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1.0 AUTHORIZATION

Revised By:		Date Revised:	September 6, 2017
Chairperson:	Heather Grundy	Date Approved:	
First Vice Chair:	Stephanie Johnston	Date Approved:	
Second Vice Chair:	Greg Hodges	Date Approved:	
Secretary:		Date Approved:	
Treasurer:	Devon Tannahill	Date Approved:	
Registrar:	Tim Whitehead	Date Approved:	
File Name:	CLMSO Constitution	File Location:	September 2017.Version1 – gmail Drive

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2.0 DISTRIBUTION AND DISPOSITION

TYPE	LOCATION OF DOCUMENT	DISPOSITION OF SUPERCEDING DOCUMENT	INITIALS
MASTER COPY	Cobourg Legion, Third Floor Office	<input type="checkbox"/> Archived <input type="checkbox"/> No Superceding Copy	
CONTROLLED COPIES	Chairperson	<input type="checkbox"/> Destroyed <input type="checkbox"/> No Superceding Copy	
	First Vice Chair	<input type="checkbox"/> Destroyed <input type="checkbox"/> No Superceding Copy	
	Second Vice Chair	<input type="checkbox"/> Destroyed <input type="checkbox"/> No Superceding Copy	
	Secretary	<input type="checkbox"/> Destroyed <input type="checkbox"/> No Superceding Copy	
	Treasurer	<input type="checkbox"/> Destroyed <input type="checkbox"/> No Superceding Copy	
	Registrar	<input type="checkbox"/> Destroyed <input type="checkbox"/> No Superceding Copy	

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3.0 HISTORY

Date of Change:	September 2016
Version Number:	Supercedes Version 1.5

Description of Changes:	<ul style="list-style-type: none"> ❑ Cleaned up and renumbered Table of Contents ❑ Made sure pages were numbered correctly ❑ Removal of Maximum duration for Chair position ❑ Executive Budgets Deadline to align better with registration – set to April 30th. ❑ Addition of responsibility to 2Nd Vice Chair related to Coach Development & Skills Competition ❑ Addition of Responsibility to Secretary to include preparation of Calendar Dates ❑ Addition of responsibility to House League Governor to include Roster Balancing ❑ Addition of Responsibility to OASA Governor to clarify steps and include Coach Selection Process; Edit to align dates with OASA requirements ❑ Edit to reflect 2014 Change of only 1 Fundraising Officer ❑ Deletion of responsibility to the Registrar for website ❑ Extension of responsibility to Media Relations Officer for website ❑ Edit to Deadline for Rep Team Rosters to align dates with OASA requirements
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4.0 PURPOSE

The purpose of the Cobourg Legion Minor Softball Organization Constitution is to provide the structural framework around which a quality sports organization can be established, maintained, and continuously improved.

5.0 SCOPE

This document is applicable to all Cobourg Legion Minor Softball Organization players, parents, guardians, executive members, and qualified members of the Royal Canadian Legion Branch 133 who are involved with the operation, development, or maintenance of the organization. This Constitution will also apply to any and all Affiliated teams participating as a part of the Cobourg Legion Minor Softball Organization.

6.0 CONSTITUTION

This Constitution cancels all previous Constitutions and applies to all members of the Cobourg Legion Minor Softball Organization (CLMSO).

The Constitution may only be amended at the CLMSO Annual General Meeting (AGM). Proposed amendments must be submitted to the Chairperson in writing two (2) weeks prior to the AGM. All proposed amendments shall be voted on by the members present at the meeting.

7.0 CORPORATION NAME

Effective January 30, 2001 the Cobourg Legion Minor Softball Association became an incorporated entity. The incorporated name of our organization shall now be known as ***Cobourg Legion Minor Softball Organization Incorporated*** and hereinafter, for the purposes of this document, be referred to as ***CLMSO*** or the ***Organization***.

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8.0 MISSION STATEMENT

It is the mission of the Cobourg Legion Minor Softball Organization to foster and improve minor softball in the Town of Cobourg in accordance with the standards and the rules prescribed by the Ontario Amateur Softball Association (OASA), with certain specialized rule additions pertaining to our houseleague.

9.0 CORPORATE OBJECTIVES

The Cobourg Legion Minor Softball Organization Incorporated (CLMSO) will foster and improve minor softball in Cobourg through the following means:

- ❑ *provide quality coaching for the CLMSO players*
- ❑ *providing affordable recreation for anyone who wishes to participate in softball*
- ❑ *continually improve the way we administer softball in Cobourg through regular meetings that introduce and discuss issues related to the quality of our organization*
- ❑ *provide annual elections to allow all CLMSO members to exercise their freedom to elect those individuals they feel will best represent the betterment of the organization*

9.1 ORGANIZATION PROFILE

Members of the Royal Canadian Legion, Branch 133 in Cobourg, Ontario, initiated the minor softball organization in 1957. This organization has been the backbone of summer sports in the area since that time and on January 30, 2001 became an incorporated entity. Incorporation was pursued to allow the organization more latitude in the soliciting of governmental funds that it is hoped will provide the financial fortitude to create, maintain, and continually improve softball in this area.

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10.0 EXECUTIVE STRUCTURE

10.1 ELECTIONS

The Cobourg Legion Minor Softball Executive shall, with the exception of the Immediate Past Chairperson and the Cobourg Legion Branch 133 Sports Liaison Officer, elect the following positions at the Annual General Meeting:

- i. Chairperson
- ii. (Immediate Past Chairperson)
- iii. 1st Vice-Chairperson
- iv. 2nd Vice-Chairperson
- v. 3rd Vice-Chairperson
- vi. Secretary
- vii. Treasurer
- viii. Registrar
- ix. Governors for the following divisions:
 - OASA
 - Midget
 - Bantam
 - Peewee
 - Squirt
 - Mite
 - Atom
 - Tadpole
- x. Fundraising Officer (1)
- xi. Equipment Manager
- xii. Umpire-in-Chief
- xiii. Media Relations Officer (1)
- xiv. Canteen Coordinator

All of the elected/appointed members for the above positions will serve for a period of one year. The Chairperson must have served on the previous year's CLMSO Executive. The Chairperson will serve for a minimum of one year.

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10.2 Membership

Membership in the CLMSO shall be contingent upon meeting one of the following criteria:

- (a) Parents or guardians of any participant registered as a player in the CLMSO and whose player registration fee is paid in full
- (b) Anyone assisting the Association as Coach, Manager, Umpire, or any function related to the promotion of minor softball in the CLMSO who has reached the age of majority, **OR**
- (c) Any qualified member of the Royal Canadian Legion, Branch 133

10.3 ELECTION PROCESS

Election of the positions listed in Section 10.1 are conducted exclusively at the Annual General Meeting except in atypical situations such as those listed in Sections 10.4, 10.5 and 10.6 below. Voting privileges are limited to those persons who are recognized as members in accordance with Section 10.2 of the CLMSO constitution.

The **CLMSO** designate, following the dissolution of the previous executive, conducts the elections. The designate will appoint an assistant to serve as a Secretary (i.e. this is normally assigned to the immediate past Secretary of the dissolved Executive) and assist in the election process. The elections begin with the position of **Chairperson** and descend through the positions listed in Section 10.1 until all positions have been covered. The following process will occur for each of the positions:

- 1) The designate will call for all nominations for the position.
- 2) The Secretary will record all nominations received from the floor.
- 3) The designate will call for further nominations three times following the last nomination. If no further nominations are put forward, the nominations will be closed.
- 4) The designate will ask the Secretary to read back all of the nominees one at a time. Each nominee will be asked whether they “Accept” or “Decline” the nomination.
- 5) A vote will then be conducted to elect one of the nominees who accepted the

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nomination. If only one nominee accepts the nomination, they will be acclaimed to the position without a vote. If all nominees decline the nomination, the nominations will be reopened. If no further nominations are accepted, the position will remain vacant as per Section 10.4.

- 6) Steps 1 through 5 will then be repeated for each of the positions.
- 7) The designate will then discontinue the election process and turn the meeting over to the newly elected Chairperson.

10.4 UNFILLED POSITIONS

In circumstances where no candidates come forward to accept a nomination for one or more of the above positions, **or** if the available candidate(s) is/are deemed unsuitable for the position, the position will remain vacant. The newly elected Chairperson will be charged with filling the vacant position as soon as possible. If the Chairperson's position is the vacant position, the responsibility will fall to the immediate past Chairperson, and then to the First Vice-Chairperson, and so on in descending order as per the order listed in Section 10.1. Once a new Chairperson is appointed, they will fill the remaining vacant positions as described above.

10.5 VACATED POSITIONS

In circumstances where an elected candidate can no longer fulfill the duties of their position, the Chairperson will be charged with filling the vacant position. This will be done by either finding a new individual for the position or else splitting the duties of the vacant position amongst the existing Executive members.

If the Chairperson's position is the vacated position, the First Vice-Chairperson will assume the responsibilities of the Chairperson either on a permanent basis or until they can find a suitable replacement for the position. Due to the requirement of this position to work well with the other members of the Executive to form a cohesive team, this position must be agreed to by the majority of the Executive members by means of a vote. The newly elected Chairperson must achieve fifty percent of the votes plus one. Note that a vote is required even if the position is being filled by the First Vice.

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10.6 DISSOLUTION OF POSITIONS

In general, all positions listed in Section 10.1 are to be filled each year. Permanent changes to this list may only occur at the Annual General Meeting (AGM). The only exception to this rule will be in the event of unforeseen circumstances that may render a position non-functional (e.g. a Bingo Coordinator is not necessary if it is decided that the Association will no longer conduct Bingo's as a fund-raising activity). In such an instance, a majority vote must be obtained from the CLMSO Executive, and a full explanation of the justification for the removal of the position, recorded in the meeting minutes.

Temporary elimination of certain positions may be necessary due to the variability of enrollment from year to year. For example, there may be occasions where there are insufficient numbers to provide the critical mass to support a division. This may result in two or more divisions being either merged or eliminated. When this occurs, the Chairperson shall:

- ❑ Select a single Governor for the amalgamated division from a list of candidates made up of the elected Governors for all of the merged divisions.
- ❑ Inform the elected Governor(s) that their services are not required for their elected position.
- ❑ Make every attempt to find another Executive function for the displaced Governor(s).

10.7 CONFLICT OF INTEREST

Any member of the CLMSO Executive, who is deemed by their peers, to be in a *conflict of interest* will be asked to vacate their position until the conflict is resolved. Such a request would require a two-thirds majority vote by the CLMSO Executive.

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11.0 EXECUTIVE RESPONSIBILITIES

11.1 Executive Policy

It is the policy of the Cobourg Legion Minor Softball Organization Executive to fulfill the objectives stated in Sections 8.0 and 9.0 of this document. Each position on the CLMSO Executive will play a role in the attainment of these objectives.

11.1.1 Executive Budgets

All individual budgets for the upcoming season must be submitted to the Treasurer not later than April 30th. Approved budgetary funds may only be used to purchase items submitted in the original budget unless the CLMSO Executive grants approval.

11.1.2 Disbursement of Non-Budgeted Funds

Funding for non-budgeted items shall only be granted upon fulfillment of the following:

- (a) Review of Treasurer's Report regarding availability of funds*
- (b) A majority quorum vote approving purchase of non-budgeted item.*

Under no circumstances may funds be spent in excess of an amount approved by the CLMSO Executive. The CLMSO shall not be responsible for any expenses incurred outside of the approved protocols listed above.

11.1.3 All Star (Rep) Team Funding

No funds shall be dispersed to any All Star Team until a complete player list has been submitted and approved by the CLMSO Registrar. The list must be submitted no later than June 1st each year.

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11.2 Meetings

Executive Meetings shall be held a minimum of once per month during the softball season (i.e. May – September). Non-seasonal meetings will be held at a frequency deemed necessary by the Chairperson.

Annual General Meetings shall be held, not sooner than two weeks before and not more than two weeks following, the *Coaches and Managers Banquet*.

Quorum - A Quorum shall be necessary to conduct any business in an Executive or Annual General type meeting. Further, it shall consist of a minimum of one Chairperson or Vice Chairperson or appointee of the Chairperson, and one more than 50% of elected/appointed Executive Committee.

Attendance at Meetings – Any member of the Executive who is absent from three (3) consecutive meetings, unless granted a leave of absence by the Executive, shall cease to be a member of the Executive if this action is voted on and approved by a majority of the executive.

11.3 Executive Roles

Chairperson

The Chairperson shall:

- ❑ Be responsible for the careful and efficient management and operation of the CLMSO in accordance with the CLMSO Constitution and with the rules governing a non-profit, incorporated entity.
- ❑ Be responsible for the efficient disposition of responsibilities of the members of the Executive as allotted them.
- ❑ Automatically be a member of all committees relating to CLMSO business, either directly or indirectly.
- ❑ Conduct a “Rules Review Meeting” prior to the March Executive Meeting so that recommended changes to the OASA and/or CLMSO Houseleague Rules are implemented prior to the start of the season.

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First Vice-Chairperson

The First Vice-Chairperson shall:

- Chair all meetings in the absence of the Chairperson
- Conduct all OASA sanctioned tournaments
- Assisting all Governors as needed to ensure the smooth operation of the league
- Coordinate the year-end wrap-up events
- Carry out other duties as assigned by the Chairperson

Second Vice-Chairperson

The Second Vice-Chairperson shall:

- Chair all meetings in the absence of the Chairperson and First Vice-Chairperson
- Coordinate the annual *Opening Day*
- Deliver a *Coach Development Day* prior to June 1st of each year
- Coordinate and deliver a Skills Competition
- Assist the Fundraising Officer(s) as needed
- Coordinate the *Coaches and Managers Banquet*
- Arrange for the distribution of year end trophies and awards
- Carry out other duties as assigned by the Chairperson

Secretary

The Secretary shall:

- Record all CLMSO meeting minutes in an appropriate log book
- Maintain a file system for all correspondence and records
- Prepare an annual calendar of important dates for players, coaches and executive
- Ensure that all files and records are turned over to his/her successor
- Carry out other duties as assigned by the Chairperson

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Treasurer

The Treasurer shall:

- ❑ Have the authority to spend an amount up to, but not exceeding \$100.00, without the consent of the CLMSO Executive.
- ❑ The recording of all CLMSO financial records
- ❑ The control, maintenance, and storage of all CLMSO financial data including accounts and supporting data.
- ❑ The preparation of a Financial Statement for the Annual General Meeting, or at any time that a financial statement is deemed necessary.
- ❑ Payment of all accounts approved by the CLMSO Executive
- ❑ Carry out other duties as assigned by the Chairperson

Immediate Past Chairperson

The role of the Immediate Past Chairperson is to advise and assist the Chairperson and the members of the CLMSO Executive on the general management of the Organization.

Governors (One from each division and O.A.S.A.)

It is the role of each **Houseleague Governor** to:

- ❑ Work with the registrar to divide teams and create schedules for assigned age division.
- ❑ Attend as many games as possible throughout the season and to maintain liaison with coaches and the CLMSO.
- ❑ In the event of their absence (e.g. vacation, illness), to appoint a qualified person to assume their duties until their return.
- ❑ Ensure all teams in their division are evenly balanced by July 1st.
- ❑ Ensure all rules of the CLMSO are adhered to.
- ❑ Ensure CLMSO Rosters are balanced with rosters and decisions in writing prior to July 1st of each year.
- ❑ Ensure umpires are present at all games where applicable.

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- ❑ Ensure all teams in their division are equipped with uniforms, playing equipment and coaches. Further, to ensure the return of said items at the end of the season.
- ❑ Keep an accurate record of all wins and losses for each team in their division.
- ❑ Submit game summaries, divisional standings, and CLMSO related stories to the local newspaper.
- ❑ Carry out other duties as assigned by the Chairperson.

It is the role of the *O.A.S.A. Governor* to:

- ❑ Be a part of the selection committee for coaches along with the Chairperson and one nominated member of the CLMSO Executive.
- ❑ Ensure the selection committee follows the Coach Selection Process Policy as established by current Executive.
- ❑ Accept applications from those interested in the coaching positions on O.A.S.A. teams.
- ❑ Ensure that appointed coaches have the proper qualifications to carry out their coaching responsibilities.
- ❑ Ensure that all O.A.S.A. players are properly registered, both with the O.A.S.A. and with the CLMSO.
- ❑ Ensure that a complete player list of all O.A.S.A. teams is submitted to the CLMSO Registrar in accordance with O.A.S.A. timelines.
- ❑ Attend any meetings that pertain to O.A.S.A. teams, including the O.A.S.A. convention and league meetings for traveling league.
- ❑ Attend all monthly meetings of the CLMSO and be a liaison officer between the O.A.S.A. teams and the executive
- ❑ Ensure that all information concerning O.A.S.A. teams flows through the O.A.S.A. Governor.
- ❑ Responsible for the collection and distribution of all funds related to the operation of all O.A.S.A. Rep Teams
- ❑ Carry out other duties as assigned by the Chairperson.

Fundraising Officer

- ❑ Discussing and carrying out any fundraising projects deemed necessary by the CLMSO Executive
- ❑ Carry out duties as assigned by Chairperson

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Equipment Manager

The Equipment Manager shall be responsible for the following:

- ❑ The control, maintenance, and distribution of all CLMSO equipment and uniforms.
- ❑ Taking inventory of all equipment at year-end and replenishing depleted supplies as needed.
- ❑ Preparing an accurate budget each year that will allow for the maintenance and replacement of equipment and uniforms as needed.
- ❑ Will be the only person with the authority to purchase supplies from our suppliers.
- ❑ Must keep an accurate account of all funds spent (e.g. obtaining duplicate receipts) and relaying this information on to the CLMSO Treasurer.
- ❑ Other duties as assigned by Chairperson.

Registrar

The Registrar shall be responsible for the following:

- ❑ Coordinating the registration dates and the advertising for these dates via local media.
- ❑ Ensuring that all houseleague and O.A.S.A. players are properly registered **prior to** their participation in any games or practices (Note: This is necessary to ensure that the players are insured via the CLMSO in the event of injury).
- ❑ Collection of all fees associated with houseleague registration (Rep team player fees are collected by the O.A.S.A. Governor).
- ❑ Ensuring that all fees collected are forwarded to the CLMSO Treasurer.
- ❑ Maintenance of all player registration records and birth certificates.
- ❑ Work with the assigned Governors to divide teams and create schedules for assigned age division.
- ❑ Act as liaison with the Town of Cobourg for the scheduling of all fields required.
- ❑ Other duties as assigned by Chairperson.

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Umpire-In-Chief

The Umpire-In-Chief shall be responsible for the following:

- ❑ Setting up an umpire clinic prior to the start of the softball season to update existing umpires and introduce new umpires into the system.
- ❑ Assigning umpires to all houseleague games during the regular season & playoffs
- ❑ Ensuring that schedules of all regular season and playoff games are submitted by the Governors of each division.
- ❑ Monitoring and evaluating all umpires.
- ❑ Report any problems and recommend any improvements to the umpire program to the CLMSO Executive.
- ❑ Coordinating the payment of umpires with the assistance of the CLMSO Treasurer.
- ❑ Carry out other duties as assigned by the Chairperson

Media Relations Officer

The Media Relations Officer shall be responsible for the following:

- ❑ Promote CLMSO and it's events
- ❑ Prepare newsletters and media releases
- ❑ Maintenance of CLMSO website to ensure the information contained therein remains accurate, informative, and up to date.
- ❑ Coordinate annual team photographs
- ❑ Digitally photograph special CLMSO events (e.g. Opening Day)
- ❑ Carry out other duties as assigned by the Chairperson

Canteen Coordinator (appointed by Chairperson – Non-voting member of Executive)

The Canteen Coordinator shall be responsible for:

- ❑ Adhering to the Canteen/Washroom Agreement as arranged and agreed to with the Town of Cobourg
- ❑ Adhering to and following the statements of agreement with any other third party providers (ie Angels)

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- ❑ All duties as assigned in the Position Description
- ❑ Other duties as assigned by the Chairperson

Members at Large

“Members at Large” are to be appointed by the Chairperson. This is a position without voting power whose main goal is to enlarge the volunteer pool, assist at fundraisers and tournaments. There is no assigned portfolio to this position. All portfolios are to be filled by elected officers and any extra members wanting to sit on the executive that are appointed by the Chairperson.

12.0 PLAYER RELEASES

Any O.A.S.A. player wishing to play in another center outside of Cobourg must first obtain a written release from the CLMSO. All releases would be brought before a CLMSO committee consisting of a quorum of not less than three (3) of the following members:

- ❑ Chairperson
- ❑ Immediate Past Chairperson
- ❑ First Vice-Chairperson
- ❑ O.A.S.A. Governor

The release is discussed by the committee and, if approved, signed by the Chairperson. In the absence of the Chairperson the First Vice-Chairperson may sign the release. This process is required under the O.A.S.A. Bylaw 2: 6-2, page 54. In the spirit of promoting good sportsmanship and the further development of the player in question, a player’s request to be released should not be unreasonably withheld.

12.1 PLAYER REGISTRATIONS

All CLMSO players participating on any houseleague, Select, or All Star Team must have a completed and signed CLMSO Registration Form submitted to the Registrar prior to participating in any CLMSO associated activities (Note: This includes try-outs and indoor workouts). All applicable registration fees must accompany the Registration Form to be considered valid.

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12.2 ALL STAR (REP) TEAM PLAYERS

Any player trying out for a CLMSO Rep Team, who does not make the team, may either have their form and registration fee returned, or retained if the player elects to enroll in houseleague play for that season.

12.2.1 The OASA Governor shall provide the Registrar with a complete list of Rep Team players by established date in alignment with O.A.S.A. Deadlines. No funds shall be dispersed to the team until the list has been submitted and approved by the Registrar.

13.0 INJURIES

The CLMSO shall not be held responsible for the financial aspects of any injury incurred by a player enrolled in the CLMSO. All bills pertaining to injuries must be sent to the parents or guardian of the injured player or person(s) as per the legal disclaimer on the CLMSO Registration Form.

