

# Dundas Women's Softball Association Constitution

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## Articles

### Article I Name

The name of this organization shall be the "Dundas Women's Softball Association" and shall be referred to as the League.

### Article II Purpose

The purpose of the League shall be:

- a. To foster the qualities of good sportsmanship between all teams and between individual members.
- b. To provide an opportunity for competition and social contact between teams and individual players.
- c. To encourage softball skills at a recreational level.

### Article III Membership

Membership in this League shall be open to such persons that agree to abide by, and comply with, the Constitution and By-Laws of the League.

### Article IV Officers

1.
  - a. The Executive will consists of League Officers and Team Reps.
  - b. The League Officers shall be President; Vice President; League Statistician; Treasurer; Secretary; Equipment Convener; Social Convener; Hut/Website; and Fundraiser Committee (when there are 9 teams). In the event that there are only 7 teams, the duties of the hut/website will be distributed among the other executive positions. In the event that there are only 8 teams, the duties of Fundraiser Committee will be shared amongst the other executive positions.
2. The Executive shall perform their duties as defined by By-Law Two.
3. All League officials elected and appointed shall serve a term of two years commencing at the November turnover meeting following the Annual General Meeting.

4.
  - a. Every team in the League will be responsible for one of the positions on the Executive Committee. These positions would rotate every two years, as per the prepared schedule. During the two year term in that executive position, the team is at liberty to appoint any team member to take on the role including having a different player in each of the two years.
  - b. In the event a team does not provide a league officer (for the position they are responsible for) and a team rep, disciplinary action will be at the discretion of League Executive body.
5. An Executive member may be removed from office at any time for dereliction of duties or incompetence by a majority vote of all members of the League.
6. Executive positions shall be held by paid members of the League.
7. In the event of prolonged illness or absence of an Executive member, her duties must be assumed by a replacement appointed by the team.
8. Each team will nominate one representative to attend all meetings. Reps will act as agents for their teams at all League functions and as agents for the League in conveying information to their respective teams. When a team rep is elected to an Executive office, she must resign the position of team rep. Team reps have a vote.

## **Article V Amending Procedures**

1. Proposed amendments to these articles of the Constitution and By-Laws must be presented in writing to the Executive by the last League game. They are to be circulated in written form to all member teams no later than one week prior to the last Executive meeting.
2. Amendments must be seconded by a member of another team before being brought to the Executive for a majority vote.
3. An amendment to any article of the Constitution or the appended By-Laws must be sponsored by a majority vote of the Executive.

## **By-Laws**

### **By-law One: Eligibility and Membership**

#### **Section 1: Members**

- a. An individual will be eligible to be a member of the League if:
  - i. They are eighteen years of age prior to January 1 of that playing year. Proof of age must be provided upon request.
  - ii. They are of the female gender.

- b. Any new player will be eligible to “register” with the team of their choice at open registration. If there are no openings on the team of their choice, they may select another team or be put on the original team’s waiting list. An individual will be considered an active member of the League if:
  - i. They have completed an annual registration form.
  - ii. They have paid the annual registration fee (as set by the Executive).
- c. If a registered player misses five (5) consecutive games, the team rep must contact the social convener who will contact the player to determine if there is just cause for a replacement. An individual will be considered an inactive member of the League if:
  - i. They have not completed an annual registration form.
  - ii. They have not paid the annual registration because they are on the waiting list as either a pregnant or injured player, or a leave-of-absence player
- d. Members who have registered the previous year will be eligible to pre-register (by date set by the Executive) for the League. At this time, the member will be able to register for their team or request a transfer to another team or request placement on the pregnancy/injury or leave-of-absence waiting list. If a player is pregnant and wishes to re-join her team later in that season, a spot will be held for her on that team. The team must not exceed their maximum player limit when that player re-joins. No transfers are allowed once a paid registration has been completed and submitted to the league except under extenuating circumstances, which must be brought to and approved by the executive. A registration form must be completed and active members must pay the registration fee at this time. If a member fails to pre-register, they will be considered a new player. They will have the option of registering at open registration.
- e. Players must play ½ of their regularly scheduled games for which they are eligible, commencing at the date of their paid registration. If they do not play 50% of their applicable games, they shall forfeit their eligibility to play in the play-offs and their entitlement to pre-register the following season. (See section L for more details regarding applicable games). A team may request a new player from the waiting list if non-eligible players jeopardize their roster numbers.
- f. If a player becomes injured during the regular season they may go on an injury list. If that player’s spot has not been filled when they are able to come off the injury list, they may resume their spot on the team. During their time on the injury list, a player is not considered “eligible” to play. Thus to play in the play-offs they need only to have played 50% of the games scheduled during the time they were not on the injury list.
- g. In an effort to eliminate forfeited games, the Social Convener shall prepare two lists to be given to each team at the beginning of the season. The first list is for call-ups from the younger league. The list should be in order of most experienced to the least experienced as determined by the coaches of the younger league. The list should also list the catchers. We encourage teams to call upon the younger league first because these girls would get experience in our League before officially moving up. These players are to be referred to as CALL-UPS. The second list is of replacement players from other teams in our League. These lists should include their name, phone number, email address, positions played and team they currently play for. NOTE: These players should only be used if the younger girls are not available. These players are to be referred to as replacement

players. (See sections I, J, and K for further information regarding call-ups and replacement players).

- h. The League's refund policy will be: After your team's season has started, if you have not played a game you will be refunded 100% of your registration fee. In the event a player becomes injured or pregnant early in the season (ie. Played one or two games), they are not entitled to a refund. Once a player signs their registration form, it shall be presumed that they are aware of the possibility that they cannot play an entire season and hereby forfeit all rights to a refund. Partial refunds are also not awarded.
- i. Players of the DWSA can be used as replacement players to help teams eliminate forfeited games. They will go on a list that will be supplied to the team reps. They will be used after all effort is made to use one of the younger girls known as call-ups. They shall be referred to as replacement players. Replacement players will be allowed to catch and they can pitch a maximum of 4 innings. Therefore, if a team does not have any pitchers, they must get two (2) pitchers. **NOTE: Replacement players and/or Call-Ups may not pitch in the playoffs.**
- j. Teams have to field a team with a minimum of 50% of their own players before adding call-ups or replacement players. For example: If a team only has 4 of their own players in attendance, they can only gather 4 call-ups or replacement players. They would have to play the game with 8 players. They cannot recruit 5 call-ups or replacement players as this would be considered only 44% of their own players. (Reference: Minutes dated August 27, 2013)
- k. **Pending an Executive investigation and decision:::** When teams are seeking call-ups or replacement players, they may not exceed 10 players in attendance. If a team has 5, 6, 7, 8 or 9 of their own players, they may only add 5, 4, 3, 2 or 1 player(s) respectively. If a team has 10 or more of the OWN PLAYERS, they are not permitted to add any call-ups or replacement players. Adding catchers or pitchers from other teams that result in the line-up exceeding 10 players is not permitted. (Reference: Minutes dated September 24, 2013)
- l. In considering a member's eligibility for the play-offs, in the event of a rained-out game, it will be considered that all member of the team roster were present. Attendance at the make-up game will then not be counted towards eligibility.

## **By-law Two: Executive Duties**

### **Section 1 – President**

- a. Shall preside at all meetings of the League.
- b. Shall call all meetings as deemed necessary or required.
- c. Shall oversee all functions of the League and assist any operations that requires or requests help.
- d. Shall have signing authority, along with the Treasurer and the Vice-President, for all cheques issued on behalf of the League.
- e. Will be the alternate contact person for the waiting list in the Social Convener's absence.
- f. Shall have voting power only to break a tie.

## **Section 2 – Vice-President**

- a. Shall perform such duties as are assigned by the President and substitute for her as required.
- b. Shall be responsible for the scheduling of games, play-offs and for umpire liaison.
- c. Shall be required to attend all scheduled meetings and shall have voting power.

## **Section 3 – Treasurer**

- a. Shall collect and record all finances involving the League.
- b. Shall submit a verbal monthly report at monthly meetings and a written report at the November turnover meeting.
- c. Shall have signing authority, along with the President, and the Vice-President, for all cheques issued on behalf of the League.
- d. Shall have available, for audit, the records of the League for the current playing season, when called for by the President.
- e. Shall be required to attend all scheduled meetings and shall have voting power.

## **Section 4 – Secretary**

- a. Shall keep an accurate record of the proceedings of the League and maintain an up-to-date record of all Officers, Executive Committee members, Coaches and Team Members.
- b. Shall conduct all correspondence of the League, its Officers and the Executive Committee, keeping a record of the latter.
- c. Shall notify all Officers and Executive Committee members of their duties as assigned.
- d. Shall issue all notices of meetings and shall regularly issue a record of the items discussed at the meeting.
- e. Shall be responsible for sponsors in conjunction with team reps.
- f. Shall be required to attend all scheduled meetings and shall have voting power.

## **Section 5 – Equipment Manager**

- a. Shall look after all equipment owned by the League.
- b. Shall be responsible for: cleaning and repairing same, purchasing and replacing same, maintaining inventory of equipment and supplying the Secretary with an updated copy of this inventory.
- c. All major purchases must be approved by the Executive.
- d. Shall be required to attend all scheduled meetings and shall have voting power.

## **Section 6 – Social Convener**

- a. Shall be responsible for all aspects of organizing the dance, ie. Door prizes DJ, hall rental, etc. The date of the dance and the venue shall be finalized at the turnover meeting in November.
- b. Shall organize pre-registration and open registration.
- c. Shall be responsible for the maintenance and disbursement of the waiting list and, in case of holidays, etc., the President is to receive a copy of the current waiting list.
- d. Shall be required to attend all scheduled meetings and shall have voting power.
- e. Shall be the contact person when teams require call-up players. The Social Convener will call up contact person then notify the team rep that made the request, of the player's name.

## **Section 7 – League Statistician**

- a. Shall assume the duties of the Vice-President in her/his absence or such duties as the President sees fit.
- b. Shall be responsible for public relations, publicity and League statistics.
- c. Shall be required to attend all scheduled meetings and shall have voting power.

## **Section 8 – Hut/Website**

- a. Attend all meetings
- b. Have voting power
- c. Have a working understanding of the League Constitution
- d. Shall maintain the hut
- e. Shall be the contact person for submitting material to the website (ie. Schedule, announcements, etc.)

## **Section 9 – Fundraising Co-ordinator (if there are 9 teams in the League)**

- a. Attend all meetings
- b. Have voting power
- c. Have a working understanding of the League Constitution
- d. Assist League Secretary with sponsor solicitation
- e. Organize and oversee all Fund Raising activities (car wash, 50/50 draw, etc.) assisted by a Fund-Raising Committee consisting of members from the League.

## **Section 10 – League Advisor**

- a. Shall be elected by the Executive Committee.
- b. Shall act in an advisory capacity in the event that the Executive of said year lacks experience and knowledge of League.
- c. Shall participate in the deliberations of the League with no voting power.

## **Section 11 – General**

- a. The League shall maintain a bank account in its name and this account will need any two of the three signatures, those of the President, Treasurer or Vice-President.
- b. The League shall pay for all legitimate expenses, supported by invoice, receipt or bill, incurred by the Executive.

### **By-law Three: Fees and Fines**

- a. Each player shall pay the League an annual registration fee to be set prior to the registration date.
- b. This registration fee and completed form must be given to the Social Convener prior to playing any games.
- c. If a player that hasn't paid the registration fee is listed in a team's lineup, the game shall be considered a forfeit in favour of the opposing team.
- d. Each team shall participate in fundraising activities.

### **By-law Four: Nominations and Voting Procedures**

- a. At the Turn-over Meeting, each team will announce the person who will be filling their League Officer position (as designated for the following year) and the person who will be representative for their team.
- b. For all League business each Executive member shall have one vote. A quorum for League meetings shall be 2/3 of voting members of the League, with a simple majority of those voting members present required to carry a motion.
- c. In the event of a tie in a League vote, the President or Chairman of the meeting, will cast the deciding vote.
- d. A team may vote by written proxy, delegating their vote to either another team member or to the Executive as a body, in matters of the Constitution on By-laws, but not in the election of Officers.
- e. Any Executive member who becomes a coach or umpire shall be removed from office.

### **By-law Five: Suspensions and Disciplinary Powers**

- a. If a player or coach is ejected from a game by an umpire, for any reason, he/she is automatically suspended from his/her next regularly scheduled game. A second offence receives a two-game suspension, a third receives a three-game suspension, and so on.
- b. For any major offence, a player or coach may be suspended at the discretion of the Executive Committee including the team reps. See (c) regarding an appeal to disciplinary action.

- c. If a team or player wishes an appeal or protest heard, they must hand in a written notice directly to an Executive member within three (3) days of the disputed incident. A hearing will be held within seven (7) days of an Executive member receiving written notice.
- d. If a player or coach is ejected from a game and submits a written appeal, only the Executive will have a vote.

## **By-law Six: Field and Game Rules**

In general, all League games shall be conducted using the latest rules published by C.A.S.A. with the following exceptions:

1. All League games shall consist of seven (7) innings.
2. In the event of rain, etc., four (4) innings constitute a complete game. (3 ½ innings if the home team is leading at that point).
3. Mercy Rule: No more than six (6) runs may be scored by a team in one inning. This rule is to be waived in the last inning. The last inning will start (time permitting based on the discretion of the plate umpire) after one hour and 30 minutes from the first pitch of the game. Both teams, at that time, will be notified by the umpire prior to the start of the last inning. There is a fifteen (15) run mercy rule after five (5) full innings.
4. All players must play three (3) defense innings and they must have these innings in before the start of the seventh inning. The only exception is for players who become injured or sick during the game.
5. Providing the opposing team is notified prior to the start of the game, a player who arrives late will only be permitted to play if she arrives before the 3<sup>rd</sup> complete inning and will be placed at the bottom of the batting line-up. A player who leaves early must complete three (3) defense innings of play.
6. Every player must take her turn at bat.
7. There is unlimited substitution, but a team may not alter its batting order once the game has begun.
8. Where a courtesy runner is required and there are two out and the last out is the catcher for the next inning, the last previous out will be used as the courtesy runner. In the event that a runner is required and the previous out is already running for a player or has just finished running, then the next prior out may be used. If there is no out in that inning, the last out from the previous inning will run. A courtesy runner may only be used for an injured player as long as that is declared to the other team before the game begins and that player must use a courtesy runner for the entire game. If a player becomes injured during the game a courtesy runner may be used for the balance of the game. The player requiring a courtesy runner may proceed no further than first base during their at bat.
9. All games are to begin promptly according to the times listed on the schedule, with no new inning beginning one hour and forty-five minutes after the first pitch.
10. A play-off game will consist of seven (7) innings. There is no time limit in the play-offs. In the event that a game cannot be completed (because of rain, lightning, etc.) the game will continue where it left off, on the next available night. Each team may only field the same amount of players for the rescheduled finish and every attempt must be made to field the same players with the batting order remaining the same as the original game.

11. Teams will be given fifteen (15) minutes grace to field a team. If unable to field a team in that time frame they shall forfeit the game to the opposing team. A team may play the entire game with eight players with no penalty (automatic out) for a 9<sup>th</sup> batter. In the event that neither team is able to field a team, neither team receives points for said game (ie. They will not split the points and each gets one). The time of the first pitch for the game is the time of the arrival of the eighth player, not the original start time of the game.
12. The visiting team shall have the infield ½ hour prior to the scheduled start time if they choose.
13. All players must wear a uniform shirt supplied by the League unless due to inclement weather, and with the umpire's permission, be allowed to wear adequate clothing.
14. Home team is responsible to ensure that the diamond is prepared ½ hour prior to the scheduled start of the game. Home team and visitors are responsible for reporting scores and highlights to the League Statistician.
15. When a coach or player is ejected from a game, he/she must leave the ball park. There must be no further contact with the teams. Any team not adhering to this rule shall forfeit the ball game.
16. Teams are limited to a minimum of 13 players and a maximum of 17 players. It is not compulsory to replace a lost player once the season has started. Except if it drops below 13, they must replace a player.
17. Teams are required to maintain a roster of thirteen (13) players. A team may pre-register a maximum of seventeen (17) players from the previous season, but, once their number of registered players drops to thirteen (13), they may not increase their numbers after the season starts. Replacement players to maintain a 13 player roster must come from the official waiting list, if existing, maintained by the Social Convener or President in the Social Convener's absence.
18. Only running shoes or soccer-type plastic (rubber) cleats are allowed. Bare feet are not allowed. Impact resistant plastic cleats are not allowed.
19. If a game is tied at the end of seven innings, it shall remain a tie. Two points are awarded for a win, and one point each for a tie. This rule will be waived in the play-offs. During play-offs, in the event of a tie after 7 complete innings, the teams will continue to play normally for an additional 2 innings, the International Tie Breaker rule will come into effect. Starting at the top of the 10<sup>th</sup> inning and each subsequent inning, while the game is still tied, each team will start with a runner (the last completed batter from the previous inning) at 2<sup>nd</sup> base with one out.
20. In the event of rain or unplayable field conditions or a humidex reading of higher than 38 degrees C, the home team shall be responsible for calling the game no later than one hour prior to the scheduled start. The home team is responsible for contacting the team representative of the opposing team and the umpire representative. If this is the first game of a double-header, the rep must contact the rep of the home team for the second game so they can see if the second game can be played. Leaving a voice mail message is not considered adequate contact. The second game of the evening is to be called separately, ie. Cancellation of an early game does not automatically cancel a late game.
21. Scorekeepers should review the section "Game Sheet Information" to ensure that their scoresheets are filled out properly and completely.
22. The regular fee for players joining the League mid-season may be pro-rated.

23. No removable jewellery to be worn with the exception being a medical alert bracelet or a necklace. Any jewellery that cannot be removed **MUST** be taped.
24. Non-compliance with any of the rules, sub-section 4, 5, 6, 7, 15 and 16 will result in the forfeit of the game thus transfer of game points.

## **By-law Seven: General**

1. The League shall supply the catcher's equipment (mask, chest protector and shin pads) and uniforms. Minimum uniforms shall consist of matching shirts or sweaters complete with sponsor's names.
2. All teams shall be given three calendar-days notice of League meetings.
3. The League schedule shall be based on each team playing an equal number of games.
4.
  - a. The League Championship shall be awarded to the team with the most points at the end of the regular season.
  - b. The League's play-off format for the season shall be determined by that year's executive, prior to the start of regular play. A detailed play-off schedule shall be provided, by the Vice-President, for a majority approval of the Executive at their July/August meeting. A final play-off schedule will be distributed to the general membership within a week of that meeting.
  - c. The League shall annually award trophies to the winners of the League and Playoff Championships. These perpetual trophies are to remain the property of the League and are to be returned to the Executive at the end of the regular season the following year.
  - d. Ties in League standings will be decided in favour of the team with the best win record when only games between the tied teams are considered. If the win/loss record between the teams is tied, there shall be a sudden death game played at the end of the season to determine final standings. Runs scored is not used as a tie-breaker because during the regular season, the home team does not take their last at bat when they are leading.
  - e. Three-way ties in standings shall be broken by conducting a mini round robin (5 innings per game) event. This shall take place on one day/night. To avoid further ties as a result of this round robin, all five innings have to be completed even if the home team is winning. It may be necessary to break ties with runs scored.
5. The onus is on member teams to inform the Secretary of any change in Team Executives, their phone numbers and addresses.
6. In the event of a rained-out game, teams will be given at least one week's notice of the rescheduled date. Anything earlier can be refused by either team except during the last three weeks of the season.
7.
  - a. A person who is pregnant, or becomes pregnant during the season, assumes all risks associated with playing. She has the option of enrolling on the pregnancy list placing her at the top of the waiting list for her team.

- b. If a girl is pregnant or injured at pre-registration and cannot complete 50% of League games from the time of registration, she must call the Social Convener to get her name put on the waiting list when she is capable of playing. Her name would go to the top of the waiting list.
  - c. Those who are not playing an entire season due to pregnancy or injury are required to fill out a registration form if they wish to be called for pre-registration the following season.
8. There will be a “leave of absence” list for those players who would like to sit out one year. This person would go to the top of the waiting list for her team and be able to pre-register the following year (if any spaces were available). She would follow (in line) after any player that had to leave because of pregnancy or injury. They must fill out a pre-registration form for that season to be eligible for pre-registration for the following season.