**Dundas Women’s Softball Association**

**Constitution 2024**

**ARTICLES**

**Article I: 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
2. a League Officer and
3. a Team Rep.
4. Teams are able to appoint different members to fill these roles each year.
5. 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.
6. The Executive Committee (Executive) will consist of:
   1. League Officers: President; Vice President; League Statistician; Treasurer; Secretary; Equipment Convener; Social Convener; Hut/Website; and Fundraiser.
7. When there are 8 teams, the duties of Fundraiser will be shared amongst the other Executive members.
8. When there are 7 teams, the duties of Fundraiser and Hut/Website will be shared amongst the other Executive members.
   1. Team Reps
9. The Executive shall perform their duties as defined by By-Law Two.
10. All League Officers shall serve a term of three years. See for the Appendix A for the secession plan.
11. 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.
12. Executive positions shall be held by paying members of the League.
13. In the event of prolonged illness or absence of an Executive member, their duties must be assumed by a replacement appointed by the team.
14. When a team rep is elected to an Executive office, they must resign the position of team rep.
15. 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:

1. They are eighteen years of age prior to January 1 of that playing year. Proof of age must be provided upon request.
2. They are of the female gender.
3. **Membership:**
4. An individual will be considered an active member of the League if:
   1. They have completed an annual registration form.
   2. They have paid the annual registration fee (as set by the Executive each year).
5. An individual will be considered an inactive member of the League if:
6. They have not completed an annual registration form.
7. 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:**
2. Shall preside at all meetings of the League.
3. Shall call all meetings as deemed necessary or required.
4. Shall oversee all functions of the League and assist any operations that require or request help.
5. Shall have signing authority, along with the Treasurer and the Vice-President, for all cheques issued on behalf of the League.
6. Will be the alternate contact person for the waiting list in the Social Convener’s absence.
7. Shall be required to attend all scheduled meetings.
8. Shall have voting power only to break a tie.
9. **Vice-President**
10. Shall perform such duties as are assigned by the President and substitute for as required.
11. Shall be responsible for the scheduling of games, playoffs and for umpire liaison.
12. Shall be required to attend all scheduled meetings.
13. shall have voting power.
14. **Treasurer**
15. Shall collect and record all finances involving the League.
16. Shall submit a verbal monthly report at monthly meetings and a written report at the Annual General Meeting.
17. Shall have signing authority, along with the President, and the Vice-President, for all cheques issued on behalf of the League.
18. Shall have available, for audit, the records of the League for the current playing season, when called for by the President.
19. Shall be required to attend all scheduled meetings
20. Shall have voting power.
21. **Secretary**
22. 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.
23. Shall conduct all correspondence of the League, its Officers and the Executive Committee, keeping a record of the latter.
24. Shall notify all Officers and Executive Committee members of their duties as assigned.
25. Shall issue all notices of meetings and shall regularly issue a record of the items discussed at the meeting.
26. Shall be responsible for sponsors in conjunction with team reps.
27. Shall be required to attend all scheduled meetings
28. shall have voting power.
29. **Equipment Manager**
30. Shall look after all equipment owned by the League.
31. 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.
32. All major purchases must be approved by the Executive.
33. Shall be required to attend all scheduled meetings
34. Shall have voting power.
35. **Social Convener**
36. Shall be responsible for all aspects of organizing the dance, i.e. Door prizes DJ, hall rental, etc. The date of the dance and the venue shall be finalized at the January meeting.
37. Shall organize pre and open registration.
38. Shall be responsible for the maintenance and disbursement of members on the waiting list.
39. Shall provide the President a copy of the current waiting list.
40. Shall be the contact person when teams require call-up/replacement members. The Social Convenor 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.
41. Shall be required to attend all scheduled meetings
42. Shall have voting power.
43. **League Statistician**
44. Shall assume the duties of the Vice-President in her/his absence or such duties as the President sees fit.
45. Shall be responsible for public relations, publicity and League statistics.
46. Shall be required to attend all scheduled meetings
47. Shall have voting power.
48. **Hut/Website**
49. Shall maintain the hut
50. Shall be the contact person for submitting material to the website (ie. Schedule announcements, etc.)
51. Shall be required to attend all scheduled meetings
52. Shall have voting power
53. **Fundraiser**
54. Attend all meetings
55. Shall have voting power
56. Assist League Secretary with sponsor solicitation
57. Organize and oversee all fund-raising activities (car wash, 50/50 draw, etc.)
58. Will create a fund-raising committee consisting of members from the League.
59. Shall be required to attend all scheduled meetings
60. Shall have voting power
61. **Team Rep:**
62. Will act as agents for their teams at all League functions
63. Will act as agents for the League in conveying information to their respective teams.
64. When a team rep is elected to an Executive office, they must resign the position of team rep.
65. Shall be required to attend all scheduled meetings
66. Shall have voting power
67. **League Advisor**
68. Shall be elected by the Executive Committee.
69. Shall act in an advisory capacity in the event that the Executive of said year lacks experience and knowledge of League.
70. Shall participate in the deliberations of the League but with no voting power.

**By-Law Three-Financial**

1. **Bank Account**
2. 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.
3. The League shall pay for all legitimate expenses, supported by invoice, receipt or bill incurred by the Executive.
4. **Fees**
5. Each member shall pay the League an annual registration fee which will be be set by the Executive prior to the opening of pre registration.
6. The registration fee and completed registration form must be given to the Social Convener prior to playing a game.
7. 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.
8. The regular fee for members joining the League mid-season may be pro-rated.
9. **Refund Policy**
10. 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.
11. **Fundraising**
12. Teams shall participate in all League fundraising activities.

**By-law Four: Meetings, Nominations and Voting**

1. **Executive Meetings**
   1. All teams shall be given at least three calendar-days notice of a meeting.
   2. For all League business, Executive members shall have one vote as set out in By-law 2
   3. A quorum for Executive meetings shall be 2/3 of Executive members.
   4. A simple majority of those voting members present are required to carry a motion.
   5. In the event of a tie, the President or Acting Chair will cast the deciding vote.
   6. Any Executive member who becomes a coach or umpire shall be removed from office.
2. **Annual General Meeting** (will be known as the AGM):
3. Will be held each November. The date will be set by the Executive prior to the start of the season.
4. Each team will announce the member who will be filling their League Officer position and the member who will their Team Representative.
5. Proposed amendments to the Constitution will be presented and voted on at this meeting as set out in Article 5.
6. 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:**
2. Pre registration:
3. The Executive will set pre registration dates, discounted fee each year at the January meeting.
4. Any member who has registered the previous year and played ½ of their regularly scheduled games, the previous season will be eligible to pre register.
5. 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 waiting list.
6. If a member 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 member limit when that member re-joins.
7. Members must pre register and pay the fee within the pre registration time frame to be eligible for the pre registration discount.
8. If a member fails to pre-register, they will be considered a new member. They will have the option of registering at open registration and will not be eligible for pre registration discount.
9. No transfers are allowed once registration has been completed, paid and submitted to the League except under extenuating circumstances, which must be brought to and approved by the Executive.
10. Open Registration:
11. The Executive will set an open registration date (the day following the closing of preregistration) and fee each year at the January meeting.
12. New members will be eligible to register with the team of their choice. If there are no openings on that team, they may select another team or be put on the original team’s waiting list.
13. A registration form must be completed and the registration fee paid at this time.
14. Injury, Pregnancy, and Leave of Absences:
15. Members who are injured or pregnancy are required to complete a registration form to be eligible for pre-registration the following season. They will not need to pay the registration fee.
16. Members who are injured or pregnant at the time of pre-registration and know that they may not be able to complete 50% of the regular season, are required to notify the Social Convener and request an injury/pregnancy leave of absence. They will be placed on the waiting list. Once they are able to return to play, their name will be moved to the top of the waiting list. If they have not paid, they will need to pay prior to playing.
17. If a member is injured during the regular season, they are required to notify the Social Convenor and request an injury leave of absence. While on the injury list the member is not considered “eligible” to play. This means that to be eligible for playoffs they will need only to have played 50% of the games scheduled during the time they were not on the injury list. When the member can return to play, they will notify the Social Convenor and If their spot has not been filled, they may return to their team.
18. Members may request a leave of absence for a one-season period. They must complete a registration form for that season, to be eligible to pre-registration the next year.
19. Members on leaves for injury or pregnancy will be placed on their team before members who took a leave of absence. If space is not available for their team, they can join another team.
20. **Unknown Absences:**

If a registered member misses five (5) consecutive games, the Team Rep must contact the Social Convener who will contact the member to determine if there is just cause for a replacement.

1. **Rosters:**
   1. Teams are required to maintain a minimum roster of thirteen 13 members.
   2. Teams can choose to carry a maximum of 20 members. This is voluntary and no team will be expected to carry this many members. Teams must understand that during playoffs, all 20 members can not play in a single game as the members would not be able to play the minimum innings required which is three (3).
   3. Teams must decide on the size of their roster before the season begins. They may not increase this number once the season starts.
   4. Once the season starts it is not necessary to replace members except if the roster drops below the minimum number of members.
   5. A team may request a new member from the waiting list if non-eligible members drops below the minimum number of members.
   6. Replacement members must come from the official waiting list, which is maintained by the Social Convener.
2. **Waiting List**:
3. A waiting list will be kept of all player who are registered but are not currently playing in the League.
4. This list will be managed by the Social Convenor, Registrar or designate.

**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: Call Up and Replacement Members**

1. Call ups and replacement members will be used so a team does not need to forfeit a game.
2. Call ups are players who play in the Dundas Girls Softball League or other affiliated youth leagues.
3. A replacement is a member who is registered in the DWSA.
4. Replacement members will be used after all effort is made to use a call-up.
5. Replacement members wishing to play for other teams, will go on a list that will be monitored by the Executive Officer or designated who is responsible for contacting replacement players.
6. If a team has 10 or more of their own members, they are not permitted to request call-ups/

replacement members. Requesting call up/replacement catchers or pitchers that result in the line-up exceeding ten (10) members is not permitted.

1. Teams may request three (3) call up/replacement members for both the regular season and the playoffs.
2. During regular season and in the playoff, call up/replacement members can be used as a catcher for the entire game.
3. During regular season call up/replacements members can pitch a total of three (3) innings. Therefore, if a team may request two (2) pitchers if needed.
4. During playoffs call up/replacement members may not pitch.

**By-law Eight: Awards and Playoffs**

1. Awards
2. 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.
3. The League Championship shall be awarded to the team with the most points at the end of the regular season.
4. 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 the final standings.
5. 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.
6. 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:**

1. The League’s playoff format for the season, shall be determined by that year’s Executive, prior to the start of regular play.
2. 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.
3. The League’s playoff format should be 1 vs 8, 2 vs 7 etc.
4. 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
5. 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.
6. 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.
7. A play off game will consist of seven (7) innings.
8. There is no time limit in the semi finals and final playoffs.
9. 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.
10. 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 maybe 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.
18. The courtesy runner must be the last out.
19. If there are two out and the last out is the catcher for the next inning, the last previous out will be used.
20. If the previous out is already running for a member or has just finished running, then the next prior out may be used.
21. If there is no out in that inning, the last out from the previous inning will run.
22. 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.
23. 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.
24. 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).
25. If a game is tied at the end of seven innings, it shall remain a tie. Two points are award for a win, and one point each for a tie. This rule will be waived in the playoffs.
26. 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.
27. 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 15, 2024**

**Appendix A**

**Executive Officers Succession Plan**

|  |  |  |
| --- | --- | --- |
| **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):