

Grand Valley Ladies Softball Association Constitution and Bylaws Amended 2016

Constitution

1. The name of this organization shall be “The Grand Valley Ladies Softball Association” - responsible for the Grand Valley Ladies Softball League.
2. The objective of this association and its’ members is to:
 - Provide for, foster and promote women’s amateur softball within Grand Valley and surrounding area for all age groupings as deemed appropriate by its membership.
 - Institute and regulate competition amongst its members.

General By-Laws

The following by-laws shall constitute the governing instrument of this organization.

1. Amendments to the constitution and bylaws can only be made at the Association’s Annual General Meeting, or a special meeting called for the purpose. Amendments need only a simple majority to pass. All amendments MUST be sent via e-mail or via mail and received by the Association’s Secretary by September 15, and copies of the proposed amendments will be emailed out with the Notice of Meeting for the Annual General Meeting. The Annual General Meeting is to be held no later than the last day of October. The meeting time and place will be communicated to member e-mail contacts, and posted on the GVLSA website.
2. The membership shall consist of any person or team willing to conform to the Constitution and bylaws of the league. All teams will be PWSA affiliated or PWSA associated. Certificate of Insurance will be submitted with spring registration. Associated teams must list GVLSA as additionally insured as a third party on their liability insurance. New teams/centres will apply to the executive for League membership and include a non-refundable \$50 application fee. Teams/centres accepted by the majority of the executive will play under a one year ‘probation membership’ and must reapply for ‘full membership’ status for the following year at the Fall AGM and be voted in by a majority of the of the current membership, 50% plus 1 of eligible voters. GVLSA requires that all probationary members attend the Fall AGM, to be considered for ‘full membership’ status.

If a season is lapsed without participating, the membership will remain in good standing through a second lapsed season. However, the third season of being unable to field a team, membership is revoked. Any future membership for that Team/Centre will need to follow the start-up application process, including fees.

3. To register as a Centre a
 - Submit application form and \$50 non-refundable application fee
 - \$500 membership/performance bond is required (\$50 application fee deducted =\$450)
 - \$125 per team annual fee
 - One vote (as the Centre). Home Centre will designate and register their voting members name and contact info to the GVLSA secretary. This member will be considered the Area Rep on the GVLSA Board of Directors.

4. To register as a Team
 - Submit application form and \$50 non-refundable application fee
 - \$300 annual membership fee (\$50 application fee deducted = \$250)
 - No voting privileges.
5. The voting membership shall consist of one vote per Centre. Team status members have no voting privilege. Each GVLSA Executive member is entitled to one vote only. One must be in attendance to register a vote. All voting will be done by a show of hands (paddle), secret ballot or email ballot of the registered voting members.
6. The Executive shall control the affairs of the league and shall have the power to fill any vacancies occurring in its numbers until the next Annual General Meeting. All fees are set by the Executive.
7. (a) The Executive shall consist of the following:
 - Immediate Past President
 - Four elected members – President, Vice-President, Secretary, and Treasurer

The elected members of the Executive shall be voted into office at the Annual Meeting with a one year term.

(b) The Board of Directors will consist of, Centre Area Representatives – appointed from within their own Centre.

8. The President shall preside at all meetings of this organization and shall not vote unless in the case of a tie. He/She will serve as a signing officer, will appoint Protest and Discipline Committees and will generally ensure sound operation of the League and the furthering of its' objectives.
9. The President upon due notice (fourteen days), may call an Executive or General membership (Board of Directors) meeting at any time. Executive Meetings may be called on shorter notice with agreement of all Executive members. In the absence of the President, the duties of the President may be assigned to either the Vice-President or the Immediate Past-President.
10. The Vice-President will, if designated, assume the President's role in his/her absence and is responsible for trophies and medals and their engraving.
11. The Secretary will keep an accurate report of the proceedings of all General and Executive Meetings.
12. The Treasurer shall process and keep an accurate record of receipts and disbursements through a chartered bank or trust company, using the bank account as expenses are incurred. The Treasurer shall serve as one of the signing officers of the bank account, establish new signing officers as the Executive membership changes, reimburse Executive members for expenses incurred, prepare a financial statement for each league meeting, and recommend the amount of the league entry fee. The Treasurer shall receive league entry fees and performance bond fees-at or before the spring meeting and notify Conveners of any delinquent accounts. All entries received after this date will be considered at the discretion of the Executive.
13. The Executive shall prepare and submit to the Annual Meeting their appropriate reports for the approval of the voting membership.
14. Two members of the GVLSA Executive shall be the signing officers for the organization.

15. The Grand Valley Ladies Softball Association will, at all times, maintain in force such Directors/Officer's liability insurance coverage as may be deemed by the board of Directors/Officers
16. The Division Convener shall:
 - Be appointed by the executive prior to the spring meeting
 - Receive team entry forms with attached maps at the spring meeting
 - Provide general supervision of division activities and provide a report at the Annual Meeting
 - Date and location of playoffs are to be finalized by May 15 and coaches are to be notified.
 - Distribute team information, maps, schedules, via the Grand Valley Ladies Softball Association website.
 - Receive game scores from each team's coach and update the division website accordingly.
 - Record all call-ups during league play.
 - Decide whether to apply or waive the forfeiture rule for cancelled games not played before the playoffs. Notify league Treasurer of fines to be levied.
 - Complete all closing tournament arrangements with the host association (i.e. site, posting the draw, fee amount and collection, umpires, grounds crews, trophy presentation, protest handling, etc.)
 - Attend or appoint a convener for the divisions year end closing tournaments, to be in attendance at all times.
 - Advise the GVLSA Executive during the season of any problems.
 - If possible, individuals convening a league should not be coaching or managing a team in that division. Where it does occur, the Convener and President will designate another individual (not affiliated with any team in the event) to deal with issues where there might be a conflict of interest.
17. The executive shall be responsible for the league and playoff schedules which are to be presented to each team prior to the start of the season.
18. The League will strive to provide competition in the following age categories:
 - Mite
 - Squirt
 - Novice
 - Bantam
 - Midget
 - Junior
 - Open (no age restrictions)The age divisions will follow Softball Canada's guidelines.
19. The Executive shall have the right to remove from league play any coach, manager, or player whose actions prove detrimental to the league or are otherwise considered unacceptable behaviour as described in our GVLSA Code of Conduct or the GVLSA Social Media Policy. (Copy of each to can be found at the end of the constitution.) In such situations, the President will normally appoint a three persons Discipline Committee, excluding him/herself and anyone associated with the team(s) in question. The Committee will designate one of their members as Chairperson and will have discussions with the involved person(s) and report their decision to the President for communication to the appropriate parties. Decisions of the Disciplinary Committee can be appealed to the Executive. Any second such ejection will result in a further one game suspension. A third ejection will result in an indefinite suspension until such time a discipline meeting can be convened with the individual in question and the situation rectified (Please note – that rule book ejections i.e. illegal substitution will be involved in this procedure). Both teams are required to report any, and all ejections to the convener when game scores are reported (within 48 hours). The convener shall immediately notify the President.

20. Penalty fees will include:
- a) Failure to have a Representative at the Spring Meeting, Fall Annual General Meeting, or any Special Meeting called for the Board of Directors - \$20 for each meeting.
 - b) Withdrawing from the league schedule will result in loss of full performance bond. Re-entry for the following year for the aforementioned team will be under conditions:
 - The offending team will be on a one year probation period
 - All previous penalty fees MUST be paid in full
 - Standard entry fee with any excess to be returned at the end of the year if conduct warrants A thirty (30) day appeal process will apply
 - c) Forfeiture or default of a game (one week advanced notice shall be given for a cancellation and notification to home centre or the "centre's cost" per game shall apply). The team cancelling will pay the home centre's cost. (eg. Umps and diamond rental)
 - d) Failure to submit the team application form and entry fee at the Spring meeting or failure to submit the closing tournament fee by the designated deadline - \$25. All entries received after this date will be considered at the discretion of the Executive.

All penalty fees will be taken from the team's registration/performance bond at seasons end. Any penalty fees in excess of the performance bond, must be paid to the Treasurer before the AGM. If said fees are not paid, the centre/team is under suspension until such fees are paid in full.

21. All scheduled league games are to be played prior to the playoffs. Any games not rescheduled by the home team or rescheduled dates refused two or more times by the visiting team will result in a forfeiture with points awarded and fine for the offending team. When weather or other circumstances acceptable to the convener make it impossible to reschedule games very late in the season, the convener may at his/her discretion waive the forfeiture rule (in which case no points are awarded to either team).
22. Protests must be made at the time of the occurrence to the game umpires who will advise the opposing coach of the protest. The protesting team must advise the President of their protest by e-mail within 24 hours of the game. A \$75 protest fee must accompany the protest. If the protest is upheld, the fee will be returned.

The President will appoint a protest committee of three persons, excluding him/herself and anyone associated with the teams in question. The committee will designate one of its members as Chairperson and will reach a decision within 2 weeks of receiving the protest. All game reports, i.e. umpire report, scorebook etc., must be present and reviewed during the hearing. Note - use Softball Canada protest procedures as reference.

23. GVLSA Bursary Fund.
- * Up to \$3000, based on funds of the GVLSA.
 - * split between Full Member Centre teams that attend an Easterns or Nationals
 - * maximum of \$500 for Easterns and maximum \$1000 for Nationals.
 - * Allocation of money for Eastern and National events are for out of province only
 - * Team status members are ineligible for GVLSA bursarys.

Playing By-Laws

With the exception of the following, all Softball Canada and P.W.S.A. rules and regulations will apply (with P.W.S.A. rules governing when there is not consistency between the two)

1. Twilight games will start no later than 6:45pm. Games requiring floodlights will start no later than 8:30 pm.
2. a) All games are to be 7 innings in duration. All games have a minimum 1:30 minute to 1:45 minute maximum, no new inning rule, to be agreed upon at the plate conference before game. Games called due to rain, darkness or curfew shall revert to the last completed inning unless the home team is at bat and ahead when called. Five innings will constitute a complete game in all circumstances (4.5 if the home team is ahead).
b) The mercy rule is in effect as per P.W.S.A. rules. Please note for all regular season Mite & Squirt league games there is a 5-run maximum per inning. Novice and Bantam may decide at the spring meeting if the division(s) will also use this 5 run cap rule. This run-cap per inning applies for innings 1 – 5 in every game. Only the 6th & 7th inning are “open” innings. If a game doesn’t make it to the 6th inning, then the game will be played with no open inning. In all Divisions, if any team is ahead by 15 or more runs after 3 innings (2.5 if the home team is ahead), or any inning thereafter, the game will be terminated. If any team is ahead by 10 or more runs (7 for Midget) at the end of 5 innings (4.5 if home team is ahead), or any inning thereafter, the game will be terminated. In Squirt, if any team is ahead by 25 or more runs after any complete inning (or 1/2 inning if home team is ahead) the game will be terminated.
3. Tie-games end in a tie.
4. The home team is to provide two umpires who are carded by Softball Ontario or registered with a local umpire’s association.
5. The home team is to notify the visiting team 1.5 to 3 hours prior to game time (depending upon normal travel time), where possible, if a game is cancelled because of weather or for any other reason.
6. The home team is to supply two game balls – one new and one good used ball. The balls are to be PWSA approved. Both balls should be the same type.
7. Both teams are to e-mail completed scores to the division convener.
8. The re-entry rule will be waived when an injury prevents a player from continuing and application of the normal re-entry rule would mean forfeiture of the game. Any abuse of this rule will result in disciplinary action by the Executive.
9. The use of the safety base is mandatory in all divisions.
10. A team may bring up players from a team of equal or lower status within their Association during league season. Notification of additional players must be reported to the opposing coach prior to the game and to the Convener when scores are reported. Teams are allowed to bring up players for league playoffs. Only players listed on official P.W.S.A approved certificate will be allowed to participate in playoffs. Exception – if a team is missing players due to Nationals or Easterns, players from a team of equal or lower status within the team’s Association, but not in the same division, may be called up. Player’s proof of age and their coach’s written consent must be delivered to the Convener prior to any game in which they are participating. Any other reason(s) for requesting substitution during the playoffs must be approved by the President.
11. PWSA approved brand of yellow optic balls will be used for all GVLSA ~~play-off~~ games
12. Pitching & catching limit rules apply in all Grand Valley league and playoff games. Rules are to be the same as the PWSA rules state for the playing division. If a division has no such limitations by PWSA then none apply.
13. The following rules will apply when a division opts for open substitution (all players bat).
 - a) If a player arrives late to the game, her name will be added to the end of the batting order with no penalty. She will take her turn at bat as if she had been in the lineup from the beginning. No at bat will be made up if she missed any turns due to late arrival.
 - b) If a player has to leave the game early, her position in the batting order will be skipped for the remainder of the game without penalty.
 - c) If a player is injured and cannot continue to play, her position in the batting order will be skipped for the remainder of the game without penalty.
 - d) If a player is injured, but is able to play after recovery, her position in the batting order will be skipped for the period of recovery.
14. Batting helmet cages will be worn by all divisions (mite, squirt, novice, bantam and midget).

Playoff/Closing Tournament Rules

All rules applying to regular league play apply to playoff games with the following exceptions or additions:

1. If any team in GVLSA is withdrawing from the Grand Valley playoff/closing tournament, they must opt out of it on their Spring registration form, or they shall be fined in the amount of \$500. Exemptions without penalty will be considered for those teams qualifying for an Easterns or Nationals. All exemptions will be authorized by the president.
2. For the purpose of determining final league standings and year-end tournament standings, all tied positions will be broken by:
 - a) most wins
 - b) win/loss record against each other
 - c) runs for/against records against each other
 - d) win/loss record against next highest placing team. If tie still exists, continue in the same fashion with each of the remaining teams, in order of placement, until tie is broken.
 - e) Runs for/against records against next highest placing team. If tie remains continue on to the next teams in order until tie is broken.
 - f) sudden death game. Site to be determined by flip of coin. Home team is to be determined by flip of coin. Host to make all arrangements concerning game i.e. park, umpires etc. Costs to be shared between the teams.
3. Teams are not permitted an infield warm-up.
4. As per P.W.S.A., all games shall be seven innings or a minimum of 1:30 minutes to 1:45 minute maximum, no new inning rule, as set by the host of year end tournament. All Medal games shall be 7 innings – no time limit. Exception at Mite & Squirt the 1:30 time limit rule applies. The 5-run cap per inning rule used in league play, is still in play for playoffs. However, only the first 3 innings of a playoff game have the 5-run cap. After that all remaining innings are open.
5. If a game is called due to rain or any other reason during a tournament type playoff, that game, if played that weekend, will continue from the point called.
6. A protest is to be made at the time of the occurrence during playoffs. The protest will be heard by the Convener or designate, and ruled on before play commences. The decision reached at that point is final. The fee to protest is \$75.00 and must be paid immediately to the division convener.
7. Each team must pay a closing tournament fee (closing tournament expenses are not included in the league entry fee). The fee will cover the cost of diamonds, umpires and miscellaneous costs. Unless otherwise indicated cheques should be made payable to the host association, and are to be submitted to the Convener prior to the first game. The game balls are to be returned to each team at the conclusion of the tournament.
8. All divisions will play tournament style playoffs. The Division Convener will provide the closing tournament draw and only that draw will be accepted for use. Other than time changes, there will be no alterations to the official draw posted at the outset of the tournament. Throughout the tournament, the home team is determined by the team with the highest standing in the regular season play. That team has the option of being either the home team or the visiting team.
 9. Final league standings will determine the playoff draw, and ONLY the standardized playoff format approved by GVLSA will be used.
10. PWSA approved brand of yellow optic balls will be used for all GVLSA games