

SCHEDULE "A"  
To the Mabel League Operating Rules  
(September 2014)

Executive Duties

- (1) The Chair will:
- (a) oversee the operations and administration of the League;
  - (b) have the option to call a General Meeting, League Committee Meeting or Executive Meeting;
  - (c) issue notices of meetings to Members of the Society, the League Committee and the Executives, and provide same to Public Relations for posting on social media;
  - (d) call the first Executive meeting of a Season each January, and create an "Important Dates" sheet to be distributed at that meeting;
  - (e) every January call the first League Committee Meeting of a Season, held in February;
  - (f) chair General Meetings and League Committee Meetings, seeing that the agenda is followed and that decorum and good order are maintained;
  - (g) provide an agenda to the appropriate invitees prior to each meeting;
  - (h) assume or delegate the role and responsibilities of the Co-Chair if the Co-Chair is unable or ineligible to act;
  - (i) ensure that general liability insurance for the Society and for the Executive is purchased and in place at all times;
  - (j) prior to the Society entering into any contracts, review contracts to ensure compliance with the Society's insurance policies, and ensure that facility rentals are approved by the League's general liability insurer;
  - (k) ensure that all statutorily required records are kept at the Registered and Records Address of the Society, and have access those records as required for the discharge of the Chair's duties;
  - (l) collect and safe-keep all records for the past five years, and ensure same are handed off to the next elected Chair;
  - (m) be an official signing authority for the League, along with the Co-Chair, Treasurer and Secretary;

- (n) review and approve the financial statements prepared by the Treasurer, together with at least one other Executive member, prior to their presentation to the Members at an Annual General Meeting;
  - (o) sit on the Rules & Grievance committee if Co-Chair cannot attend or is ineligible;
  - (p) in coordination with the Co-chair, ensure that league-owned equipment (base sets, base liner, scoreboards, etc.) are in functional order and procure new equipment as required; and
  - (q) prepare and file with the Corporate Registry Office any statutory filings required from time to time, including but not limited to the following filings:
    - (i) Annual Report, within 30 days after each Annual General Meeting;
    - (ii) Notice of Change in Directors, each time the Society changes Directors other than at an Annual General Meeting;
    - (iii) Notice of Change in Address of Society, each time the Society changes its Registered and Records Address; and
    - (iv) Special Resolution for Change in Constitution/Bylaws, each time the Society changes the Constitution or Bylaws by Special Resolution.
- (2) The Co-Chair will:
- (a) assume the role and responsibilities of the Chair if the Chair is unable or ineligible to act;
  - (b) assume the role and responsibilities of the Secretary if the Secretary is unable or ineligible to act;
  - (c) arrange and manage League fundraising and sponsorships, if the Executive deems it advisable;
  - (d) sit on Rules & Grievance Committee;
  - (e) arrange and manage any skills clinics that may be offered before or during a Season;
  - (f) be an official signing authority for the League, along with the Chair, Treasurer and Secretary;
  - (g) develop the LILLIL Tournament checklist and ensure that all items for LILLIL Tournament planning are completed;
  - (h) liaise with League sponsor(s), where applicable;
  - (i) assist Registrar in verifying eligibility of new players; and

- (j) in coordination with the Chair, ensure that league-owned equipment (base sets, base liner, scoreboards, etc.) are in functional order and procure new equipment as required.

(3) The Secretary will:

- (a) take minutes of all General Meetings, League Committee Meetings and Executive Meetings, and maintain up-to-date records of same;
- (b) ensure minutes of all meetings are posted to dropbox within 14 days of each meeting, and League meeting minutes are posted to the website within 14 days of League meetings;
- (c) sit on Rules & Grievances Committee if the UIC or Co-Chair are unable or ineligible;
- (d) sit on the Constitutional Revision Committee and participate in any action required to revise the Constitution and/or By-laws;
- (e) be an official signing authority for the League, along with the Chair, Co-Chair and Treasurer;
- (f) in coordination with the Registrar, maintain a current list of Executive and Team Representative contact information on an ongoing basis and distribute that list to the Executives and Team Representatives when changes are made;
- (g) provide and collect Team Representative sign-in sheets at all League Meetings and report attendance to Special Events at the end of the season for calculation of participation points;
- (h) record attendance of Executive at Executive and League meetings and report to Special Events at the end of the season for calculation of participation points; and
- (i) keep an ongoing list of tabled items and bring forward items for the Chair to add to meeting agendas and to hand over to newly elected Executive for the following year;

(4) The Treasurer will:

- (a) receive all League Fees;
- (b) disburse all League funds;
- (c) keep up-to-date financial records;
- (d) keep any financial statements necessary to comply with the *Society Act*;
- (e) prepare and present financial statements to the Executive, Team Representatives, Members and others when required, including but not limited to the following:

- (i) a pre-season budget to be presented at the first League Committee meeting of a Season;
  - (ii) an interim financial report to be presented at a mid-Season League Committee meeting;
  - (iii) an interim financial report to be presented at each Executive meeting; and
  - (iv) financial statements to be presented to the Members at each Annual General Meeting, in accordance with the requirements of the Society Act;
- (f) be an official signing authority for the League, along with the Chair, Co-Chair and Secretary;
- (g) retain all records of deposits and paid invoices, to be passed onto the Chair to form part of the permanent League records, including evidence of electronic transactions; and
- (h) assist in the preparation of budgets for League events, in consultation with Special Events and any appropriate Committees.
- (5) The Statistician will:
- (a) at the time of Team Registration, propose Team placement in divisions based on previous year's ranking, current make-up of the Team and even distribution of teams across divisions;
  - (b) prepare game schedules for the Regular Season, LIL Tournament and Finals Tournament;
  - (c) receive all game scores, calculate Regular Season standings and ensure they are posted on the League website on an ongoing basis, and calculate final standings at the end of a Season and ensure they are posted on the League website;
  - (d) ensure all tournament game scores are collated and determine teams to play in the final;
  - (e) reschedule all Rained-Out games, and any other games which are rescheduled at the sole discretion of the Executive, and notify the relevant Team Representatives and the Vancouver Softball Umpires' Association (VSUA) of the rescheduled game; and
  - (f) track forfeited games and report any violations of the forfeit bond to the Executive.
- (6) The Registrar will:
- (a) distribute and collect all Mabel League Team Registration Forms;

- (b) complete the SPN Team Registration Form and deliver the completed form to SPN;
- (c) distribute and collect all SPN Team Roster Forms, and deliver the completed forms to SPN;
- (d) distribute and collect all Mabel League Team Roster Forms;
- (e) prepare and maintain the Register of Members of the League, which will contain Members' team affiliation(s) and contact information; and
- (f) receive score books and determine Members' playoff eligibility.

(7) Public Relations will:

- (a) arrange and manage recruitment, advertising, marketing, promotion and community outreach opportunities;
- (b) ensure that there is a consistent League contact at the end of each Season for all of the items falling under paragraph (7)(a) above;
- (c) maintain and update the League website on an ongoing basis, including graphics, content, hosts and domain services;
- (d) post a list of important dates and deadlines on the website, Facebook, Twitter, Instagram;
- (e) respond to inquiries through the [mabel@mabelleague.com](mailto:mabel@mabelleague.com) email account and forward mail to the appropriate executive members; and
- (f) prepare and distribute League newsletters (monthly from March to August).

(8) The Special Events Manager will:

- (a) coordinate all tasks and persons involved in the organization of the League's various tournaments and special events, which may include but is not limited to a pre-Season sport/social event, the Mabel Meltdown, the LIL Tournament, the WESA Challenge, the Finals Tournament, Pride, a post-Season sport/social event, and any youth-focussed events;
- (b) recruit and coordinate Members for volunteer assignments, including the organization of special events, and calculate the corresponding Contribution Points earned by those Members/teams;
- (c) in coordination with the Registrar, purchase special event insurance; and
- (d) in coordination with Public Relations, compile and advertise all important dates, event details and promotion materials to promote all Mabel social events throughout the year.

(9) The Umpire-In-Chief will:

- (a) administer all issues of rules, training and qualifications regarding umpires;
- (b) ensure that all umpires are certified and insured through SPN;
- (c) promote umpire recruitment and development from within the League and outside of the League, including setting up at least 1 training clinic per year at the start of the season open to new umpires or umpires wishing a refresher course;
- (d) chair the Rules & Grievances Committee;
- (e) review and, if the UIC deems necessary, revise, the following rules each Season, and provide these rules to each Team Representative and Umpires in writing:
  - (i) prior to the beginning of League play each Season, the ground rules for each field used by the League;
  - (ii) prior to the beginning of League play each Season, the Rules of Play;
  - (iii) prior to the LIL Tournament, LIL Tournament Rules; and
  - (iv) prior to the Finals Tournament, Finals Tournament Rules;
- (f) select and purchase league approved balls for each regular season team and tournament (12 per team and 22 per tournament);
- (g) in coordination with Statistician and Fields, reschedule umpires for all rained out games or otherwise unplayed games;
- (h) advise Statistician of any forfeited games which have not been played and which will not be rescheduled;
- (i) determine rain-out status of games three hours prior to game time, and notify Public Relations, the umpires and the Statistician of same; and
- (j) approve or restrict all new team uniform colours.

(10) The Fields Officer will:

- (a) contact all the representatives of the various fields used by the League to arrange field rentals/permits for Regular Season games, the LIL Tournament, the Finals Tournament and special events;
- (b) arrange for food vendors to attend League tournaments and/or other events, and arrange for the vendors to be reflected on field permits;
- (c) ensure that all fields used by the League comply with the requirements of SPN and any other League insurance coverage;

- (d) in coordination with Treasurer, ensure that booked fields are paid for;
- (e) in coordination with UIC and Statistician, book fields for rainout games;
- (f) check all fields periodically for maintenance issues;
- (g) respond to league member concerns about fields maintenance or other issues; and
- (h) provide copies of all field permits to the Executives and Team Representatives.