the red jerseys. These teams can choose to use the association provided red jerseys with no customization.

3rd Jersey / Practice Shirts:

These jerseys are being made available for the 2017 season.

- **No sponsorship can be added to the 3rd jersey/Practice Shirt**

Sponsorship / Advertising:

The position of RMMSA is that Sponsorship / Advertising can be placed on any item that does not have the players number it. Any uniform item that contains sponsorship **cannot** be worn on the field when playing a game. These items may be worn by the players during warmups, but must be removed before the start of the game.

House Uniform Policy

RMMSA will provide all House teams with one jersey per player prior to the start of the season. These jerseys are property of the Association and amendments to the jersey, such as adding last names, is not permitted.

RMMSA Operating Rules (established under By-law Article IV Section 5)

Custom Jerseys:

Teams have the following options if they choose to purchase custom Jerseys:

- Teams may purchase full sets of jerseys, both red and blue, through MVP and have them customized with the players last name
- **No sponsorship can be added to the custom jersey**

Practice Shirts:

These jerseys are being made available for the 2017 season.

- **No sponsorship can be added to the 3rd jersey/Practice Shirt**

Note: Practice apparel only applies to teams choosing to issue practice apparel.

APPENDIX – VOLUNTEER REQUIREMENTS (October 12, 2018)

Volunteer requirements for Rep 'A', 'B' and House 'C'

RMMSA is a 100% volunteer run association. Part of the RMMSA Rep and House registration requirements is the participation of volunteer time per registered child scheduled within the current softball season. A postdated cheque (Volunteer Bond) per registered child is required. This Volunteer Bond is post dated to August 01 of the current playing season. The Volunteer Bond (cheque) will not be cashed if volunteer requirements are fulfilled.

These hours are **in addition** to the important time that parents put in to support their child's coach and team throughout the season.

A volunteer commitment form must be signed and returned to the player's coach along with the postdated volunteer bond.

Rep players must fulfill 4 (four) hours of volunteer time and provide a volunteer bond of \$200.00.

House players must fulfill 2 (two) hours of volunteer time and provide a volunteer bond of \$100.00.

Exception – parents of twins need only fill out one volunteer bond and commitment form if their children are playing on the same team.

Exemptions – Executive, Head Coach, one assistant Coach and Team Manager

Volunteers can be parents, players, grandparents, family members or friends.

The link for volunteer sign up can be found at www.rmmsa.com. The volunteer opportunities are listed on the website called SignUp. Volunteer opportunities will also be sent out via email when necessary.

APPENDIX – CRIMINAL RECORD CHECKS (November 2017)

Criminal Record Checks are required by RMMSA for any adult to volunteer with the vulnerable sector (minors).

RMMSA requires a Criminal Record Check to be completed by all Executive members, all Coaching staff of every Division and Category, Team Managers and any adult that may be supervising in the dugout with the players.

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The link to complete the Criminal Record Check can be found at www.rmmsa.com under documents and links. A Clearance Letter is received by RMMSA after the individual has been cleared to volunteer with the vulnerable sector.

Should fingerprints be required the individual must go to their local police detachment to complete their Criminal Record Check. A letter will be provided by RMMSA for the individual to bring to their local detachment. This letter may be obtained by emailing President@rmmsa.com or Vicepresident@rmmsa.com .

Any costs associated with the fingerprints will be reimbursed to the individual by RMMSA upon receiving their receipt.

A Clearance letter from another organization or employment cannot be accepted.

Clearance letters will remain on file for 3 years. Upon expiry the individual will be notified by RMMSA another Criminal Record Check must be completed.

Until such time a Clearance Letter has been received by RMMSA an adult may not practice, be in the field of play or supervise in the dugout.