



## Minor Advisory Council Terms of Reference

### **Purpose**

The Minor Advisory Council shall provide the Board of Directors with written recommendations regarding the standard operating rules for the youth categories in softball, along with formats and regulations for the delivery of provincial championships.

### **Core Values for Guiding the Council**

The Minor Advisory Council is guided by Softball BC's values, as stated in the strategic plan. The Committee recognizes that the culture we set at the Committee level should reflect Softball BC's culture and expectations.

### **Advisory Function**

The Council will provide advice on the following areas, including but not necessarily limited to:

- Develop plans to grow the minor fastpitch game, including how to market and promote fastpitch in BC, as well as outreach methods to non-member teams in BC.
- Modifications to the standard operating rules for the youth categories.
- Guidance and direction on the format of Provincial Championships for minor categories and classifications.

### **Authority**

The Council will exercise its authority in accordance with the Bylaws and such additional provisions as set out in these Terms of Reference.

As an Advisory Council to the Board of Directors, the Council makes recommendations or provides guidance on the areas listed in the advisory function of these terms of reference. The Council is not empowered to make any final and binding decisions. The Council is not authorized to consider policies or bylaws for the Society or to make recommendations to those documents.

The Council, with the approval of the Board of Directors, may establish Working Groups or Task Forces to address specific issues related to the Council's mandate.

### **Documents the Council Provides Recommendations to**

- Standard Operating Rules.

### **Composition**

The Minor Advisory Council will be comprised of 15 Minor District Coordinators elected in accordance with the bylaws. The term of service for Minor Coordinators is outlined in the bylaws. Following the AGM, the coordinators will elect one coordinator from within the group to serve as chair and one to serve as vice-chair.

The President or designee may serve as an ex officio member of the Committee.

The Committee will be supported through the Executive Director or their designate.

The Board of Directors will consider removing the chair if at least 60% of the total weighted vote of elected minor coordinators is in favour of removal.

### **Meetings**

The Council will meet by videoconference or in person, as required. The Chair will call meetings. There will be no fewer than four (4) and no more than twelve (12) meetings annually. A quorum for a meeting requires no less than 60% of the total weighted votes to be present.

### Weighted Vote:

Each Minor District Coordinator will have one vote plus one additional vote for every 20 teams registered in their respective district at the time of the Softball BC Annual General Meeting.

An example of vote allocation would be:

- A district with nine (9) teams will have one vote.
- A district with 18 teams will have one vote.
- A district with 21 teams will have two votes
- A district with 59 teams will have three votes.

The formula to calculate teams is as follows:

1. LTP, U7 and U9 - The total number of registered participants in the district divided by 20 equals the number of teams in that district for this group. The number is rounded to the nearest integer.
2. U11 to U20C - The total number of teams registered in the district.
3. Add the teams from lines 1 and 2 for the total number of teams in the district.

Decisions require at least 60% of the total weighted votes present to pass. Members may cast their vote in person at a meeting or by email if the chair requests an electronic ballot. Proxies are not permitted. The Softball BC staff support representative does not have a vote.

### **Resources or Support**

The Council will receive the necessary resources from Softball BC to fulfill its mandate. The Council may, from time to time, receive administrative support from Management.

### **Responsible to**

The Council reports to the Board of Directors through the Chair and/or the assigned staff liaison.

### Preparing recommendations for rule modifications

The Council will include in the proposal: the current rule, the rationale for the change, the desired outcome, the consequences for non-compliance, any budgetary impact created by the change, and the potential risk to the association if the proposal fails. The Council shall forward draft motions to the Men's & Women's Advisory Council and the Umpire Advisory Council for feedback, if they have the potential of impacting those groups. For example, a rule change would be shared with the Umpire Advisory Council.

### **The process for recommended motions is as follows:**

- Members will receive communication and a link to submit recommendations/motions to the Council between March 2nd and July 31st, annually. See Appendix A for the SOR Editing Cycle.
- The Council will review motions between August 1st and September 30th.
- Any motions receiving an affirmative vote of 60% or more (weighted vote) will be considered approved and shared electronically with all minor association presidents for feedback to their Minor District Coordinators. Members will receive no less than 15 days to provide feedback.
- Minor Coordinators will report on and discuss the feedback they have received and, if appropriate, make amendments to the motion before proceeding to a second vote. If defeated, there will be no further discussion or action on the motion. If approved, the motion will be submitted to the Board of Directors as a recommendation for consideration at the next Board of Directors meeting. If the recommendation pertains to a change to a standard operating rule (SOR), the recommendation must clearly indicate the additions and or deletions to be made to the SOR in question. All recommendations captured in the minutes will serve as written notification to the Board of Directors.

If a final recommended motion is rejected by either the Council or the Board of Directors, the same or a similar recommendation may not be considered again by the Council until the conclusion of the following competition season.

**Evaluation**

The Board of Directors and the Council's Chair will evaluate the Committee's performance. The Council's performance will be assessed against the achievement of yearly objectives/deliverables and the fulfillment of the key duties outlined in these terms of reference.

**Review and Approval of Terms of Reference**

The Board of Directors will review these Terms of Reference regularly, with input from the Council as required.

**Other**

All members of the Council shall be members in good standing of Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Date of Approval: \_\_\_\_\_

Date of Review: \_\_\_\_\_

## APPENDIX A

### Policies and Standard Operating Rules Editing Cycle

*(Approved by the Board of Directors on June 17, 2025)*

<b>Time</b>		<b>What</b>	<b>Who</b>
March 2 to July 31	151 days	Motions	Members
Aug 1 to Sept 30	60 days	Formulate edits to SORs - Cross portfolio consultation *	Council / Office
Oct 1 to Oct 31	30 days	Review language and alignment	Governance/ Board of Directors
Nov 1 to Nov 30	30 days	Member Consultation - Town Hall(s)	Office/ Governance
Dec 1 to Dec 31	30 days	Rewrite SORs	Councils / Office
Jan 1 to Jan 31	30 days	Final Approval	Governance/ Board of Directors
Feb 1 to Feb 28	30 days	Document production (online)	Office
March 1	New SORs available		

\* If it has the effect of altering a playing regulation, it must be discussed with the Umpire Advisory Council. If it involves minor and senior players, both councils have to support it.