

Dundas Women's Softball Association
Constitution 2026
(Updated November 2025)

ARTICLES

Article 1: Name

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

Article 2: Purpose

The purpose of the League shall be:

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

Article 3: Membership

Membership in the League shall be open to such persons that agree to abide by and comply with the Constitution and By-Laws of the League and as set out in By-law 1.

Article 4: Executive Committee (may be referred to as the Executive)

1. Each team is responsible to appoint members to take on the roles of
 - a. a League Officer and
 - b. a Team Rep.
2. Teams are able to appoint different members to fill these roles each year.
3. In the event a team does not provide a League Officer (for the position they are responsible for) and/or a team rep, disciplinary action will be at the discretion of the Executive Committee.
4. The Executive Committee (Executive) will consist of:
 - a. League Officers: President; Vice President; League Statistician; Treasurer; Secretary; Equipment Convener; Social Convener; Hut/Website; and Fundraiser.
 - i. When there are 8 teams, the duties of Fundraiser will be shared amongst the other Executive members.
 - ii. When there are 7 teams, the duties of Fundraiser and Hut/Website will be shared amongst the other Executive members.
 - b. Team Reps
5. The Executive shall perform their duties as defined by By-Law Two.
6. All League Officers shall serve a term of three years. See for the Appendix A for the secession plan.
7. 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.
8. Executive positions shall be held by paying members of the League.

9. In the event of prolonged illness or absence of an Executive member, their duties must be assumed by a replacement appointed by the team.
10. When a team rep is elected to an Executive office, they must resign the position of team rep.
11. The onus is on member teams to inform the Secretary of any change in Team Executives, their phone numbers and/or email address.

Article 5: Amending Procedures

1. Proposed amendments to the Constitution's Articles and By-Laws must be presented in writing using the Proposed Amendment to the Constitution Form Appendix C. to the Executive Committee by the date decided by the Executive. This date is to be set by April 1st of each season.
2. Amendments must be seconded by a member of another team before being brought to the Executive.
3. Amendment must be sponsored by a majority vote of the Executive before being brought to the Membership.
4. Amendments will be presented in written form to all members in attendance at the AGM.

BY-LAWS:

By-law One: Eligibility and Membership

1. Eligibility:

An individual will be eligible to be a member of the League if:

- a. They are eighteen years of age prior to January 1 of that playing year. Proof of age must be provided upon request.
- b. They are of the female gender.

2. Membership:

- a. 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 each year).
- b. 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 an injured, pregnant or a leave-of-absence member.

By-law Two: Executive Duties

The Executive can make changes to the duties and titles of the Executive for the current season based on the number of team. This allows the Executive to cover duties and responsibilities that are necessary to run the League effectively.

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 require or request 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 be required to attend all scheduled meetings.
- g. Shall have voting power only to break a tie.

2. Vice-President

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

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 Annual General 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 responsible to complete financial obligations needed for the Banquet such as floats, payment to vendors and draws.
- f. Shall be required to attend all scheduled meetings
- g. Shall have voting power.

4. Secretary

- a. 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 assist the Social Convener with the banquet by contacting vendors that will be used at the Banquet.
- g. Shall be required to attend all scheduled meetings
- h. shall have voting power.

5. Equipment Manager

- a. Shall look after all equipment owned by the League.
- b. Shall be responsible for: cleaning and repairing the same, purchasing and replacing the same, maintaining inventory of equipment and supplying the Secretary with an updated copy of this inventory. All major purchases must be approved by the Executive.

- c. Shall ensure the hut is kept in an orderly manner
- d. Shall be required to attend all scheduled meetings
- e. Shall have voting power.

6. Social Convener

- a. Shall be the lead for the organization of the Banquet with the assistance of the Secretary and Treasurer. This will include choosing the date of the Banquet at meeting, when schedules are confirmed.
- b. Shall organize pre and open registration.
- c. Shall be responsible for the maintenance and disbursement of members on the waiting list.
- d. Shall provide the President a copy of the current waiting list.
- e. Shall be the contact person when teams require call-up/replacement members. The Social Convener will contact person then notify the team rep from the team that made the request of the person's name who will play for them.
- f. Shall be required to attend all scheduled meetings
- g. Shall have voting power.

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 website, public relations, publicity and League statistics.
- c. Shall be required to attend all scheduled meetings.
- d. Shall have voting power.

8. Sub Co Ordinator:

- a. Shall be the contact person when teams require substitute members.
- b. Will use the process, which will be decided by each year's Executive
- c. Shall keep a list of members who identify that they would like to be considered as a substitute during the season.
- d. Put out a call for a substitute when requested by team reps.
- e. Shall be required to attend all scheduled meetings
- f. Shall have voting power.

9. Team Rep:

- a. Will act as agents for their teams at all League functions
- b. Will act as agents for the League in conveying information to their respective teams.
- c. When a team rep is elected to an Executive office, they must resign the position of team rep.
- d. Shall be required to attend all scheduled meetings
- e. Shall have voting power

By-Law Three-Financial

1. **Bank Account**
 - 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.
2. **Fees**
 - a. Each member shall pay the League an annual registration fee which will be set by the Executive prior to the opening of pre registration.
 - b. The registration fee and completed registration form must be given to the Social Convener prior to playing a game.
 - c. If a member who has not paid the registration fee and completed the registration form plays in a game, the game will be considered a forfeit in favour of the opposing team.
 - d. The regular fee for members joining the League mid-season may be pro-rated.
3. **Refund Policy**
 - a. Members who have not played a League game will be eligible to receive a refund. They will receive 100% of the registration fee. Once a member has entered a game, they are not eligible for a refund.
4. **Fundraising**
 - a. Teams shall participate in all League fundraising activities.

By-law Four: Meetings, Nominations and Voting

1. **Executive Meetings**
 - a. All teams shall be given at least three calendar-days notice of a meeting.
 - b. For all League business, Executive members shall have one vote as set out in By-law 2
 - c. A quorum for Executive meetings shall be 2/3 of Executive members.
 - d. A simple majority of those voting members present are required to carry a motion.
 - e. In the event of a tie, the President or Acting Chair will cast the deciding vote.
 - f. Any Executive member who becomes a coach or umpire shall be removed from office.
2. **Annual General Meeting** (will be known as the AGM):
 - a. Will be held each November. The date will be set by the Executive prior to the start of the season.
 - b. Each team will announce the member who will be filling their League Officer position and the member who will their Team Representative.
 - c. Proposed amendments to the Constitution will be presented and voted on at this meeting as set out in Article 5.
 - d. Amendments made and voted on at AGM can be voted on by all in attendance, no proxy.

By-law Five: Registrations, Rosters, Leaves of Absences, Waiting List:

1. Registration:

The Executive will establish the annual pre-registration dates, open registration dates and associated fees at the January meeting.

Membership requires the completion of a registration form and payment of the registration fee.

a) Pre registration:

- i. Members who registered last year and completed at least 50% of their scheduled games are eligible to pre register.
- ii. The pre registration fee must be paid at the time of registering.
- iii. Members will be able to register for their previous year's team, request a transfer to another team, request placement on the pregnancy/injury or leave-of-absence list.
- iv. If a member is pregnant and wishes to rejoin their team later in the season, a spot will be held for them. The team must still remain within its maximum member limit when they return.
- v. Failure to pre-register will result in the member being considered a new member. They may still register during open registration but will not receive the pre-registration discount.
- vi. Once registration is completed, paid, and submitted to the League, transfers are not allowed unless extenuating circumstances are approved by the Executive.

b) Open Registration:

- i. Open registration will begin the day after the Executive Meeting which follows the close of pre-registration.
- ii. New members must complete the registration form and will be assigned to the wait list in the order their registration is received.
- iii. Once placed on a team, the member must pay the registration fee within 36 hours. They will not be permitted to play a game until the registration fee is paid.
- iv. New members may register for the team of their choice. If that team is full based on roster numbers, they can either choose a different team or be placed on the waiting list for their preferred team.

c) Injury, Pregnancy, and Leave of Absences:

- i. Members who are injured, pregnant or taking a leave of absence must complete a registration form to be eligible for pre-registration for the following season. They will identify on the form the reason for the leave. They will be exempt from paying the registration fee.
- ii. Members who are injured or pregnant at registration and expect to miss more than 50% of the season must request an injury/pregnancy leave. Their names will go on the waiting list and move to the top once they are ready to return. The registration fees must be paid prior to playing.
- iii. If a member is injured during the regular season, they must notify their Team Rep, who will inform the Social Convenor and Statistician so the member can be placed on the injury list. While on the injury list, the member is considered ineligible to play. To qualify for the playoffs, the member must have participated in at least 50% of the games scheduled during the periods they were not on the injury list. Once the member is able to return to play, they should notify the Team Rep who will inform

the Social Convener and Statistician. If their roster spot has not been filled, they may rejoin their team.

- iv. Members may request a leave of absence for one season. Those members will remain eligible for pre-registration the following year.
 - v. Members on leave due to injury or pregnancy will be assigned to their preferred team ahead of those returning from a leave of absence. If their preferred team has no available space, they can request an alternative team or go on their preferred team's waiting list.
- d) Unexplained Absences:
- i. If a registered member misses three (3) consecutive games without notifying the team, the Team Representative will notify the Social Convener. The Social Convener will then reach out to the member to discuss the absences and determine whether a replacement is necessary.
2. Rosters:
- a. Teams are required to maintain a minimum roster of thirteen 13 members
 - b. Teams may choose to carry a roster of up to 20 players, though this is not required. Teams should note that it is not possible for all 20 players to participate in a single game, as each player must meet the minimum requirement of three (3) innings.
 - c. Teams must finalize their roster size prior to pre-registration. Any increases after this date require the Executive approval.
 - d. Once the season begins, teams do not need to be replaced members unless their roster falls below the minimum required number.
 - e. If a team requires a replacement player the Team Rep will contact the social convener to request a new member from the waiting list
 - f. Replacement members must come from the official waiting list, which is maintained by the Social Convener.
 - g. The Executive/Team Rep may have the right to refuse a player if they do not "foster the qualities of good sportsmanship between all teams and individual members". If no team is willing to accept that player their registration will not be accepted for that season.
3. Waiting List:
- a. The waiting list will be managed by the Social Convener or their designate. A copy of the list will also be kept by the President.
 - b. A waiting list will be maintained for all players who register during open registration, in the order of their registration. Team vacancies will be filled according to this order.
 - c. Members who indicate they are pitchers or catchers will be given priority for teams in need of these positions.
 - d. Members may request placement on a specific team, and the League will make reasonable efforts to accommodate these requests.
 - e. Once all teams have been filled, remaining members still on the waiting list will be placed on teams based on their registration order.

By-law Six: Suspensions, Discipline, Appeals and Protest

1. When a coach or member is ejected from a game, they must leave the ballpark. There must be no further contact with the teams. Any team not adhering to this rule, shall forfeit the game.
2. If a member or coach is ejected from a game by an umpire, for any reason, they are automatically suspended from their next regularly scheduled game. A second offence receives a two-game suspension, a third receives a three-game suspension, and so on.
3. The Executive will decide the length of the suspension if there is a major offence by a member or coach.
4. If a member or coach is suspended from a game(s), they may submit a written appeal. The Executive will hear and make a decision about the appeal.
5. Once a team has made notice of a protest or an appeal, they must also do this in writing, giving it directly to a League Officer, within three (3) days of the disputed incident. A hearing will be held within seven (7) days of the Executive receiving the written notice.

By-law Seven: Substitute Players (Subs)

1. Subs will be used so a team does not need to forfeit a game.
2. Subs are players who play in the Dundas Girls Softball League, other affiliated youth leagues, or who play in the DWSA.
3. Subs from the DWSA wishing to play for other teams, will go on a list that will be monitored by the Manager of Substitute Players.
4. If a team has 10 or more of their own members, they are not permitted to request a sub(s). Requesting a Sub which are catcher(s) or pitcher(s) that result in the line-up exceeding ten (10) members is not permitted.
5. Teams may request three (3) Subs for both the regular season.
6. A Sub may not play more innings than a regular member of the team needing the player.
7. A Sub is to be added to the bottom of the batting order.
8. During regular season Sub can be used as a catcher for the entire game.
9. During regular season Sub can pitch a total of three (3) innings. Therefore, a team may request two (2) pitchers if needed.

By-law Eight: Awards and Playoffs

1. Awards
 - a. The League shall annually award trophies to the winners of the Regular Season and Playoffs. 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.
 - b. The League Championship shall be awarded to the team with the most points at the end of the regular season.
 - i. 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, runs for/against shall be used to break the tie.
 - ii. 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.
 - iii. 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.

2. Playoffs:

- a. The League's playoff format for the season, shall be determined by that year's Executive, prior to the start of regular play.
- b. A detailed playoff schedule shall be provided, by the Vice-President, for a majority approval of the Executive at the May/June meeting. A final playoff schedule will be distributed to the general membership within a week of that meeting.
- c. The League's playoff format should be 1 vs 8, 2 vs 7 etc.
- d. Members must play 50% of the regular scheduled games for which they are eligible, commencing the date of their paid registration to be eligible to play in the playoffs
- e. When considering a member's eligibility for the playoffs, in the event of a regular season game being cancelled, it will be assumed that all member of the team were present therefore attendance at the make-up game will then not be counted towards eligibility. If a player plays as call over for another team, this will be counted towards their eligibility.
- f. During the time the member is on the injury, pregnancy list, the member is not considered eligible to play. Thus, to play in the playoffs they need only to have played 50% of the games scheduled during the time they were not on injury, pregnancy list.
- g. A play off game will consist of seven (7) innings.
- h. There is no time limit in the semi finals and final playoffs.
- i. The regular season mercy rule applies to all playoff games.
- j. Up until the Championship game(s), the home team will be determined by regular season standings. The Championship game(s) will be decided by a coin toss
- k. In the event that a game cannot be completed (i.e. rain, lightning) the game will continue where it left off, on the next available night. Each team may only field the same number 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.
- l. During playoffs, in the event of a tie after 7 complete innings, the International Tie Breaker rule will come into effect. Starting at the top of the 8th 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 2nd base with one out. Any inning after the 6th inning will be an open inning.

By-law Nine: 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. The League schedule shall be based on each team playing an equal number of games.
2. 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. All members 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.
3. Only running shoes or soccer-type plastic (rubber) cleats are allowed. Bare feet are not allowed. Impact resistant plastic cleats are not allowed.

4. The responsibility of calling a game shall be determined by that year's Executive. Games may be called because of rain, unplayable conditions, or a humidex of higher than 38 degrees Celsius. The decision must be made no later than 90 minutes prior to the scheduled start. Teams and umpires will be notified by the designated person. If it is later than 90 minutes the decision to call the game will be made by the umpires.
5. In the event of a called 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.
6. Home team is responsible to ensure that the diamond is prepared ½ hour prior to the scheduled start of the game even if the League has paid for an individual to line the diamonds.
7. All games are to begin promptly, according to the times listed on the schedule. No new inning can begin one hour and forty-five minutes after the first pitch.
8. Teams will be given fifteen (15) minutes grace to field a team. If they are unable to field a team in that time frame, they shall forfeit the game to the opposing team.
9. In the event that neither team is able to field a team, neither team will receive points for the game (i.e. they will not split the points and each gets one).
10. The time of the first pitch for the game is the time of the arrival of the eighth member, not the original start time of the game.
11. All League games shall consist of seven (7) innings or 1 hour and 45 minutes.
12. There is unlimited substitution, but a team may not alter its batting order once the game has begun. Non compliance will result in a forfeit.
13. Every member must take her turn at bat. Non compliance will result in a forfeit.
14. A team may play the entire game with eight members with no penalty (automatic out) for a 9th batter.
15. All members 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 members who become injured or sick during the game. Non compliance will result in a forfeit.
16. Providing the opposing team is notified prior to the start of the game, a member who arrives late will only be permitted to play if they arrive before the 3rd complete inning and will be placed at the bottom of the batting line-up. A member who leaves early must complete three (3) defense innings of play. Non compliance will result in a forfeit.
17. Any member that cannot run the bases due to injury (either at the beginning of the game or during the game) must declare that they will need a courtesy runner each time they are at bat. The member must go to first base, and proceed no further. If safe, they will wait for the umpire to call time before leaving the base. The member must use a courtesy runner for the remainder of the game.
 - a. The courtesy runner must be the last available.
 - b. If there are two out and the last available is the catcher for the next inning, the last previous out will be used.
 - c. If the previous out is already running for a member or has just finished running, then the next prior out may be used.
18. If the game will not make it to the seventh inning the, last inning will be called based on the discretion of the umpire after one hour and thirty minutes (from the first pitch). The umpire must notify both teams, that it is last inning prior to the start of that inning.

19. Mercy Rule: No more than six (6) runs may be scored by a team in one inning. This rule is waived in the last inning. There is a twelve (12) run mercy rule after five (5) full innings.
20. 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).
21. 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 playoffs.
22. Both home and visitors are responsible for reporting scores and highlights to the League Statistician. Teams should review the section Score Sheet Instructions in Appendix B to ensure that their score sheets are filled out properly and completely.
23. A person who is pregnant, or becomes pregnant during the season, assumes all risks associated with playing. They have the option of enrolling on the pregnancy list placing her at the top of the waiting list for her team.

Last updated: January 12, 2026

Appendix A

Executive Officers Succession Plan

***to be reviewed in June 2026**

TEAM	2025-2027	2028-2030
ANGELS	Vice President #1 (City Contact)	President
DIAMONDS	Registration	Stats
GATORS	President	Website
GIT R DONE	Vice President #2 (Schedule)	Vice President #1 (City Contact)
JAGER BOMB	Website	Registration
OOTB	Treasurer	Vice President #2 (Schedule)
PEACHES	Secretary	Treasurer
STEALERS	Equipment	Secretary
WARRIORS	Stats	Equipment

Appendix B

Score Sheets Information

- Use ink
- Put team names for both teams on the corresponding side – Home or Visitor. For coin toss games, please write that at the top and who was Home/Visitor
- Date and time of the game including the day of the week. Please include the time of the 1st pitch.
- Line Ups - FIRST names (and LAST initial if there is more than 1 player with the same name) – NO nicknames please
- Please indicate replacement players in the notes section with their first name/last initial and team name
- Please list ALL absent players every game and indicate if there are absent/injured/pregnant. Any player who is not injured (or pregnant) is absent
- Score of the Game – please write the score of each team on their respective side in the box provided. Alternatively, you can write it on the respective side of the scoresheet and circle it
- WHITE copies of the scoresheet should be placed in the BLACK hanging file marked 'Completed Scoresheets' on the cage door in the hut after each game. Teams should keep the yellow copy
- If it is a rescheduled game, please indicate it at the top of the scoresheet including the date of the rained-out game
- If there is only 1 umpire for the game, please indicate this in the Game Notes box

Appendix C

Proposed Amendment to the Constitutional Form

Date:

Team Submitting the Proposal:

Team Seconding the Proposal:

Proposal:

Article #:

Bylaw #:

Currently reads:

Proposed change:

Explanation:

Passed by the Executive: Yes

 No

Passed by the Membership Yes

 No

Added to Constitution (date):