

**CONSTITUTION AND BYLAWS OF THE  
HALTON HAWKS GIRLS FASTPITCH ASSOCIATION  
ESTABLISHED 1996.**

**1. NAME**

1.0 This organization shall be known as the: HALTON HAWKS GIRLS FASTPITCH ASSOCIATION. Hereinafter referred to as the H.H.G.F.A.

1.1 The HHGFA will operate two division of play: Travel and House League ball. Teams in the Travel divisions will use the organizational name HALTON HAWKS GIRLS FASTPITCH ASSOCIATION, while teams in the house league will be recognized as the Halton Hills Hawks

1.2 All representative teams shall be known as "The Hawks"

1.3 The official team colours be Red, White and Black. In the event additional colours are required for House League, acceptable colours are Coal Grey and Royal Blue.

**2. AIMS AND OBJECTIVES**

2.1 To provide the opportunity for female youth to participate in amateur softball within the geographical boundaries of Halton Hills.

2.2 To develop and encourage good sportsmanship and fellowship between all participants for the betterment of their physical, mental and social well being.

2.3 To sponsor and promote such athletic, social and other activities as may contribute to the moral and financial welfare of the organization

**3. AFFILIATION**

3.1 The H.H.G.F.A. shall co-operate with the Halton Hills Parks and Recreation Department with respect to their guidance, provision of office services and playing facilities. All liaisons with the Department shall be conducted through the Director of Parks and Recreation or appointed representative thereof. The H.H.G.F.A. shall co-operate with the Halton Hills Parks and Recreation Department with respect to their guidance, provision of office services and playing facilities. All liaisons with the Department shall be conducted through the HHGFA Secretary or delegate. No coach or other league Executive should be contacting the TOHH Representative on behalf of the club.

3.2 The H.H.G.F.A. shall have the authority to impose suspension on any participant who affiliates with another fastpitch league or fastpitch series without the express written permission of the H.H.G.F.A. executive prior to any such affiliation.

3.3 A bonafide member of the H.H.G.F.A. is a girl who is registered and whose dues and fees are paid. The player, parents and/or guardian must have a signed Letter of Commitment as issued by the Halton Hawks Girls Fastpitch Association. In addition, bonafide member status is also extended to the parents

and/or guardians of a registered girl whose dues and fees are paid. Executives, Directors, Standing Committee Members, Team Coaches, and Team Managers are also bonafide members.

3.4 The HHGFA shall be affiliated with the Provincial Women's Softball Association (PWSA), providing Representation ball under the name of *Halton Hawks* in the Peel/Halton Girls Fastpitch Association; Select ball under the name of *Halton Hills Hawks* in the Ontario Select Softball Tournament Association/PWSA; and *Halton Hills Hawks* in house league softball in association with the Halton Girls Softball League and other bodies with similar interests as noted and in the manner prescribed in the Bylaws of the HHGFA. No amalgamation with or annexation of other associations may be made without approval of the voting members of the HHGFA at either the Annual General Meeting or Special Meeting as provided herein.

#### **4. ELIGIBILITY**

4.1 Participation in the H.H.G.F.A. seasonal program shall be open to all females who are deemed to have reasonable skill as determined by the coaches of the H.H.G.F.A. The Organization shall try to incorporate players that live within the boundaries of the Halton Hills area. Participating in the HHGFA House League program is open to all eligible athletes, defined by PWSA Guidelines, living within the Halton Hills community, provided that she is not carded to a Fast Pitch/Softball/Baseball program in the HHGFA or another organization.

4.2 Whose ages are within the age groups specified on the tryout or registration posting. In both, House League and Rep/Travel program, a written request can be submitted to the Executive to have a player “play-up” in the next higher age group. Individual requests will be evaluated on a case-by-case situation and decided upon by a vote of the Executive voting members. All decisions are final. Players registered and currently rostered who are “playing-up” as of October 2021 will be grandfathered in and allowed to continue as is.

4.3 No player may practice or play with a HHGFA House League or travel team during the regular season until the treasurer has received the full payment by April 15<sup>th</sup> and the player is registered. Families with extenuating circumstances may appeal to the Executive committee for financial assistance or to arrange an alternative payment schedule.

4.4 No player may attend a HHGFA House League or winter development clinic without completing the registration process, along with payment.

4.5 The HHGFA will consider refunds for House League registration when a written request is submitted by email to haltonhawks@outlook.com. Requests submitted prior to the start of the season are eligible for a 75% refund minus a \$25 handling fee. Requests submitted once the season has begun are not eligible for a refund.

4.6 On a case by case situation a family can request a refund after the start of the season by contacting the appropriate Director of House League for their age division. The Director of House League would present the situation to the Executive Officers and a decision would be made.

EXCEPTION: That we include the classification of Junior Women's as set by the Provincial Governing Body

## **5. EXECUTIVE**

5.1 The executive officers of the H.H.G.F.A. for each operating year shall be the:

- President
- Vice-President
- Past President (if available)
- Secretary
- Treasurer
- Director of Tournaments
- Director of Junior Travel Teams (U11/U13)
- Director of Senior Travel Teams (U15/U17/U19)
- Director of Junior House League (Learn-To-Play/U7/U9/U11)
- Director of Senior House League (U13/U15/U17/U21)

5.2 The president or designate shall appoint, subject to the approval of the Executive, individuals to fill vacancies in the Executive that occur during the year.

5.3 The Executive may approve a new Executive Officer position(s) during the operating year in order to support expanding responsibilities of the Executive that may occur over time.

## **6.0 ELECTIONS**

6.1 Those members who have served 2 consecutive years on the Executive shall be eligible personnel as an officer. Members interested in running must notify the nomination committee 30 days prior to the AGM. If no one meets this criteria, an exception will be made.

6.2 The Executive shall appoint a nominating committee of not more than three H.H.G.F.A. personnel, one of whom should be the Past President. The nominating committee shall present to the annual meeting a slate of personnel eligible for office, who have signified their willingness to hold office. The number of personnel nominated shall be as a minimum sufficient to fill all current vacancies in the various office concerned.

6.3 At the annual general meeting, opportunity shall be provided for the proper registration of nominations from the floor. Any such nominees must be confirmed as eligible for office, (ref. 11.4) their names shall be added to the slate of eligible personnel submitted by the nominating committee.

6.4 Following the opportunity for nominations from the floor, voting shall be conducted by means of a secret ballot for each of the Executive.

## **7. TENURE OF OFFICE**

The President, Vice-President, Treasurer and Secretary shall hold office for a three-year term.

Subsequent re-elections shall be three-year terms.  
Director of Junior Travel Teams shall hold office for a two-year term.  
Director of Senior Travel Teams shall hold office for a two-year term.  
Director of Junior House League shall hold office for a two-year term.  
Director of Senior House League shall hold office for a two-year term.

## **8. MANAGEMENT**

8.1 The management of the H.H.G.F.A. and administration of the various functions related thereto shall be vested in the Executive. This Executive shall have power to take any reasonable action necessary within the terms of the Constitution and Bylaws and to enforce compliance with the Rules and Regulations as appended hereto.

8.2 The Executive shall:

- a) Appoint standing committees, officials and personnel considered necessary for the efficient administration and co-operation of the H.H.G.F.A.
- b) Conduct up to 12 with a minimum of 10 monthly executive meetings per year.
- c) Have the power to investigate and render decision on any matter not specifically covered in the Constitution and Bylaws of the H.H.G.F.A. and the Rules and Regulations appended hereto.
- d) Hold office until the initial meeting of the incoming Executive, but no later than November 1st, in any one year.

## **9. CONDUCT OF MEETING**

9.1 Quorum: 50% plus 1 of the current Executive in attendance shall constitute a quorum for any Executive meeting.

9.2 Voting: Each member of the Executive shall have a single vote, except the President. The President shall make no motion of amendment while in the chair, however, the President shall have the right to pass the duties of the chair over to the Vice-President and be able to make a motion or recommendation as part of the Executive, having the same voting privileges as any Executive member. While in the chair, the President or Vice-President, shall not vote unless the vote is equally divided, at which time he or she cast the deciding vote. Elected members have votes at executive meetings. Team representatives are welcome at meetings, but they would not have a vote. Director of division absent from meeting, may delegate voting another member. Where there is conflict of interest recognized by the board, the Executive member must abstain from the vote.

9.3 Order of Business: The order of Business shall be:

- Call meeting to order.
- Reading of the minutes of the previous meeting.
- Correspondence
- Business arising out of the minutes.

- Unfinished business
- Appointments of personnel, as required
- Treasurer's report
- Reports of committees
- Other reports
- New business
- Adjournment

9.4 The next meeting must be scheduled before the adjournment of the current meeting.

## **10. DUTIES OF EXECUTIVE**

10.1 The PRESIDENT: Shall reside at all meetings of the H.H.G.F.A. Executive. He or she shall call all meetings as deemed by him or her to be necessary, or when requested to do so by half or more of the Executive personnel. He or she shall enforce, personally or by delegated authority, due observance of the H.H.G.F.A. Constitution and Bylaws, to decide questions or orders and conformance with the Rules and Regulations as appended hereto. He or she shall be signing officer together with the Treasurer on all contracts or other legal matters. The President will be a member of all sub-committees exfoliation.

10.2 In absence of the President, the Vice-President shall be empowered to act as the signing officer together with the Treasurer, on all contracts and other legal matters

10.3 The VICE-PRESIDENT shall be the assistant to the President and shall assume related responsibilities in the absence of the President and be the Liaison for the Representative Teams.

10.4 The SECRETARY AND TREASURER shall:

- a) Maintain accurate records of the proceedings of the H.H.G.F.A.
- b) Maintain a current register of all Executive personnel, team managers, coaches and umpires, including addresses and telephone numbers.
- c) Conduct all correspondence of the H.H.G.F.A.
- d) Maintain a current record of all decisions and appointments.
- e) Confirm assigned duties in writing as required.
- f) Promulgate all notices of meetings.
- g) Conduct and properly record all financial transactions of the H.H.G.F.A.
- h) Preside over committee designated to prepare the annual Budget to be presented and approved by the Executive.
- i) Affix his/her signature and obtain the President's signature on all cheques.
- j) Prepare and submit an annual financial statement to the Executive.
- k) Submit interim reports at other times as requested.

10.5 The PAST PRESIDENT shall be empowered to participate in the deliberation of the H.H.G.F.A. with voting power and in general act in an advisory capacity.

10.6 The DIRECTOR OF JUNIOR and SENIOR REP shall be generally responsible for the program in their respective age category and be a liaison providing support for the coaches in communicating H.H.G.F.A. bylaws and codes of conduct.

The COACHES of U11/U13/U15/U17/U19 REP TEAMS shall be generally responsible for the program in their respective age category and more particularly for the recruiting, supervision and moral conduct of assistant coaches and players. The COACHES shall also be specifically responsible for the proper completion of his/her team budget and financial records. The COACHES shall also be responsible for the procurement, custody, controlled distribution and maintenance of all team equipment.

10.7 The DIRECTOR OF JUNIOR and SENIOR HOUSE LEAGUE shall be generally responsible for the program in their respective age category and be a liaison providing support for the coaches in communicating H.H.G.F.A. bylaws and codes of conduct.

The COACHES of LTP/U7/U9/U11/U13/U15/U17/U21 HOUSE LEAGUE TEAMS shall be generally responsible for the program in their respective age category and more particularly for the recruiting, supervision and moral conduct of assistant coaches and players. The COACHES shall also be specifically responsible for the proper completion of his/her team budget and financial records. The COACHES shall also be responsible for the procurement, custody, controlled distribution and maintenance of all team equipment.

10.7.1 THE DIRECTOR OF JUNIOR HOUSE LEAGUE will act as a liaison to the Milton Bats for junior league interlock, collaboratively build an interlock game schedule, attend Milton Bats board meetings if requested, and receive/provide rain-out information between organizations.

10.7.2 THE DIRECTOR OF SENIOR HOUSE LEAGUE will sit as a board member with the Halton Girls Softball League (HGSL) and historically holds a position of Secretary within the HGSL board. THE DIRECTOR OF SENIOR HOUSE LEAGUE will act as a Convenor for a division within the HGSL and thus is responsible for the oversight of that division including: scheduling, rainouts, and score reporting. The Convenor also handles any and all rule changes and parent comments/concerns for that division. The Convenor must be on-site for all HGSL gala days and playoffs.

10.8 Each season the HHGFA will determine the preferred vendor for uniforms and Spirit wear for the coming season. All teams and Coaches representing the HHGFA will wear the appropriate uniform as chosen by the Association. The costs for these uniforms will be a part of the fees paid to the Association. No team shall wear a different uniform or obtain other clothing without the written consent of the Executive Committee.

## **11. ANNUAL MEETING**

11.1 The annual meeting of the H.H.G.F.A. shall be held no later than October 31st. of the current playing season. The President shall prepare the proper agenda for this meeting and provide copies for those in attendance.

11.2 Notices of motions or Constitutional amendments for consideration at the annual meeting shall be submitted in writing to the Secretary and received by him/her 30 days prior to the annual general meeting. Correspondence or other matters for consideration at the annual general meeting shall be submitted in writing to the Secretary and received by him/her prior to the annual general meeting.

11.3 No article or law of this Constitution shall be altered or rescinded or a new one introduced except at the annual meeting and then only by consent of two-thirds majority of the eligible voting members present.

11.4 Eligible voting members are: Executive Members

11.5 The President shall be responsible for calling the first meeting of the new Executive following the annual meeting.

## **12. RULES AND REGULATIONS**

12.1 All H.H.G.F.A. personnel and participants shall be subject to and comply with the Rules and Regulations as appended to the Constitution and Bylaws.

## **13. FINANCES**

13.1 Association Finances will be managed by the HHGFA Treasurer and will be reviewed at each Executive meeting.

13.2 The bank of the HHGFA Association is Tandia Bank. All team accounts and league accounts must be at this bank. There are no exceptions.

13.2.1 The Association will have two accounts as House League and Travel teams' finances will be managed separately.

13.2.2 Each Rep team will have their own, separate team account at the bank chosen by the HHGFA. The name of the account will reflect the team that owns it. ie. Halton Hawks 2007. There must be a minimum of 2 unrelated, signing officers on each team account. Each season the account will start at a zero balance and then will reflect a zero balance at the end of the season, with money refunded to each family at the end of the season. NO OTHER ACCOUNT CAN BE HELD BY ANY TEAM.

13.2.3 All financial transactions must flow through the team account and be reflected in the team's financial statements. All funds from parents, sponsors or any other form of income, must be made out by cheque or e-Transfer to the team account. No incoming funds are to be paid directly to any team member or staff. All team related transactions must be made through the team account

13.4 Team budgets are to be prepared and submitted to the players/parents and cc'd to the President of the HHGFA by January 30th.

13.5 Coaches are responsible for providing the league Treasurer with a copy of the bank statement at the end of the season reflecting a maximum balance of \$20, along with a completed financial statement outlining all expenses and income, that is provided to each player's family at the end of the season, showing all expenses and income for the season no later than September 20th of any year. In the event that the report is not submitted on time the account will be put on hold until the required documents are received by the Treasurer.

## **14. FUNDRAISING**

14.1 The HHFGA holds one major fundraiser each season, The Annual May Classic Tournament hosted by the HHGFA travel teams is a major fundraiser for the league. All travel teams are expected to participate in hosting the tournament and a committee will be formed to delegate responsibilities. In recognition of parent/player participation in hosting, the HHGFA will waive the tournament entry fee for Halton teams participating in the tournament. If your teams division does not obtain enough registration to run, a consideration will be made by the Executive as to whether or not your team can be compensated for the entry fee. It will be expected that if this is being asked, that the requesting team be available to volunteer its time, player and parent for the HHGFA tournament.

14.1.1 Each travel team is expected to provide parent volunteers for the tournament. If a team does not provide volunteers, the team will be required to pay the entry fee for the tournament.

14.2 All funds raised at all locations of the HHGFA tournament are to be collected and applied to the league account. No team is to run their own fundraising initiative during that weekend. The profits go towards reaching Association goals and betterment of the entire organization.

14.3 Each travel team will be able to raise funds to help offset the team fees. Fundraising activities should be planned and be presented to the parent group as a whole during the team meetings and documented in each teams budget.

## **15. EQUIPMENT**

15.1 All equipment will be managed by appointed person at the AGM for the upcoming season. All House League teams will be provided team bags, which will be inspected for quality and ensuring they are in good working order. It is the responsibility of the Coach of each team to return all the equipment to the appointed person after their last scheduled game of the season.

15.2 Each Head Coach (HL and travel) will be provided a key for the Hawks Equipment room at the Fairgrounds. It is the responsibility of all parties that have access to that room to keep it in a clean and organized way.

15.3 All catcher's equipment, balls, bases, tape measures, hammers, and tees within the Hawks Room are for the sole use of House League teams. Any request to use House League equipment by travel teams should be made, in writing, to the Junior or Senior House League Directors. Should any equipment item be returned in unusable condition, the borrowing team will be responsible for its replacement.

15.4 All equipment in the green bin beside Diamond 4 at the Georgetown Fairgrounds is for the sole use of House League Learn-To-Play program. At no time should any equipment be removed from this bin by any division except Learn-To-Play.



