

K-W Ladies Fastball League Constitution 2011

ARTICLE 1 **Name**

The Name of the organization shall be the Kitchener- Waterloo Ladies Fastball League, herein referred to as the League.

Definition: The K-W LADIES FASTBALL LEAGUE IS CONSIDERED A WOMENS INTERMEDIATE RECREATIONAL LEAGUE.

ARTICLE 2 **Objectives**

- a) To provide ladies 17 years of age and older the opportunity to participate in an organized, amateur softball league in a friendly and recreational atmosphere without compromising the high standard of the sport.
- b) To develop character and physical fitness through physical activity.
- c) To provide a social environment for pleasure and relaxation and diversion from everyday responsibilities.

ARTICLE 3 **Membership**

Membership in the organization shall be comprised of individual teams, their members and individuals who qualify under the Rules and By-Laws of the League, and having paid the prescribed registration fee, agree to abide by and comply with the Constitution, By-Laws and Rules of the League. **Membership will be revoked by resignation or nonpayment of annual fees.** The Executive Committee must ratify membership for non-team affiliated individuals.

ARTICLE 3a **Voting Rights**

No more than one (1) member or delegate from each team shall have a vote; with the executive members (with the exception of the President) holding one separate vote to a maximum of 2 per team. The President shall not have a vote unless the vote is locked in a tie. The voting delegate of each team shall be appointed by that team and his or her identity reported to the Secretary prior to the commencement of each meeting. If a team has more than one member on the executive, it must be reported which member will be voting on behalf of the team and which on behalf of the executive. No voting by proxy. Members may vote by proxy in concern to nominations for executive positions.

Non-team affiliated members hold no voting status except within the Executive Caucus.

ARTICLE 4 **Executive Officers**

The Executive will consist of

1. President
2. Immediate Past President (only for the following year after stepping down as President)
3. 1st Vice President
4. 2nd Vice President (Scheduling)
5. Secretary
6. Treasurer
7. Statistician (Scores and score sheets)

APPOINTMENT OF NEW MEMBERS: EXECUTIVE MEMBERS WILL BE ELECTED BY VOTE AT THE ANNUAL GENERAL MEETING. IF A POSITION BECOMES VACANT AFTER THE ANNUAL GENERAL MEETING HAS OCCURRED NEW MEMBERS WILL BE APPOINTED BY A VOTE OF THE REMAINING EXECUTIVE BOARD MEMBERS. THE PRESIDENT WILL ONLY HAVE A VOTE IF THE OTHER EXECUTIVE MEMEBERS ARE LOCKED IN A TIE. AVAILABLE POSITIONS WILL BE ANNOUNCED TO THE LEAGUE REPRESENTATIVES AT THE ANNUAL MEETING BEFORE ANY VOTE IS TAKEN. INDIVIDUALS WISHING TO RUN FOR A DESIRED POSITION MUST MAKE THIS KNOWN TO THE PRESIDENT IN A TIMELY FASHION. ALL INDIVIDUALS ELECTED SHALL HOLD OFFICE FOR A MAXIMUM OF THREE YEARS OR UNTIL THE NEXT ANNUAL GENERAL MEETING IF ANOTHER MEMBER WISHES TO RUN FOR A POSITION.

ARTICLE 5 Duties of the Executive Committee

The Executive Committee shall have control of the affairs of the League and shall have the power to fill any vacancies that may occur in their number. They will control the finances and handle all the business of the League. Four Executive members will constitute quorum at an Executive Meeting.

All executive members are to attend a minimum of 80% of all meetings. If a member fails to meet the requirement of 80%, after meeting with the member in question, the executive has the power to replace this member.

In that it is impossible to foresee every eventuality, the Executive Committee is empowered to make ruling not inconsistent with the Constitution and By-Laws in the best interest of the League keeping in mind the spirit and aims of creation.

ARTICLE 6 Duties of the Officers

- a) The immediate past President shall be a member of the Executive with the usual privileges of office for only the following year after stepping down as President.
- b) The President will organize and preside at all meetings of the League and Executive Committee with the usual privileges of office.
- c) The 1st Vice President shall perform all duties of the President in the event the President is absent or unable to act. They will also be responsible for organizing and running all League fundraising drives, organizing the annual banquet and assembling any special committees deemed necessary.
- d) The 2nd Vice President shall perform the duties of the President in the event the President and 1st Vice President are absent or unable to act. The 2nd Vice President shall also act as coordinator of the League Schedule and Playoff Schedule; as well, as acts as a liaison to the city for all applications and concerns regarding diamonds.
- e) The Secretary shall keep an accurate record of the proceedings of the League and Executive meetings. As well, have a complete record of all the names and addresses of all the affiliated members. The Secretary will conduct all communications and correspondence at the direction of the President.
- f) The Treasurer will keep an accurate record of all moneys received and dispensed through a Financial Institution covered by the Canadian Depositor Insurance Corporation (CDIC), and writing a general ledger. They must also report annually to the League previous years-financial statement and prepare a financial budget to be tabled at the Annual Meeting. They will also verify with the Statistician and 2nd Vice President the accuracy of accounts paid for both diamonds and umpires. The financial year will end on the last day of February in the current year in order to allow time for the Treasurer to complete a yearly report. The Treasurer will also communicate team lists with insurance company and assure that all fees are paid on behalf of the teams.
- g) The Statistician will receive all scores, and all score sheets. He/she will be responsible for communicating the scores and team standings to the local newspapers for weekly publication. The Statistician will also be responsible for producing a team eligibility sheet for the league, and collecting for violation of R3: 07.

All cheques, drafts, promissory notes, and orders for payment of such will be drawn, accepted or endorsed by two (2)-designated officers. The designated officers will be the President, and the Treasurer.

ARTICLE 7 Executive Honorarium

President	\$300.00
First Vice President	\$200.00
Second Vice President	\$200.00
Secretary	\$200.00
Treasurer	\$200.00
Statistician	\$200.00
Past President	\$100.00

ARTICLE 8 Fiscal Year

The fiscal year of the League will be from March 1st to the last day of February, the following year.

ARTICLE 8 Nominations

Nominations will be made prior to the election of officers prior to the Annual General Meeting. Any voting delegate may make nominations and nominees must be members in good standing with the League and must be present or have written acceptance.

ARTICLE 9 Annual Meeting

The Annual Meeting will be held in September (or after the conclusion of the season) of each year. The order of business at the Annual Meeting will be:

1. Roll Call of members
2. President's Address
3. Reading of and consideration of any relevant official correspondence
4. A review of the season addressing any concerns
5. Treasurer's report and Financial Statements
6. Umpires Address
7. General business

ARTICLE 10 Pre-Season Meeting

The Pre-Season Meeting will be held in March of each year. The order of business at the Pre-Season Meeting will be:

1. Role Call of Members
2. President's Address
3. Update on Executive Meeting discussions
4. Reading of and consideration of any relevant official correspondence
5. Treasurer's Report and Financial Statements
6. General Business(including but not limited to)
 - Voting on New Teams
 - Umpire concerns
 - Report on Diamonds
 - Schedule Possibilities
 - Playoff Possibilities
7. Banquet
8. Set Date for Rules and Regulation Meeting
9. Collection of Performance Fee

ARTICLE 11 Executive Meetings

Executive Meetings will be held during the season commencing in March through September inclusive. Additional meetings may also be held at the call of the President two or more Executive Members.

ARTICLE 12 Rules and Regulations Meetings

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A Rules and Regulations Meeting will be held after the Pre-Season Meeting to discuss and modify any rules affecting the Constitution. All remaining league fees will be collected, and balls and scoresheets will be distributed.

ARTICLE 13 Amendments

Notice of proposed amendments to the Constitution and/or By-Laws are to be brought before the Rules and Regulations Meeting called for that purpose. A quorum of 50 percent League membership with a 2/3 majority vote of voting delegates (Article 3a) will be required for a rule to be changed. Failing to meet this requirement, the previous season's rules and regulations stand as is. **The executive has the right to rewrite the constitution in any needed areas to reflect the changing of the league and for the better of the league.**

ARTICLE 14 Special Committees

The Executive Committee may appoint a Chairperson of any special committee. The Chairperson will select members for committee as necessary. The committee shall be entitled to make recommendations on any subject matter but will not be empowered to bind or contract for the League without the written permission of the Executive Committee.

ARTICLE 15 Umpire-in-Chief

The Umpire-in-Chief is responsible for the qualifications, scheduling and conduct of all League Umpires. All Umpires must be approved and certified by the Umpire-in Chief.

ARTICLE 16 Playing Rules

The rules and regulations of Softball Canada will apply to all season and play-off games of the League with the exception of special playing rules outlined in our By-Laws.

ARTICLE 17 League Deposit

All teams in the League must submit to the league a fee of two hundred dollars (\$200.00), deemed the "Performance Fee" non-refundable at the pre-season meeting. For new teams, this fee is a sign of their intention to become members of the League. The submitted fee will be applied to the entry fee if they are accepted as members or be returned if rejected or the application is withdrawn before the Rules and Regulations meeting.

ARTICLE 18 Performance Fee (Deposit)

This annual entry fee will include what is known as a Performance Fee (deposit) in the amount of \$200.00. The performance fee serves to fund any fines imposed on the team during the season. Should a team complete the season with no fines (or fines less than \$200.00) they will then have the option of having the (remaining) deposit returned to them at the end of the season, or carried forward to the next season of play. Team representatives must inform the treasurer of their decision at the Annual Meeting. If teams are fined during the season, the fine will automatically be taken out of their Performance Fee (deposit).

ARTICLE 19 Schedules

The play-off format will be presented to all teams at the same time as the regular season schedule is published.

ARTICLE 20 Dissolving the League

In the unfortunate case that the league be dissolved, all remaining monies are to be donated to a charity voted on by the executive board of the league.

By-Laws

BY-LAW 1 Financial Commitments

- R1: 01 Team entry fees will be established by the Executive at the Pre-Season Meeting and must be paid to the Treasurer in full by the Rules and Regulations Meeting. No entry fee will be returned after this meeting.
- R1: 02 It is entirely up to each individual team whether or not they participate in fundraising initiatives.
- R1: 03 All money paid to the league must be in cheque form made out to the "KW Ladies Softball League". If a cheque is "returned" to the League there will be a twenty-five (25) dollar charge imposed payable before further participation in League activities.
- R1: 04 When a fee is due or where a financial penalty has been imposed for any reason against either a team or an individual, all fines will be paid out of the individual team's Performance Fee (deposit).
- R1: 05 Fines for profanity and/or unsportsmanlike conduct (to be called at the discretion of the Umpires) shall be:
1st offense- Suspension of player or coach from balance of game, plus a \$25.00 personal fine.
2nd offense - Suspension of player or coach from balance of game plus a possible two (2) game suspension and a \$50.00 fine. If necessary, the Executive reserves the right to further suspend a player or coach due to the severity of the offense committed.
- R1: 06 Each team must have one representative at the Annual Meeting, Pre-Season Meeting and the Rules and Regulations Meeting as well as any other meetings that are called by the executive or requested by other members. Failure to meet this obligation will result in an increment of fines per meeting:
First Meeting- \$50.00, Second Meeting- \$100.00, Third Meeting- \$150.00, Fourth Meeting- \$200.00.
- R1: 07 Fines for forfeits will be paid directly to the treasurer. In cases of one team (Team A) being present for a game and the other team (Team B) not showing up, Team A will not be fined.

BY-LAW 2 Officials

- R2: 01 All Umpires working League regular season and play-off games must be registered with and carded by Softball Ontario.
- R2: 02 Umpires officiating games played under protest will appear at a protest hearing when summoned.
- R2: 03 If only one umpire shows up for a game a vote will be taken between the umpire present and one representative from each team. A unanimous vote must occur in order for the game to continue. If not, the game will be cancelled and rescheduled by the League Executive

BY-LAW 3 Games

- R3: 01 All games will be played as scheduled. Teams will be **fined \$100.00** for all games defaulted or forfeited. In accordance with rule R1: 04, this fine must be paid out of the teams Performance Fee (Deposit).
- Teams with prior knowledge of insufficient players may cancel games with at **least 5 Business Days notice** to the scheduler, and if not available, any other member of the executive to avoid fines. Leaving a message on an answering machine will not constitute giving notice; you must speak directly to a member of the executive. Regular League games cancelled or defaulted will result in the loss of points by the team at fault. The score of a forfeited game will be 7-0.
- There will be no fine for extenuating circumstances at the discretion of the executive when 5 business days notice is not possible.

- R3: 02 **Games are to start at the scheduled time and will have a time limit of one and one half-hours (1:30mins).**
- R3: 03 Starting times of game will be
a) WEEKNIGHTS
 Single game scheduled 7:00 - p.m.
 Two games scheduled G1- 7:00 p.m. G2- 8:45 p.m.
- R3: 05 **NO grace period will be given.** Teams may start and end a game with eight players the ninth player being an out. If a ninth player arrives they may enter the game at the top of the next inning. The top of an inning is the first pitch of a new inning. They must be on the bench ready to play before this pitch. Players' names may not appear on the game sheet unless present. Players may be added to the game sheet throughout the entirety of the game as they arrive, and must be announced immediately to the opposing team.
- R3: 06 **The City Officials, Umpire-in-Chief and/or executive member may cancel any game prior to game time** because of field or weather conditions. Once a game is started the decision to cancel is made by the Game Umpires.
- R3: 07 The home team must notify the League Statistician of game results within twenty-four hours (24) of the game. The home team must also have their completed (Full player name, Team names, Date, Park) game sheets to the Statistician not later than 4 business days after a game. Faxed or scanned copies are acceptable. Penalty - Teams failing to comply with this rule will be fined \$25.00 payable through arrangements with the treasurer.
- R3: 08 Games shall be seven (7) innings in length. A game will be considered complete if five innings (4 1/2 if the home team is ahead) have been played when play is terminated. During the season tie games, after seven (7) innings, may continue if time permits using the International TieBreaker at the top of the 8th inning. If still tied when time expires both teams will receive one (1) point
- R3: 09 **Mercy Rule:** Any team ahead by ten (10) runs at the end of five innings (4 ½ if the home team) or any inning thereafter will be declared the winner. Any team ahead by fifteen (15) runs at the end of three innings (2 ½ if the home team) or any inning thereafter will be declared the winner.
- R3: 10 A **tie** in the final season standing will be broken in the following manner:
1. Games for and against with the teams involved in the tie and if the tie persists.
2. Runs for and against with the teams involved in the tie and if the tie still persists.
3. Sudden death game or games until tie is decided.
Note: This could apply to a tie involving more than two (2) teams.

BY-LAW 4 Team Rosters

- R4: 01 Teams may **register twenty (20)** players all of whom must achieve or have achieved the age of seventeen (17) years, by the end of the regular playing season.
- R4: 02 Teams shall submit team lists on or before May 1st which includes the names, addresses, phone numbers and birth dates of all players, as well as names and phone numbers of coaches and managers. Failure to meet this deadline will result in a \$25.00 fine being imposed and the possible ineligibility of players. Players may still be added to the list before June 20th by notifying a member of the executive.
- R4: 03 A player who participates in a game for one team must have a written release signed by the coach or manager of that team before she participates in a game with another team. The team using a released player must provide the release to the League Secretary. **NOTE:** it would be appreciated if player cuts could be made by June 8th so players could have a week to get onto another team. Players cut should contact the Secretary or President for names of teams seeking players.
- R4: 04 **Teams will not be permitted to add players after June 20th** except by special permission of the

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Executive for extenuating circumstances beyond the control of the team. Teams must make application for any such additions.

R4: 05 Teams using ineligible players will forfeit all games in which the players participated.

BY-LAW 5 Player Eligibility

R5: 01 Players must participate in a minimum of 25% of season games to be eligible to participate in Playoffs. Innings are not a factor in determining if the player has played the game. **Exception:** For pregnant/injured players who were in good standing with the league the previous year and can not fulfill the 25% of games requirement due to pregnancy/injury. This will allow players to qualify for play-offs without playing while pregnant/injured just to become eligible for playoffs. Injured players will follow the rule on a case by case basis for league review. A player is considered to have participated in the game, once they have joined the team in full uniform and is ready to be entered into the game

R5: 02 Pitchers registered with Softball Canada or NCAA, within Midget, Junior, Senior and Intermediate divisions, may not pitch in our league in any year they are registered. These players may play any other position within the league.

R5: 03 Players found to be ineligible according to R5: 01 and R5: 02 may have their team plead their case to the executive to have the player deemed eligible. If the player becomes eligible, the league has the right to re-evaluate the player's eligibility up to and including the halfway point of the season. **Teams found to be using an ineligible player, after an evaluation of the player, will be subject to a fifty-dollar (\$50.00) fine.**

BY-LAW 6 Playing Rules

R6: 01 The type of balls that will be used will be decided upon at the Annual League Meeting. A vote will be held to decide each year if necessary.
NOTE: You must have enough balls to accommodate lost or damaged balls so the game may continue with 2 like balls. You must let the league know you need more game balls when you are out. Re-using old game balls is acceptable if in good shape.

R6: 02 No steel spikes are allowed.

R6: 03 All players participating in League games must wear the minimum team uniform by July 1st. Minimum uniforms are sweaters alike in colour with minimum six-inch player numbers on the back. Tank tops of the same base colour may be worn. Failure to wear minimum uniform will result in removal from the game except in the situation where the minimum uniform has been blood stained in the current game.

R6: 04 Designated Runner (DR)
The team may designate one player as a runner. The player will be called a designated runner (DR)
e) The DR must be on the starting lineup.
f) The DR must be listed on the last spot on the lineup card (10th with no DP, 11th if using a DP). There must be 9 players on the lineup card, not including the DP before the DR can be used as the 10th player.
g) The DR may run for one player in each inning. Once she runs for a player she may not run for any other player in that inning.
h) The DR may run for a different person each inning.
The DR may be substituted into the game at which point the DR position will be eliminated

R6: 05 During the course of the game, all lineup substitutions and or changes **MUST** be announced to the Head Umpire before the official change can be made. The umpire will then make sure that the changes are made with the opposite team. The opposing scorekeeper must acknowledge these changes. If changes are not announced to the umpire, then the player will be called out, and removed from the game due to the status of being an illegal player.

BY-LAW 7 Protests

R7: 01 A Protest Committee will be established from the following members:

- a) League President or Designate
- b) Umpire-in-Chief or Designate Umpire (to help clarify rule(s) only)
- c) A designated member from each team not involved in the protest

Members of a team involved in a protest will not participate in Hearings for that protest. The umpire(s) involved in the protested game cannot vote but need to be present.

The President will organize a Protest Hearing within one week of the protested game, and call upon all teams not involved in the protest to select their designate and have them attend the Hearing; therefore forming a Protest Committee. If a representative from a team is not present at the protest Hearing a fine of \$25.00 will be charged to that team. If there are an equal number of members at the Hearing, than the President shall have a vote. If there is an odd number, than the President shall not have a vote. If an executive member IS a player, they are allowed to represent their team at the Hearing. If the President is involved with a team involved with the protest, then the Vice President (or next in line) will take their place on the protest committee.

R7: 02 **Notification** - the notification of intent to protest must be made to the Umpire and opposing team prior to the next pitch being made following the cause for protest.

R7: 03 **Protests Considered** - protests that will be received and considered concern matters of the following types:

- misinterpretation of a playing rule
- failure of an umpire to apply the correct rule to a given situation
- failure to impose the correct penalty for a given violation

R7: 04 **Protests not considered** - Protests based solely on a decision regarding the accuracy of an umpire's judgement will not be considered. Submission of protests of this fashion will result in the loss of the **\$25.00 protest fee.**

R7: 05 A protest to be heard must be **submitted in writing, accompanied by a \$25.00 fee, to a member of the Executive within twenty-four (24) hours of playing of the game in question.** During play-offs, the protests must be made immediately following the game to the executive. This will be the only time a phone protest will be accepted. The \$25.00 protest fee remains in effect.

R7: 06 The decision of the Protest Committee is final. If the protest is won the \$25.00 fee will be refunded to the protesting team.

BY-LAW 8 General Division Guidelines

R8: 01 Pennant winners, and/or championship teams shall, at the discretion of the Executive, move up to next division. All players from that team will then be considered to be of the higher division. Pitchers from this team may not pitch in a lower division for a period of one (1) year. At the discretion of the Executive, the team may be placed in another division if circumstances dictate the league would benefit from such a placement. Teams finishing in last place may be moved to a lower division at the discretion of the Executive.

R8: 02 If a division is to be disbanded, a vote must be taken at the Rules and Regulations meeting by the eligible voting membership with a quorum of 50 percent League membership, and a two-thirds majority, before it may be disbanded.

R8: 03 After consultation with team contacts, the Executive has the right to re-align divisions after the Rules and Regulations meeting, and before the scheduling begins, in order to compensate for unforeseen changes to team entries.

BY-LAW 9 Playoffs

R9: 01 Any outstanding fines from season play or from playoffs must be paid before the teams' next playoff game.

R9: 02 Each team must supply one (1) regulation ball.

R9: 03 The home team in a Round Robin will be scheduled.

R9: 04 The home team in a Series playoff will start with the higher placing team from the Round Robin, and then alternate each game.

R9: 05 A tie in the final standings of a Round Robin will be broken in the following manner:

1. Games for and against with the teams involved in the tie, and if the tie persists
2. Runs for and against with the teams involved in the tie, and if the tie persists
3. Sudden death game or games until the tie is decided.

Note: This could apply to a tie involving more than two (2) teams.

R9: 06 The time limit of 1 hr 30 mins. is in effect.

R9: 07 During Round Robin playoffs tie games after seven (7) innings may continue if time permits, using the International Tie Breaker at the top of the 8th inning. If still tied when time expires both teams will receive one (1) point. In Series play-off games, ties will be broken using the International TieBreaker, at the top of the 8th inning or if time has expired. Play must continue until there is a winner, therefore, if there is a tie, the time limit is not in effect.

R9: 08 At the discretion of the Executive, a forfeit during playoffs may result in a game being rescheduled. However, the fines remain in effect.

R9: 08 The playoff format will be decided at the Annual General Meeting, based on the number of teams that are registering in the league for that season. This will also be done to resolve any discrepancies or confusion from the previous year.

Policy and Procedures Section

To govern decisions of unforeseen circumstances the league and executive, shall use the Policy and Procedure Section to alleviate these circumstances. This will be part of the constitution, but stand as a separate section, to give the executive power to make changes when necessary. All of the following rules are implementations based on events that occurred within the past seasons and are seen as necessary steps of prevention of future occurrence.

Section 1.0: Uncontrollable Circumstances (Rainouts, Blackouts, Weather Conditions, Etc.)

If you arrive for your scheduled game and there is a problem with the diamond (eg. No lights, no bases) please notify the President immediately. The President will be able to contact the necessary city officials to try and rectify the problem. If you are unable to contact the President, please contact the Scheduler.

In the occurrence of rain or any other act of nature, these games will be rescheduled at the earliest available rainout date.

If a rainout game is cancelled due to rain than that game is moved to the next available rainout date. **No fine is given unless a team does not show up.** If a team does not show for the game, **the fine will be \$100** and will be taken from the team's Performance Fee (deposit).

As stated above, the first person that is to be contacted in regards to rainouts is the Second VP: Scheduler. If you are unable to get in touch with them, you should contact the President.

Section 2.0: Contacting Executive Members: Questions or Concerns

When contacting an executive member with questions or concerns about any softball related issues, the player or coach must submit these issues in writing or via email to any executive member - NO verbal questions or concerns will be addressed by any executive member until a hardcopy is submitted to them. The hardcopy will be kept as a record of the issue, the date it was received and the date it was addressed. This will ensure that all of the executive members are aware of the issue at hand, and that it is being answered appropriately. The issue will be conveyed to the league executive (President), the Secretary will complete the correspondence. The executive will address all issues and a response will be presented within a 72-hour period. It is imperative that we allow the executive members to be able to play and/or coach their own teams and also live their lives outside of the ball diamond.

Section 3.0: Umpires

When a one umpire does not show up to a game, please refer to rule number R2: 03.

In the case of no umpires showing up to a game, you are to call a number that is being given to the league. As well, you are to contact the 2nd VP Scheduler. If you are unable to get in touch with them, you can then call the Statistician. If unable to get in touch with the Statistician, you call the 1st Vice President: Fundraising and your last contact will be the President.

Section 4.0: Correspondence

All correspondence will go through the Secretary of the league. The protocol for sending any information through the league will be as follows:

- 1) You will begin with the person in charge of the area in question.
- 2) They will convey the information to the Secretary, and he or she will convey it to the president.
- 3) Together with the person in charge of the area in question, they will discuss the information that is given to them (if needed), and any information that is needed to be relayed back or to the league or executive members, will be done through the secretary.