



Slo-Pitch Advisory Committee Terms of Reference

Purpose

The Slo-Pitch Advisory Committee shall provide the Board of Directors with written recommendations as they relate to the standard operating rules for the men's, women's and mixed slo-pitch categories, along with formats and regulations pertaining to the delivery of provincial championships.

Core Values for Guiding the Committee

The Slo-Pitch Advisory Committee 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 Committee will provide advice on the following areas, including but not necessarily limited to:

- Develop plans to grow the men's and women's slo-pitch game, including how to market and promote slo-pitch within BC, as well as methods of outreach to non-member teams in BC.
- Modification to the standard operating rules for the men's and women's slo-pitch categories.
- Guidance and direction on the format of the Slo-Pitch Provincial Championships.

Authority

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

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

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

Documents the Committee Provides Recommendations to

- Standard Operating Rules

Composition

The Slo-Pitch Advisory Committee will be comprised of one District Coordinator elected per district in accordance with the bylaws. The term of service for the Coordinators is outlined in the

bylaws. Following the AGM, the coordinators will elect one district coordinator from within the group to serve as chair and one to serve as vice-chair. The coordinators may also choose to elect an external candidate to serve as chair.

Up to five (5) regional representatives may be appointed by a 60% vote of the Committee members.

- Vancouver Island (currently districts 1, 2, 3)
- Lower Mainland 1 (currently districts 4, 5, 6, 14)
- Lower Mainland 2 (currently districts 7, 8, 15)
- Northern (currently districts 11, 12 and 13)
- Interior (currently districts 9 and 10)

Regional representatives may vote at Committee meetings but have no standing at the General Meeting of the Members.

The President or designee may serve as an ex officio member of the Committee, but does not have a vote..

The Committee will be supported through the Executive Director or their designate. The Softball BC staff support representative does not have a vote.

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

Meetings

The Committee will meet by videoconference as required. The Chair will call meetings. There will be no fewer than four (4), but not more than six (6) meetings annually. A quorum for a meeting requires at least 60% of voting members to be present.

Decisions will be made by a simple majority, with each district coordinator and regional representative having one (1) vote. The chair and vice chair can vote only if they are elected district coordinators. Members may cast their vote in person at a meeting or by email if the chair requests an electronic ballot.

In accordance with the Softball BC Bylaws (3.10), a district coordinator may appoint an individual to act as their temporary replacement for a meeting provided (i) the substitute individual is at least eighteen (18) years of age and of sound mind, (ii) the temporary replacement has been identified in writing to the Chair not less than forty-eight (48) hours in advance of any meeting of the Members, and (iii) the substitute is an Individual Participant within the District of the District Coordinator seeking the temporary replacement.

Resources or Support

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

Responsible to

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

Preparing recommendations for rule modifications

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

Approved motions will be submitted to the Board of Directors as recommendations for consideration at the next meeting. If the recommendation pertains to a change to a standard operating rule (SOR), the recommendation must clearly indicate the additional and or deletions to be made to the SOR in question. All recommendations captured in the minutes will constitute written notice to the Board of Directors.

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

Evaluation

The Board of Directors and the Committee's Chair will evaluate the Committee's performance. The Committee'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 Committee as required.

Other

All members of the Committee 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: April 14, 2026

Date of Review: February 1, 2028

APPENDIX A

Policies and Standard Operating Rules Editing Cycle

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

| Time | | What | Who |
|--------------------|--------------------|---|--------------------------------------|
| March 2 to July 31 | 151 days | Motions | Members |
| Aug 1 to Sept 30 | 60 days | Formulate edits to SORs - Cross portfolio consultation * | Committee / 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 | Committees / 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.