

## Contact Information

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*\* For CASE issues, when leaving a message on the hotline, please state that your call is pertaining to CASE and then leave your phone number. Any details of the incident should NOT be included in the voice mail. You can explain the issue when a member of the CASE committee contacts you.*



## **Registration Information Booklet**

To sign up a team, a player, and/or to be involved in the leadership of a team, you will need to understand and be aware of the following information. Please read on carefully!



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## **Statement of Faith**

- We believe that the Bible is the divinely inspired and infallible Word of God and is authoritative in matters of Christian belief and conduct.
- We believe that there is but one living and true God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.
- We believe that Jesus Christ is both fully Divine and fully Human.
- We believe that humans were created in the image of God, that we sinned, and in consequence incurred not only physical death, but also spiritual death (separation from God).
- We believe that the death of Jesus Christ on the cross is sufficient for the atonement of all of humankind's sins.
- We believe that God in His mercy and grace saves all who repent of their sins and trust in Jesus Christ, justifying them through faith in the Saviour and giving them new life by the Holy Spirit.
- We believe in the bodily resurrection of the just and of the unjust, and in the eternal blessedness of the redeemed and the eternal punishment of the lost.

## **Volunteering**

We are an organization run by volunteers. We include here a list of different areas that your involvement can be most appreciated during the season and the off-season. This offer is extended to all participants, not just team leaders.

Areas you can volunteer are:

### **In Governing**

- Prepare and administer league training sessions

### **In Information Systems**

- Data entry
- Form processing
- Logistic compilation

### **In Public Relations**

- Communicate with teams, pastors and churches

### **In Multimedia**

- Develop, maintain and update league website
- Collect media for league slideshows and year-end-video

### **In Scheduling**

- Data entry
- Request handling
- Communications

### **In Special Projects**

- Assist in preparation of special events
- Coordinate and source resources

### **In Umpiring**

- Prepare and administer league training sessions
- Review league rules

Even if you can only spare a little bit of time, it would be much welcomed. Anyone interested can email [info@ccsasoftball.net](mailto:info@ccsasoftball.net). Please include your name, church, team and the subcommittee that you would be interested in.

### Player Requirements

1. Participants may only join one team. They may not transfer to another team once their registration form has been submitted.
2. C.C.S.A. age requirements
  - Junior division: 14 – 19 years inclusive
  - Senior division: 18 years and above
3. A **player's age** is determined as of May 1<sup>st</sup> of the present year.
4. Players 18 or 19 years of age can choose to be on either a senior or junior team. No additional league approval is required.
5. Any exceptions must be directed to the CASE in writing by the designated due date.

### General Instructions

1. The **registration fee** is \$500.00 per team. The whole fee is due on the **first due date**. You can find the **first due date** for the current season in your application package.
2. League e-mails and the hotline are available for requesting and obtaining information, for reporting necessary facts, or to request proper procedures for filing concerns.
3. Be sure to follow the guidelines set forth by the C.C.S.A. Most of the information may be found in this package.
4. All formal requests for CASE concerns or complaints should be phoned in to the C.C.S.A. hotline (416-293-0949) or e-mailed to [case@ccsasoftball.net](mailto:case@ccsasoftball.net). If you choose to leave a message on the hotline, please state that your call is pertaining to CASE and leave your name and phone number. Do NOT include any details. A member of the CASE committee will contact you. In certain instances, we may require that a formal request be submitted in writing.
5. Due dates will be adhered to strictly. Failure to submit forms/fees in a timely manner may result with your team/player not registered.
6. **Late period.** The league will continue to receive forms until 1 week after the applicable due date, provided that the **late fee** of \$5.00 per form is paid. Forms submitted after this time will not be received.

## Submissions

### **Form**

1. All information received by the C.C.S.A. will be used in accordance with our **privacy policy**.
2. All submitted registration forms must be signed in ink. You may keep a photocopy of any signed forms for your records.
3. Please completely and accurately fill out all applicable registration forms.
4. Please print neatly.
5. Only the team governor or supervising pastor can sign as a **witness** (governors and supervising pastor cannot be their own witness). The signature must be witnessed at the time of signing.
6. Mistakes on submitted forms will void the form and the team/player will be unable to participate until the form is corrected.

### **File**

1. Please submit completed files to [info@ccsasoftball.net](mailto:info@ccsasoftball.net) on the designated due date, as specified in the application package.

## **Coach**

The duties of this position may include the following:

- Ensure all participants are prepared and able to participate in league games
- Promote safety through proper observation and training
- Arrange team logistics and administration
- Submit required information to the league in a timely manner (e.g. score sheets, registration forms, etc)

## **Umpire**

The duties of this position may include the following:

- Ensure all participants are familiar with league rules and educate when necessary
- Communicate to the team new rules, rule amendments, clarifications
- Provide/coordinate umpires to officiate designated league games
- Inform the league of any issues or incidents that may occur during officiated games

## **Team Roles**

The **minimum league requirements** for all team leaders are:

- mature Christian
- regular church participant

## **Supervising Pastor**

The duties of this position include the following:

- Understand the league's **Statement of Faith**
- Complete the **Church Covenant** form (one per church)
- Should any issues or concerns arise with any teams within your church, you may be contacted
- Should you or other church members have a concern about the C.C.S.A., you may assist in passing on this information to the league

## **League Liaison**

The duties of this position include the following:

- Assist in disseminating league communications and administrative procedures
- Aiding in the registration of church teams and players
- Attend organizational meetings
- Be the main contact for any announcements that come from the C.C.S.A.
- Should any problems arise with any teams within your church, you may be contacted

## **Governor**

The duties of this position may include the following:

- Counsel, advise, correct and discipline team members from Scripture
- Prepare, or assist in the preparation of, pre-game or post-game **devotions** for participating teams
- Review and witness player registration forms
- Address team concerns, and request assistance from the church and league when necessary

## **Privacy Policy**

The CCSA collects basic information about you for the following purposes only:

1. To establish and maintain the league
2. To provide you and your team with ongoing assistance throughout the season
3. To better understand your team's needs and preferences
4. To comply with legal or regulatory requirements

For example, we may use your information to contact you or your team about team schedules, changes in important dates, or notices of upcoming events. We may use your information to ensure that you and your team are in compliance with CCSA rules. We may provide certain personal information to our insurance providers to ensure that the league is adequately insured. We may also use your information to help CCSA executives determine what events or activities would be appropriate for you or your team.

Your privacy is important and we will not collect, use or disclose your personal information for any purpose other than those identified above, except with your consent. We will protect your personal information appropriately. We will protect the confidentiality of your personal information when dealing with third parties. We will strive to keep your personal information as accurate and up-to-date as is necessary for the purposes identified above. We will honour any request you may make for access to your personal information.

If you have any questions or concerns about our privacy practices, please contact the CASE Committee at [case@ccsasoftball.net](mailto:case@ccsasoftball.net). Otherwise, we will assume that we have your consent to continue to collect, use and disclose your personal information for the purposes identified above.

## Team Requirements

1. Appointed team leaders must meet minimum league requirements. No appropriate leaders = No Teams. See **Team Roles** for more information.
2. Every participant of your team is responsible to know all the rules that C.C.S.A. plays by. Contact the league for a copy of the rules.
3. Be sure that each **team name** will glorify God, and reflect and demonstrate Christianity. See **Team Name Guidelines** for more details.
4. For new teams or teams wishing to change their names, there is a **New Team Name** form to be filled out. Please submit the application form and accompanying explanation by the **first due date**. This will be reviewed by the league for approval.
5. Each team is expected to maintain a minimum **Christian/non-Christian ratio** of 70% (i.e. for every 10 players on the team, there must be at least 7 Christians). A non-Christian is a participant who indicated either 'No' or 'Maybe' in their player waiver form.
6. Any teams that have senior aged players playing on a junior team, or junior aged players playing on senior teams will need to fill out **Special Exception Form**.

## Team Name Guidelines

While CCSA respects the right of each team to choose a team name that best reflects the team's objectives and character, we ask that the following guidelines be adhered to:

1. Team names should glorify God
2. Acronyms or names that do not clearly or obviously relate to Biblical teachings should nevertheless have a meaning that is consistent with the mission of the CCSA. The league may ask team leadership to elaborate upon the meaning behind the team's name
3. Care should be taken to ensure that team names do not have secondary meanings that may be misinterpreted or misconstrued in a manner that is hurtful or inconsistent with Biblical teachings
4. Team names must be approved by the pastoral advisor to that team

The league reserves the right to reject names that are clearly inconsistent with the mission of the CCSA. The league will contact teams if it feels that a team name is problematic. In general, the league will not reject any name that was used by that team in the prior season.

## **Duplicate Team Names**

With the growing number of teams in the league, we are concerned about the number of confusingly similar or identical team names and consequently we are hoping to eliminate future duplication of team names. Teams are not allowed to register a team name that has the same "root" as any other team in the league.

EXAMPLES: A team will not be allowed to register "Christians Jr." if the name "Christians" has already been used by any other team in either the junior or senior division. Similarly, a team will not be allowed to register "Christians II" if "Christians" or "Christians I" has already been registered.

EXCEPTION: Teams are allowed to register a team name if that same name was used by that team in the immediately prior season. Teams using the same names as used in the immediately prior season will always have priority over any new team that chooses to register the same name.