



By-Laws

The Blackburn Ladies Softball Association is a recreational softball league open to all women 18 years of age or older. Any woman committed to being an active team member and having fun is welcome.

These by-laws define the roles and responsibilities for league administration and the general rules governing play. All league members are encouraged to offer their suggestions for clarification or improvement to an Executive Committee member or Team Representative.

The association is managed by an Executive Committee who are elected at the end of season banquet each year. There is at least one **Executive** member on each team to ensure all teams have representation on the Committee.

The **Executive Committee** is jointly responsible for ensuring the smooth running of the league. Their main function is to create a positive environment so that players can focus on developing new skills and enjoying the game. Together, the Committee members are responsible for:

- ◆ Creating balanced teams at the beginning of the season.
- ◆ Setting the regular season and playoff schedules.
- ◆ Managing any required changes in a way that is fair for the teams and creates minimal disruption for the league.
- ◆ Establishing registration fees at the beginning of each season
- ◆ Approving the annual budget estimates.
- ◆ Encouraging input from league members on the running of the league and responding to any concerns or suggestions in a timely manner.
- ◆ Resolving any disciplinary matters.

The **President** is specifically responsible for:

- ◆ Overseeing the general operation of the league.
- ◆ Booking diamonds and obtaining required permits and liability insurance.
- ◆ Booking the umpires and acting as the liaison between the umpires and the league.
- ◆ Maintaining records of operation of the league for the entire year.
- ◆ Calling and chairing all Executive meetings.
- ◆ Calling rained out games and advising the umpires and statistician so they can be rescheduled.

The **Vice-President** is specifically responsible for:

- ◆ Organizing registration (including mail-outs for early registration and registration night).
- ◆ Assisting the President in her duties.

The **Secretary** is specifically responsible for:

- ◆ Keeping records of all of the meetings.
- ◆ Drafting newsletters, questionnaires and assisting with their distribution.

The **Treasurer** is specifically responsible for:

- ◆ Presenting a budget plan for approval by the Executive.
- ◆ Managing all income and expenses according to this plan.
- ◆ Providing a year-end summary of all finances at the Annual General Meeting.
- ◆ Keeping all financial records.

The **Social Director** is specifically responsible for:

- ◆ Organizing opening night.
- ◆ Organizing the banquet/Annual General Meeting.

The **Statistician** is specifically responsible for:

- ◆ Presenting the game schedule for approval by the Executive.
- ◆ Keeping a record of all the scores for each game and the current standings.
- ◆ Tracking the rain-out games and booking the re-schedules into the slots available.

The **Tournament Co-ordinator** is specifically responsible for:

- ◆ Organizing all aspects of the annual tournament including player registration, team selection, diamond booking, umpire booking, providing food and beverages, prizes etc.

The **Equipment Manager** is specifically responsible for:

- ◆ Ensuring that each team is equally equipped at the beginning of the season within budget constraints.
- ◆ Ensuring there are enough shirts of the appropriate sizes to supply each team.
- ◆ Ensuring the first aid kit in the equipment box is well stocked at all times.
- ◆ Attending to repairs of existing equipment throughout the season.
- ◆ Organizing the collection of T-shirts at year end.
- ◆ Arranging for storage of the equipment during the off season.

The **Fundraising Co-ordinator** is specifically responsible for:

- ◆ Co-ordinating events to fundraise for the league, i.e.
 - Snowpitch game
 - Funfair
 - 50/50
 - Etc.
- ◆ Co-ordinating volunteers for fundraising events.
- ◆ Co-ordination of obtaining sponsors for the league.

The Executive Committee is supported by Team Representatives in the running the league. Each team appoints a representative, other than their executive member, on the opening night of the season. **Team representatives** are responsible for:

- ◆ Acting as a liaison between the Executive and their team members
- ◆ Ensuring all team members receive necessary information (schedules, phone lists, rules)
- ◆ Ensuring that each player signs a waiver prior to play
- ◆ Ensuring that their team has enough players to play each game and arrive on time

- ◆ Ensuring their team attends to it's responsibilities when it is the home or winning team
- ◆ Filling out the MVP form and leaving it in the envelope in the equipment box
- ◆ Contacting the Statistician to find out when rained out games are to be played

Registration

- ◆ All players must be at least 18 years of age as of May 1st of the current year. Proof of age is not required unless the age of the player is in question.
- ◆ All applications for registration are accepted on a first come first serve basis.
- ◆ Advance registration is available to returning players until the first week of February, after which time registration is open to the public.
- ◆ All players should be registered by May 1st, but may be accepted until June 1st.
- ◆ All fees are due by April 1st. Any player who has not paid by June 1st will not be allowed to play until payment has been received.
- ◆ Registration fees are non-refundable after the start of the season.

Officials

- ◆ All officials will be from the Eastern Ontario Umpire Association.
- ◆ The umpires will be advised of all league exceptions before standing behind the plate.
- ◆ The umpires will apply their best judgement in the application of the rules.
- ◆ A team who wishes to protest an infraction of the playing rules must notify the umpire and the opposition.
- ◆ An officials ruling is final.
- ◆ Any player who wishes to protest the judgement of an official can raise their concern with the Executive, via their Team Representative or Executive Member.

Tournaments

- ◆ The Blackburn Ladies Softball Association sponsors its own tournament each year to encourage players from different teams to mix with one another.
- ◆ The Blackburn Ladies Softball Association does not enter teams into any outside tournaments.
- ◆ Players who wish to organize external tournaments are free to do so on their own, but can not use the Association name.
- ◆ Association members who participate in any external tournaments are solely responsible for any fees or liabilities that may arise as a result of their participation.

Discipline

- ◆ The ejection of a player from a game by an umpire will be considered a disciplinary matter.
- ◆ A Team Representative can protest the behaviour or commitment of a player on behalf of their team as a disciplinary matter. Such complaints are to be addressed to the President.
- ◆ All disciplinary matters will be reviewed by an ad hoc committee consisting of the President, the Vice President, and the Team Representatives from all team(s) or player(s) involved.
- ◆ This committee will meet within one week of the receipt of the complaint to

discuss and decide on an appropriate remedial action.

- ◆ If the discipline committee can not agree on a resolution, or if the expulsion of the player is recommended, the matter will be taken to the full Executive Committee for review. The Team Representatives involved will also participate in this meeting.
- ◆ If consensus on an approach can not be reached the matter will be put to a vote by the Executive Committee. A two-thirds majority will be required. The President shall preside over this meeting and will only vote to break a tie.

Playing Rules

Softball Canada rules shall be followed except as noted in the Association's Rules and Regulations.