

'TWIN CITY ANGELS SOFTBALL' PARTNERSHIP AGREEMENT

TWIN CITY ANGELS SOFTBALL NAME

The name of this partnership is "Twin City Angels Softball", or commonly referred to as TCAS.

Operation of this partnership is to be chiefly carried on within the City of Warman, the City of Martensville and the surrounding area, within the Province of Saskatchewan.

The address of the Association to which communications may be sent is located at P.O. Box 27,
Warman, Sk., S0K 4S0.

DEFINITIONS

"Partnership" refers to Twin City Angels Softball

"TCAS" refers to Twin City Angels Softball

"MASA" refers to Martensville Amateur Softball Association

"WMSA" refers to Warman Minor Softball Association

"Executive" refers to '4' voting members from each of WMSA and MASA who shall be the officers of TCAS. The Presidents of each Association shall alternate Chair of TCAS Executive meetings based on odd/even years. In odd years, the Chair shall be the WMSA President and he/she shall only have voting power in the event of a tie; and during even years, the MASA President shall be Chair of TCAS and he/she shall only have voting power in the event of a tie.

"Year" means the period from November 1st in any calendar year, and up to and including October 31st in the same year.

"Fiscal year" means the period from January 1st in any calendar year, and up to and including December 31st in the same year.

“Active member” means any adult who during the current fiscal year was on the TCAS Executive, was a parent/guardian of a girl registered with TCAS, a coach, or an umpire with TCAS.

TCAS MISSION STATEMENT

The **TWIN CITY ANGELS SOFTBALL** partnership exists for the specific purpose of developing a competitive girl’s softball program whose goals are to develop players at the highest possible level.

The TCAS program demands that our athletes are goal oriented and driven, with the work ethic and understanding necessary to realize their potential of playing the game at the highest level. An aggressive desire for competition combined with the development of softball skills through exceptional coaching and advanced training is of great importance.

We aim to promote both sport and life skills achieved through commitment, hard work, teamwork, physical well-being, and, of course, having FUN.

Remember, softball is a game and is the basis we use to help our athletes mature into responsible, independent, young women.

PURPOSE

TCAS Partnership shall be responsible for the development, improvement, promotion and regulation of girl’s minor softball within the boundaries of TCAS and within the framework of Softball Saskatchewan and Softball Canada (CASA).

TCAS shall provide an opportunity for girls in all age categories to learn and develop softball skills at a competitive level.

The purpose of TCAS is to promote organized softball within the community, to foster goodwill and sportsmanship, to provide recreation and develop physical skills, to encourage healthy lifestyles, and finally, to provide an opportunity for the girls of the City of Warman, the City of Martensville, and surrounding area to enter into Provincial, Western or National competitions.

TCAS MEMBERSHIP

The TCAS partnership shall consist of any parent/guardian of a player who is registered with TCAS during the current season, coaches, umpires, and Executive members who have been involved with TCAS during the current fiscal year.

Persons not of suitable character and temperament may be refused membership by a vote of the majority of the Executive.

TCAS PARTNERSHIP EXECUTIVE

The TCAS Partnership Executive shall consist of equal representation from each of the Martensville Amateur Softball Association and the Warman Minor Softball Association and are answerable to those Associations at all times. There shall be '4' representatives from each Association in addition to the President of each Association. Names are to be provided at the first meeting of the year and representatives must be in attendance to vote; substitutions are not allowed.

Positions to be filled annually are Treasurer; Secretary; Co-ordinators for each of Squirt, Pee Wee, Bantam, Midget; Equipment Co-ordinator; and Merchandise Co-ordinator.

REMOVAL FROM POSITION

If any Member of the TCAS Executive or a Coach of a TCAS team appears on any playing field where softball is being played under the auspices of TCAS, and is under the influence of alcohol and/or drugs, he/she shall be removed from their position immediately.

GOOD STANDING

To be a member in good standing, you must have fulfilled the requirements for membership by ensuring your registration fees are paid in full. (See Registration Process/Fees under Policies and Procedures)

NOT IN GOOD STANDING

To be a member not in good standing, the player/parent has voluntarily withdrawn from membership, been expelled or suspended, or is currently subject to disciplinary action by the Partnership.

EQUIPMENT PURCHASES

The TCAS Equipment Co-ordinator shall be the only individual allowed purchasing rights for softball equipment.

PURCHASE LIMITATIONS

Purchasing limits without authorization is \$100. Any purchase greater than this amount must have approval of the TCAS Executive before the sale is finalized.

TEAM MERCHANDISE

All team merchandise shall be ordered from the TCAS Equipment Co-ordinator who will use the services of a vendor approved by the Executive.

FINANCIALS

A bank account shall be set up at Affinity Credit Union (either the Warman or Martensville branch) and must have two signing authorities from each Association. All cheques issued must have the signature of the Treasurer and one of the three remaining signatures.

All financial books of the TCAS Partnership are required to be in order and properly kept.

All payments required to be made by TCAS shall be made by cheque under the signature of two officers. There are to be no CASH payments.

At year-end, a Financial Statement must be presented to the membership for their consideration and approval.

All TCAS teams shall submit a Year-End Financial statement to the TCAS Executive by August 31st of each year indicating team income and expenses. All team profits must be dispersed at the end of the season either by reimbursing team players, giving to a charity of choice, or to the TCAS organization.

TCAS EXECUTIVE MEETINGS

TCAS partnership Executive shall meet bi-monthly (that is every 2 months) or more often, if required. Members shall be notified by email '7' days in advance of when a meeting is to take place or it could be pre-determined from one meeting to the next.

The Agenda shall be emailed out at least '3' days in advance of the meeting.

Any Executive member who misses 3 consecutive meetings, without due cause to the President, shall be removed from the Executive. They shall be informed that they are no longer a member of the Executive and a replacement shall be made from the appropriate Association.

A minimum of '6' members from the TCAS Executive shall be present at a TCAS Executive meeting in order to conduct business of the organization.

YEAR-END MEETING

A Year-End Meeting of TCAS shall take place on the 3rd Wednesday in September of each year at a time and place to be determined by the Executive.

Notice of meeting shall be emailed to all members '14' days in advance of the meeting and must also include the Agenda for the meeting.

AMENDMENTS

Any changes to this agreement shall be agreed to by a minimum of '6' TCAS Executive members.

CONFLICT OF INTEREST

If a conflict of interest arises at a meeting, the member involved shall remove herself/himself from any discussion/decisions.

GRIEVANCES

All grievances shall be forwarded to the President and reviewed by the TCAS Executive.

EXTENUATING CIRCUMSTANCES

The TCAS Executive shall have the authority to make decisions on any issue not specifically addressed in this agreement.

INSURANCE

TCAS Partnership shall ensure that insurance is purchased to cover the cost of equipment and uniforms.

DISSOLUTION

The Partnership shall be dissolved, if deemed necessary by the members, in a majority vote at the AGM or a special general meeting. Any assets or remaining funds, after payment of liabilities, shall be returned to the providers, that being WMSA and MASA; or similar softball programs; or local charities.

POLICIES AND PROCEDURES

REGISTRATION PROCESS/FEEES

Registration and PAYMENT IN FULL of fees for the TCAS program is to be done ONLINE.

The current registration fee for all participants in TCAS is \$250.00. This amount is subject to change yearly.

Requests for a refund or cancellation must be submitted before the season commences. A non-refundable Administration Fee of \$75 will be deducted from the fee if it is deemed that the fees are refundable.

Registration fees not paid in the time frame allotted shall be subject to a LATE penalty fee of \$50.00.

If fees are not PAID IN FULL by January 31st of each year, a player shall not be allowed to be named to any team or allowed to participate in any TCAS activity.

Players who register late shall only be accepted based on registration numbers and team availability.

All players shall be accredited with a Softball Association within Saskatchewan.

COACH SELECTION

Head Coach applications shall be submitted in writing, in confidence, to Box 27, Warman, Sk. S0K 4S0; or by email to treasurer@warmanminorball.com before August 31st of each year. Included in the application must be copies of a Criminal Record Check (to be administered by either the City of Warman RCMP or the City of Martensville RCMP) and the Respect in Sport verification.

Applicants must have the following qualifications as dictated by Softball Saskatchewan:

- CSOP (up to Squirt)
- Comp Intro (Pee Wee and up)
- Comp Development
- Respect in Sport

Head Coach applicants shall also provide the list of courses they have qualified for and achievements of past softball accomplishments within TCAS, WMSA or MASA.

The Selection Committee for the coaching positions shall be the TCAS Executive. This Committee shall consider all information provided on the application, in

addition to player/parent survey results from the previous year of recent coaching, if applicable, and personal references. If there is a 'conflict of interest' pertaining to an application, individual(s) shall remove themselves from any discussion/decision.

A coaching package will be distributed prior to the commencement of each season and will include:

Procedure for booking indoor rental space at either The MAP or The Legends

Rules for rental facilities at each facility

Cancellation procedures at each facility

Team responsibilities and liabilities

Financial Report guideline for year-end report from each TCAS team

Equipment Return Procedure

Jersey Return Procedure

The Head Coach shall be authorized to select her/his Assistant Coaches with final approval by the TCAS Executive.

TRYOUTS/EVALUATIONS

All division tryouts/evaluations for TCA softball are OPEN and shall be held annually in the fall.

Squirt	U12
Pee Wee	U14
Bantam	U16
Midget	U18

Information pertaining to tryout dates shall be posted on both Martensville and Warman websites in early August as well as emailed out to all past year participants of the TCAS program.

If a player is medically unable to attend a tryout, the player or parent/guardian shall make that known to the TCAS Executive before the final tryout. The Executive shall then take that into consideration when selecting final rosters.

Tryout fees:

There is NO charge for those players who played on a TCAS team in the previous softball season.

For those players trying out who are non-members, the tryout fee is \$50.00.

Evaluation protocols from Softball Saskatchewan shall be used each year.

TEAM SELECTION

Following tryouts/evaluations, the Head Coach shall select the top '17' players, which shall include the top '2' pitchers, who qualified in the evaluation procedure to participate in the winter program. At the conclusion of the winter program, the Head Coach shall then select her/his team and submit her/his recommendation to the TCAS Executive for approval.

Team composition should consist of at least 12 players.

Transfer of players from a 'B' team to an 'A' team shall be done at the discretion of the coaches concerned and with the approval of the TCAS Executive.

Roster adjustments shall be referred to the TCAS Executive for approval.

Players requesting a release after the season has commenced shall not receive a refund.

No girl shall be allowed to play under the auspices of TCAS unless she is registered with TCAS and has had her parent/guardian sign the required consent form and has paid the registration fee in full.

PLAYER RELEASE/DISTRICT TRANSFERS

A player release shall only be granted to a TCAS member if TCAS does not offer a team in their respective age group.

A player release and district transfer shall be granted to any player who is not a member of TCAS that is not selected to one of TCAS teams.

A player release and district transfer request must be made in joint submission to the Presidents of MASA and WMSA, The Executive will then review the application for release.

Deadline for 'A' transfers is February 15th of each year; deadline for 'B' transfers is April 15th of each year.

DIVISION CO-ORDINATORS

The Division Co-ordinator of a specific age bracket shall be the first person contacted in the event there is a conflict or area of concern.

Division Co-ordinator's names, email addresses and telephone numbers shall be stated on both the MASA and WMSA websites.

PRACTISE TIMES/CANCELLATIONS

An allotment of \$500 is granted to teams wishing to practise indoors before the season begins. Any usage over that amount is the financial responsibility of the team.

Cancellation of indoor time at The Legends shall be made:
4 weeks in advance

Cancellation of indoor time at The MAP shall be made:
1 week in advance

JERSEYS

Prior to the commencement of the season, coaches are to collect from each parent/guardian a post-dated cheque dated August 31st and payable to TCAS for team jersey(s) assigned. All cheques are to be given to the TCAS Treasurer.

The post-dated cheque will be \$75 if the team only wears one jersey; and if a team wears two jerseys, the cost will be \$100.

Jerseys are to be returned to the Head Coach within 2 weeks of the completion of the team's season in clean condition. If a jersey is not returned or returned in clean condition, the parent/guardian shall be charged and the cheque cashed. When a jersey(s) is returned in clean condition, the cheque shall be destroyed.

EQUIPMENT DISTRIBUTION

All equipment shall be signed out to respective teams at the beginning of the season and must be signed back in when returned. Any equipment that is lost or stolen during a season shall be replaced by the team as they are responsible for the property of the TCAS organization.

Upon receipt of the equipment, coaches shall provide a post-dated cheque dated August 31st for \$300 and payable to TCAS for the equipment assigned to their team for the upcoming season. All cheques shall be given to the TCAS Treasurer. If not all equipment is returned at season end, the team shall be

required to pay for the specific items. If all equipment is returned at the end of the season, the cheque shall be destroyed.

A date shall be determined in mid-April for equipment pick-up at the Warman Storage Centre. Coaches will be contacted.

It shall be mandatory that masks for U12 girls are worn when playing the positions of pitcher, 1st base or 3rd base.

All equipment shall be returned to the Equipment Co-ordinator within 2 weeks of completion of the season.

FUNDRAISING

Proceeds from any and all events sponsored by TCAS are to be deposited directly into the

TCAS bank account and to be used by the TCAS Partnership in areas pertaining to the betterment of softball in the community for all of our girl's teams.

TEAM SUPPORT

A donation from TCAS to those teams who represent this organization in further softball competition shall be as follows:

Westerns (out-of-province)	\$1,000.00
Westerns (local)	\$ 500.00
Nationals (out-of-province)	\$1,000.00
Nationals (local)	\$ 500.00

SURVEYS

Establish a survey form to be used annually that shall be completely CONFIDENTIAL with no one knowing who submitted the survey unless an individual chooses to sign their name.

All surveys shall be sent out prior to fall tryouts.

Surveys shall be sent out to:

Parents to comment on past season

Players (U14, U16 and U18) to comment on past season

Coach's evaluation on **players** for the past season

Coach's evaluation on **pitchers** for the past season

ALL results shall be submitted to the TCAS Executive for their information.

**** ENJOY AND MAKE SOFTBALL PART OF YOUR LIFE ****