

Ontario Senior Snooker League Constitution

This Constitution, in specific terms, defines the job descriptions, authorities and responsibilities of The Executive and Membership of the Ontario Senior Snooker League. It also defines how the operation of the league is governed. The Constitution will be considered the final authority for the Ontario Senior Snooker League.

The OSSL Membership will elect The Executive after every second year, during the off season, unless there are no candidates. In the event there are no candidates, the current Executive, if willing, would carry on for two more years, then the election process would be repeated. In the case where there are candidates for some, but not all Executive positions, an election will take place for those positions only. The Tournament Director positions are excluded from the election process.

The playing season will end at the completion of the OSSL final tournament. The banquet and awards presentation will follow within two weeks of the final tournament.

The OSSL Executive consists of the unpaid positions of President, Vice-President, Treasurer and Secretary, and the paid positions of Tournament Directors.

Duties and Responsibilities of the President

- Lead the Executive to oversee and control the operation of the OSSL
- Ensure Vice-President, Treasurer, Secretary and Tournament Directors are able to perform their duties and meet their obligations.
- The President can recruit a member as an adviser, Tournament Director or consultant as required.
- Tournament scheduling and communication with Room Owners.
- Arrange for the year-end Awards Banquet and post-season meetings.

- Ensure that financial reimbursement of personal funds used for the operation of the OSSL, go through the Treasurer. Receipts are required for valid expenses, excepting some league costs that are not receipted. (These OSSL costs to be explained in detailed statement sent to Treasurer).
- Ensure that cheque writing on OSSL bank account will go through the Treasurer. Two signatures are required of either the Treasurer, President, or Vice-President. All three are registered by the bank as signors of the account.
- The President or Designate to assume duties of an Executive member, who for any reason is unable to continue. The responsibility will continue until the Executive can appoint a qualified replacement.

Duties and Responsibilities of the Vice-President

- Will assume the office and duties of the President should the President become unable to perform his/her duties for any reason. The Vice-President will hold the office until such time as the Executive vote or appoint a new President.
- Must be helpful to the President in overseeing the operation of the OSSL.
- Attend Executive meetings.

Duties and Responsibilities of the Treasurer

- Maintain a complete record of all income and expenses of the OSSL.
- Provide a Financial Statement to the Executive when required.
- Provide an end of season Financial Statement to the Executive and the Membership.
- Perform other duties such as providing cheques, communicating with the bank, ensuring expense receipts are submitted, etc.
- Attend Executive meetings.

Duties and Responsibilities of the Secretary

- Ensure meetings are effectively organized and minuted.
- Maintain effective records and administration.
- Uphold the requirements of the OSSL.
- Be responsible for communication and correspondence.
- attend Executive meetings.

Duties and Responsibilities of the Tournament Directors

- Ensure he/she or the back-up is present at each room tournament.
- Notify the President or the Vice-President of an upcoming absence, and arrange for the back up to direct the tournament.
- Direct the tournament in proper accordance with the OSSL rules and format. Follow the OSSL Director's Guideline as provided by the President.
- Ensure the dress code is adhered to.
- Monitor handicaps of newer members.
- The Tournament Director is the final authority at any scheduled OSSL Tournament in regards to conduct, dress code and any other problems that may arise. Authority includes issuing of suspensions from the tournament.
- Attend Executive meetings.

Duties and Responsibilities of the Statistician

- Update OSSL standings each week of the playing season.
- Send results to the website and email to the Executive and Membership.
- Provide updated standings on a hard copy for various rooms and club postings.
- Provide the President and Vice-President with statistics analysis as requested.
- Provide the President and Vice-President with an end-of-season statistics summary.
- Coordinate with the Secretary ensure accuracy of all information.

Responsibilities of OSSL Members

- Conform to the rules of the OSSL including dress code.
- Treat all members with respect and observe a sportsmanlike manner at all times.
- Be punctual.
- Stay informed of OSSL updates. The information is available.

Dispersal Breakdown of OSSL Funds

- Payment to room owners for table time.
- Tournament Directors fees.
- Statistician fees.
- Miscellaneous expenses such as new sets of balls, photo-copying, stamps and other supplies.
- OSSL major tournaments – director fees and prize money.
- End of season banquet and awards.
- Unexpected league expenses.
- Carry over balance to the next season to be a minimum of \$1000.00

End of Season Banquet and Awards

The President and Vice-President are responsible for scheduling and arranging the event. They must ensure the purchase of awards, the venue, entertainment and Master of Ceremonies.

Awards

- Tournament points total – there will be cash awards for 1st, 2nd, 3rd, and 4th place. The Season High Run will have a cash award and a plaque or gift certificate.
- Majors - 1st trophy or gift certificate, 2nd trophy or gift certificate.
- OSSL Final - 1st to 4th trophy or gift certificate. Note: 1st to 4th position will determine the award value. Award substitutions are allowed for all

majors. For example clock or pen set.

- Regular event winners – plaque or gift certificate. Value increases with number of events won.
- Dutch deBoer Trophy to the OSSL Final Winner. Winner will have name and year engraved and will keep for one year.
- Art MacAlpine Trophy to the most respected, congenial player for the previous playing season. The recipient will be chosen by the previous winner and the Executive. The winner will keep for one year.

Summary

The OSSL Executive will control and decide on all aspects of league operation. Member polls may be initiated by the Executive only. The Executive will be in full agreement with any subject matter being presented to the membership. The poll results will be utilized in the decision making process.

Amendments to the Constitution, if required, will be decided by your Executive.

September 27/16