REPRESENTATIVE

OUR VISION

The Waterloo Ghosts will be known throughout the Province for the competitiveness and sportsmanship they bring to the diamonds they play on.

"Spirited Competition, Ghoulish Fun"

This means that through our efforts, we will:

- Be known throughout the Province of Ontario as a supportive center of fastball that while competitive, maintains a balance that develops their players as a whole person
- Foster goodwill and sportsmanship
- Be competitive with the best teams in the Province of Ontario, in every division
- Attract, develop and retain skilled players primarily from the City of Waterloo
- Attract, develop and retain highly skilled coaches
- Attract a widespread volunteer group committed to supporting our program
- Waterloo will have the reputation as a great place for girls to play fastball

MISSION STATEMENT

To provide a competitive, affordable, enjoyable and safe Rep Fastball Program, for girls representing the City of Waterloo.

We accomplish this mission by providing the following:

- Safe and happy environment in which girls have the opportunity to play softball
- Opportunity for participants to foster increased self-esteem
- Player Development Clinics
- Coaches' Clinics
- Organizational Leadership
- Quality Playing and Practice Facilities
- Quality Equipment
- Fund Raising Opportunities
- Experienced Coaches
- Administrative Support
- Organizational Stability
- Financial Management and Stability
- Positive Supplier Relationships

VALUES

As a rep program, committed to Fastball in Waterloo, we embrace the following values:

Program of Choice

- We will be recognized as having a first class rep program that retains its local athletes and attracts athletes from other centers.

Real Fun

- We recognize that winning, while important in a rep program, is not paramount. Our athletes must enjoy playing the game in our organization.

Integrity

- All of our dealings are characterized by the highest levels of honesty and fairness. We encourage and expect only the highest ethical practices in our dealings with coaches, players, parents, umpires and other organizations.

Development

- We are committed to developing our athletes, as fastball players, as teammates, and as leaders in our community. To do this we must be committed to attracting and developing only the best coaching available.

Enriched Experience

- Our players, parents and coaches will experience something more than just playing the game. We aim to deliver a positive experience that encompasses strong competition, an opportunity to develop to one's potential, a heightened sense of team, an enjoyable social atmosphere, and an opportunity to contribute to the success of the organization.

P R I D E – what we have in our program, teams, players, coaches, parents and volunteers

BY-LAWS & POLICIES

1. DESCRIPTION

A By-Law relating generally to the conduct of the affairs of the Representative division of the Waterloo Minor Girls Softball Association. Any item not covered in this document will be governed by the WMGSA Association By-Laws & Policies.

2. IDENTITY

All Waterloo Rep teams will be known as the Waterloo Ghosts and will have as their official colours Gold and Black and White and will be branded with the logo as defined in Section 1.A. of the Constitution.

Uniform style, colour and graphic design are the responsibility of the Board of Directors. The uniforms supplied by or approved by the Board are the only uniforms which are permitted to be worn by the players and coaches. It is not the right or responsibility of the Coaches/Managers to purchase uniforms, or apply non-approved crests or logos to the uniform.

3. STRUCTURE OF THE REPRESENTATIVE DIVISION

The affairs of the Representative division shall be managed by a Representative Committee comprised of the following: Vice President, Representative; Director of Coach and Player Development; Director of Special Events, Representative; and two Coaches' Representatives, one from a Gold team and one from a Black team. Jointly, this Committee is responsible for the direction of the rep program and the seasonal operation of it. This Committee is also responsible for the disposition of the rep fund, which is a separate account containing funds specifically raised by the rep program (through Special Events such as the Invitational tournament,) for the rep program. In order to meet the division's objectives, each member of the Representative Committee has important responsibilities that he/she must follow:

A. VICE PRESIDENT, REPRESENTATIVE

- Persons running for this position must have served as a member of the Rep Committee, the Houseleague Committee or the Board of Directors in the preceding year
- Should there be no person that fulfills this requirement willing to take on the position of Vice President, Representative, a member may be elected to fill this role, following proper voting procedures.
- Duties are as follows:
  - Represent the Rep Section at all Board of Directors meetings
  - Facilitate the selection of the Rep Committee
  - Call and chair all Rep Committee meetings
  - Ensure all coaches are aware of their duties re the Rep rules, and guidelines
  - Review the finances of each rep team
  - Sit of the Discipline Committee
  - Sit on the Coaches Selection Committee
  - Work with Director of Special Events, Waterloo Ghosts Tournament, Rep Banquet
  - With the equipment director, outfit Rep teams with appropriate equipment and uniforms
  - General administration of the Rep Program
  - Attend League meetings when required – Grand Valley, TriCounty, PWSA

B. COACHES' REPRESENTATIVES

- Attend meetings of the Rep Committee
- Represent all rep coaches as relates to the general operation of the rep program
- Make recommendations to the Board on changes to operation procedures in the rep program
- Administer the distribution of the rep fund, as part of the Rep Committee.

C. SPECIAL EVENTS, REPRESENTATIVE

- Shall be responsible for the Invitational Tournament
- Shall be responsible for the Rep Banquet
- Shall be responsible for other special events, as determined by the Board of Directors

D. DIRECTOR OF COACH AND PLAYER DEVELOPMENT

- Ensures that Coaching certification requirements are up-to-date
- Notifies coaches of available clinics
- Co-ordinates/schedules hosting of any coaching clinics
- Reviews, updates, gathers information, and gets word out regarding other available clinics (Pitching/Hitting/PWSA/etc...)
- Responsible for overseeing the training and development of coaches
- Responsible for overseeing the training and development of players
- Develops and implements a Coach Development Plan (after it's in place, reviews it annually)
- Responsible for the implementation of the Coach Development Plan and player development
- Liaises with other area fastball organizations to maximize the availability of clinics

4. DISCIPLINE COMMITTEE

There shall be a Discipline Committee chaired by the President of the WMGSA and the following three members of the association: Vice President, Representative; Vice President, Houseleague; Director of Player and Coaches' Development. The President shall vote only to break a tie. The Discipline Committee will follow and adhere to the Discipline Procedures of the Waterloo Minor Girls Softball Association, found in Section 12 of the Association By-Laws.

5. TEAMS

A. The Waterloo Ghosts Rep Program will support two (2) rep teams in each division, with one team known as the Gold team and the other team known as the Black team. Should there be only one team in a particular division, that team will be a Gold team. Should a third team be warranted, and should there be a prospective coach for said team, that coach will have the option to approach the Rep Committee with a written request for approval to create such a team. The Rep Committee will make a recommendation to the Board. The Board's decision will be final.

B. Both teams will play in leagues mandated by the Board of Directors. As of the 2018 season, all rep teams play in the Grand Valley Ladies Softball League. Coaches select their team's Tier based on the competitive ability of the team. A coach will have the option to approach the Rep Committee should he/she wish to play in a different league. Such requests must be made in writing. The Rep Committee will make a recommendation to the Board. The Board's decision will be final.

C. If a competitive team cannot be established at either level, in any division, by March 15th, it will be at the discretion of the Board of Directors to decide on the viability of fielding that team.

D. All players will play in the division that applies to their birth date. Players would have the option to approach the Rep Committee and apply to play in a higher division. Such requests must be made in writing, no later than two (2) weeks before tryouts. Approval will only be granted in the case of exceptional talent, and for no other reason. The Rep Committee will make a recommendation to the Board of Directors; the Board's decision will be final. Any girl wishing to play in a higher age group must first register in her proper age group before making application to play in a higher division.

E. All players must be registered before indoor sessions begin.

F. Any player participating in fall games/tournaments, who was not a member of the WMGSA in the previous season, must register and pay the full basic registration fee (including fundraising.) Should that player not make the team and decides not to play on another WMGSA team, the registration fee will be refunded, less an administration fee determined by the Board of Directors.

G. Rep players shall not play in any houseleague games.

H. All rep players must wear facemasks on their batting helmets.

I. All pitchers in Bantam and under divisions must wear an approved facemask while pitching. Players playing up a division are regulated by their actual division guidelines. The WMGSA highly encourages ALL pitchers in the rep program to wear such masks.

J. All call-ups must go through the coach of the team where the call-up plays. The coach requiring the call-up should advise of positions needed and a list will be provided of qualified players. The coach needing the call-up should then contact those families to field a call-up for the game required.

6. SELECTION OF COACHES

The Rep coaches will be selected using as neutral a process as possible – this is often difficult because many committee members are also rep coaches. The following outlines the process:

A. Applications for rep head coaching positions will be solicited starting in the middle of July of the year preceding the coaching year. Closing date for applications will be August 8th.

B. The Coaching Selection Committee shall consist of the following three people from the Board of Directors:

- Vice President, Representative
- Vice President, Houseleague
- Director of Coach and Player Development
- The President shall be the first alternate in case of a conflict

If any member of the Committee is also applying for a coaching position, has a child eligible to play rep in that division, or has any other personal conflict of interest, he/she shall declare a "conflict of interest" and step down from the committee for that division only. Members who step down will be replaced by alternates appointed by the Board of Directors, with the President to be the first possible alternate. There must be a minimum of three people on the Committee.

C. The Vice President, Rep will gather the applications and present them to the selection committee along with any other relevant information from the WMGSA coaches' files, and relevant information (i.e., feedback forms) from the current season.

D. The selection committee will evaluate each application using the following criteria:
- Written Application
- Philosophy
- Yearly plan
- Qualifications (Must be certified to the minimum level required by PWSA/Softball Canada)
- Previous coaching experience with WMGSA
- NCCP coaching level achieved, Seminars
- Other coaching experience
- Coaching staff and their qualifications
- Interview
- Presentation
- Questions and Answers
- Evaluations
- Feedback forms from the previous year;
- Phone calls made to Parents
- Incident Reports
- Written communications from parents (cannot be anonymous)
- Intangibles
- References

E. The Coaching Selection Committee will bring its recommendation to the Board of Directors for approval. The Board's decision will be final. All applicants will be provided with verbal notification of the decision.

F. As many head coaches as possible should be in place by August 25th, Gold teams first and Black teams second.

F. Head coach vacancies will be recruited as soon as possible, with qualifications again reviewed by the selection committee.

G. The Head Coach on a Rep coaching staff must have, or be registered in, the required NCCP level for that division, as specified by the PWSA.

H. A coach may be Head Coach of only one rep team. A Head Coach must have his/her coaching staff approved by the Board.

I. The Head Coach, as well as his/her coaching staff (including all assistant coaches, trainers, and team managers) must have a valid, current police records check. Starting in the 2010-2011 season, all of the aforementioned people must get a NEW police check. New staff must get a police check once they have been approved by the Board of Directors. All police checks must be renewed every three (3) years. Should a Head Coach or any member of his/her staff not produce a valid police check or a receipt to indicate that the police check process is in progress, he/she will not be allowed to take part in any indoor workouts, outdoor practices, or games until the police check has been provided.

7. SELECTION OF GOLD TEAMS

Gold teams are intended to be the best possible teams that the Waterloo Ghost Rep program can field. The following applies to the player selections for these teams:

A. Novice, Bantam and Midget teams, comprised of no less than twelve (12) players, will be selected by September 30th of the year prior to the upcoming season.

B. In the Mite and Squirt divisions, head coaches may, at their discretion, select teams in the fall of the year prior to the upcoming season. Should tryouts be held, the entire team will be selected unless there are not sufficient players in attendance.

C. Prior to March 1st of the playing season, a Gold team may add players to its roster, subject to the approval of the Board of Directors.

D. Official tryouts may start as early as mandated by the PWSA.

E. Tryout information must be communicated via the web site and other forms of social media. Individual communications may also take place, but cannot replace the others. Individual communications must not take the form of recruiting.

F. Mite and Squirt teams not selected in the fall must have team selections completed by March 1st of the current season.

G. Non-residents are subject to the residency definitions and rules in Section 9.

8. SELECTION OF BLACK TEAMS

Black teams are intended to be competitive development teams geared to Waterloo players. The following applies to player selections for these teams:

A. The Black team selection process may begin as soon as the Gold team is selected.

B. Black team players must first be selected from players who attended a try-out, but were not selected, for the Gold team. Other players may then be selected to complete the roster if necessary. A player who is selected for the Gold team but has a valid reason for declining that position, and who wishes to try out for the Black team, may make written application to the Rep Committee which, in turn, will make a recommendation to the Board of Directors. The Board's decision will be final. An exception may be made for Midget girls who attend school out of town. Such requests must be made in writing. The Rep Committee will make a recommendation to the Board. The Board's decision will be final.

C. Black teams must be selected by Mar 31 of the current season.

D. Non-residents are subject to the residency definitions and rules in Section 9.

9. RESIDENCY

In the absence of any residency rules and definitions by PWSA, or any of the leagues that the Ghosts play in, the following definitions and rules will apply to Waterloo Ghost rep teams. Should the PWSA or any league in which the Ghosts play, develop stricter (than the following) residency rules and definitions in the future, the WMGSA will adhere to those rules and definitions.

A. The following are rules to help define residency parameters:

1. Any player who lives in a town that falls within a 15 km distance from any boundary of the City of Waterloo, and does not have a rep centre to play in, will be considered a resident/non-import for the current season.

2. Any player who resides outside of Waterloo, but played on a WMGSA team in the previous year, is not considered an import for the current year.

3. Any other player is a non-resident/import.

B. 1. The number of non-residents/imports varies by division:

Division	Gold	Black
Mite	0	0
Squirt	0	0
Novice	2	0
Bantam	3	2
Midget	4	2

2. To fill out a team, any number of non-residents/imports is allowed, up to a maximum of 50% of the team roster. If more than 50% of a team is to be made up of non-residents/imports, there will be no team at that level in that division that year.

3. Should a coach believe that a Waterloo player is not capable of playing at this level, and wish to replace her with a non-resident/import, he/she must present his/her case to the Rep Committee which, in turn, will make a recommendation to the Board of Directors. The Board's decision will be final.

4. The Board of Directors, at their sole discretion, may waive the import player guidelines whenever they feel that this will benefit the association as a whole.

10. RELEASE OF PLAYERS

A. Coaches and/or Team Managers may not issue a Release representing the Association. Releases may only be obtained by written request, stating the reasons for the Release and forwarded to the Board.

B. Releases will not be issued until the person requesting the Release has returned all property of the team, or has paid the cost of the same.

C. Only the President or Vice President, Rep, after consultation with the Board, may issue and sign a player release form representing the Association.

11. PARENT REPS

Each rep team shall have a Parent Rep who will serve as a liaison between the parents and/or players and coaching staff and/or the association

- shall be selected by the other parents by consensus
- shall not be related to the coach
- shall be one of the designated signatories for the team's bank account

12. TEAM FINANCES

The Waterloo Ghost Rep teams control their own finances, and must adhere to the following process:

A. Each Rep team is responsible to set up a bank account each year for their team finances. The Name of the account will reflect the team that owns it - for example 'Waterloo Ghosts Novice Gold'. The accounts will be set up with no overdraft available. Many banks offer community accounts with reduced or no bank charges.

B. All financial transactions for each team must flow through these team accounts – exception – if individual player items are ordered and paid for by each individual directly with the vendor.

C. Parents, if asked to contribute funds, will be instructed to write the cheques to the team account, NOT to any member of the team staff. Similarly for sponsors, or any other source of income.

D. Payment for team expenses must be through the team account, by cheque -- no cash transactions are allowed – no bank cards will be issued.

E. The team account will require 2 signatures. The two signing officers may not be related.

F. No funds will be advanced by WMGSA. Ample time is available for fundraising, or collection from parents.

G. At the end of the season, now defined as no later than October 31st of any year, any remaining funds in the team accounts will be returned to the applicable players/parents. In the event that there are insufficient funds in the account, the outstanding liability is the responsibility of the players/parents from that team. Once all funds have been dispersed the accounts are to be closed.

H. Reporting: Bank statements are to be mailed directly to one of the signatories. A team budget must be prepared and submitted to WMGSA by no later than April 30th of the current season. The team budget requires the consensus agreement of the players/parents. A minimum of two (2) Team Financial Reports are to be provided to the players/parents <u>and</u> to WMGSA. The minimum reports required are the June 30th Year-To-Date report and the Final Report for the Year. The June 30th YTD report is due by no later than July 15th and the Final Report is due by no later than November 15th. The two signatories are accountable to their team for the team finances and therefore must maintain copies of supporting documents.

I. Parents of all teams should be made aware of this process early in the team's existence, with it made clear that any concerns with respect to a team's finance should be addressed first with the parent rep. Only then, failing satisfaction should they raise their concerns to the VP Rep.

J. The WMGSA will cover the following expenses for each of its rep teams:

- League entry fee
- PWSA affiliation and qualifiers
- Provincial fee
- Fields & Umpires for league games up to a maximum of 12; should a team not have 12 home games in its league schedule, the association will cover the cost of fields & umpires for exhibition games until a maximum of 12 home games have been played
- Indoor time, at discretion of the executive and subject to budgetary constraints
- Year-end tournament fee

K. The Waterloo Minor Girls Softball Association will not provide extra money for teams going to the provincial championships. However, funds permitting and subject to approval by the Board, the association will provide $1000 to each WMGSA team attending an out-of-province championship (such as Canadians or eastern Canadians) and $100 to a player attending an out-of-province championship (such as Canadians or

eastern Canadians) with another team. If a team attends an in-province Canadians or eastern Canadians championship, the WMGSA will cover the entrance fee to a maximum of $500.

L. The Waterloo Minor Girls Softball Association will provide teams that win a provincial championship with the means to recognize their accomplishment. Funds permitting and subject to approval by the Board, the association will provide $50 per player and $50 per coach (to a maximum of four coaches) for such recognition.

M. The Waterloo Minor Girls Softball Association will purchase a ticket for the PWSA Awards Banquet for any member of the association who wins a PWSA Award (presented at the Banquet.)

13. REP FUND

A. Net profits from rep division fundraising events will go into the rep fund.

B. All financial transactions for rep division fundraising events must be accounted for separately.

14. COACHES RESPONSIBILITIES

A. Coaches are responsible for ensuring that each player plays 50% of the innings over the course of a season. The only exceptions will be players who are benched for a specific period of time for disciplinary reasons (missed practices, etc.) This rule will not apply during Regional, Provincial, National or League play-off competitions or qualifiers or during medal games in tournaments.

B. The head coach is responsible for submitting a written report to the Vice President, Rep on any occasion where a player or coach is ejected from a game. Failure to file a report will be considered an action detrimental to the game as per Section 11.C. in the Association By-Laws and Policies.

C. Coaches are responsible to develop skills and teach the players about the game, while ensuring that the players have fun. Coaches will be organized and let the parents and players know what is going on well ahead of time.

15. EQUIPMENT

A. Coaches are responsible for the well-being and return of all WMGSA-issued equipment. If any equipment is broken or lost, the Director, Equipment must be notified as soon as possible. Each team will provide the WMGSA with an equipment deposit cheque in an amount to be determined by the Board of Directors on an annual basis.

B. The Waterloo Minor Girls Association will supply each team with a coach's shirt for each member of the coaching staff to a maximum of four coaches' shirts per team.

C. Articles that are purchased by the team that are of a non personal nature – e.g., a bat, must be turned in to WMGSA with the team's equipment and uniforms. Further, any equipment purchased for the team with money received from a sponsor is the property of WMGSA. Sponsorship monies are being solicited and donated to a team, not personally to a Coach. Any equipment purchased with these monies must be accounted for and turned in at the end of the season.