

# **GLEN CAIRN LADIES SOFTBALL LEAGUE CONSTITUTION**

Revised and Approved by the  
GLEN CAIRN LADIES SOFTBALL LEAGUE (GCLSL) EXECUTIVE COMMITTEE  
Which is comprised of a  
President, Vice-President, Secretary, Treasurer,  
League Statistician and ten (10) Team Captains

DATE: November 24, 2015

# GLEN CAIRN LADIES SOFTBALL LEAGUE CONSTITUTION

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## ARTICLE 1

### NAME

The League shall be known as the "**GLEN CAIRN LADIES SOFTBALL LEAGUE**" (hereinafter referred to as GCLSL).

## ARTICLE 2

### PURPOSE

The GCLSL shall:

- (a) Encourage sportsmanship and fair play
- (b) Provide recreational ball for the GCLSL registered players
- (c) Support and endorse the rules and regulations as set out by the City of Ottawa Parks and Recreation Department. The GCLSL Executive Committee is responsible for disciplining members not obeying these rules.
- (d) Contract with a recognized group of officials to umpire all GCLSL games (regular season, playoff and/or tournament).

## ARTICLE 3

### ELIGIBILITY

- (a) All players shall be 18 years of age or older before the first game of the season
- (b) All players must be residents of the City of Ottawa
- (c) If a player becomes a non-resident of the City of Ottawa while registered in the GCLSL, the player will be allowed to continue
- (d) If a player quits the GCLSL prior to June 30th, the player will receive a pro-rated refund of their membership fee and a player from the waiting list will replace the player. The Kanata Sports Club portion of their membership fee will NOT be refunded. It is the player's responsibility to tell her Captain, President or Vice-President, of her desire to quit, prior to the June 30<sup>th</sup> deadline
- (e) If a player quits the GCLSL or goes on medical leave after June 30th, there will be no refund of registration fees. Any player quitting after June 30<sup>th</sup> will be replaced at the sole discretion of the Team Captain.

All med-leave taken before registration (ie: at the beginning of the season) can only be for one year (exceptions to this, in extreme circumstances, can be voted on by the Executive). If a player starts the season and then takes med-leave, she will need a doctor's certificate in order to qualify for med-leave the next playing season.

- (f) Players who move from the City of Ottawa but maintain their consecutive membership will be eligible for pre-registration
- (g) Pregnancy or any other valid reason (i.e. moves) for not maintaining consecutive membership, entitles players to be included in pre-registration except in the case of full registration (e.g. 130 pre-registered) in which case players from the most recent season will be given preference
- (h) If a long-standing member does not maintain consecutive membership, she will remain eligible for nomination to the Executive Committee for the following season, but the Executive Committee will review her nomination.

## REGISTRATION

Applications to the GCLSL will be accepted in the following manner:

- (a) Registration fee must be paid within 14 days after the registration date, or the player is placed at the bottom of the waiting list.
- (b) New registrants (including waiting list players from previous season) will complete a different coloured registration form to distinguish them from long standing players.
- (c) Registration night will be widely advertised as to time and location
- (d) A waiting list will be started when 130 players have been registered.
- (e) If there are any vacancies arising on a team before the end of June, the first player on the waiting list will be called by the Registrar (see Treasurer's duties) or be delegated to the President or Vice President.
- (f) Only the President, Vice-President and Treasurer are to have the waiting list
- (g) If a pitcher or catcher leaves a team before the end of June, the team will be given a pitcher or catcher (if any are available) from the waiting list. If none are available, the first person on the waiting list will be provided to the team
- (g) Teams shall be limited to thirteen (13) players per team.
- (h) Those from last year's waiting list will be called and advised of registration date in order that they may register as well

## **ARTICLE 4**

### **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of (15) members comprised of ten (10) Team Captains who are active players in the GCLSL and five (5) GCLSL Executive Officers consisting of President, Vice-President, Secretary, Treasurer and League Statistician.

### **MANDATE**

The Executive Committee shall carry out the purpose and business of the GCLSL.

The Executive Committee is empowered to make all rules, guidelines, and constitutional amendments for the GCLSL operations.

## **ARTICLE 5**

### **TERM OF OFFICE**

Executive Officers shall be elected and will retain the position for a two (2) year period. When the two (2) years are completed, their position is automatically announced 'open'. Team Captains shall be elected for a one (1) year period.

New members will be elected to the Executive Committee by the entire GCLSL.

If, during the season, a vacancy arises in the Executive Officers, it shall be filled from the Executive Committee. A member of the team, via a team member vote will fill the vacant Team Captain's position. Should a Team Captain position become vacant before the draft, that position will be filled by the Team Captain next in line from the majority of votes from the previous Annual General Meeting.

Each Executive Committee member can only hold one (1) position at any one time.

## ARTICLE 6

### PRESIDENT

The President shall:

- (a) Be elected for a two (2) year term
- (b) Have signing authority with of either the Vice President or Treasurer
- (c) Be official spokesperson for the GCLSL
- (d) Call all meetings of the Executive Committee
- (e) Preside at all meetings of the Executive Committee
- (f) Have the right to vote on matters pertaining to the GCLSL ONLY in the case of breaking a tie vote of the Executive Committee
- (g) Prepare an agenda for all meetings of the Executive Committee and distribute them.
- (h) Acquire City of Ottawa contracts for softball diamond use
- (i) Ensure that all other Executive Committee members fulfil their positions as stated
- (j) Confirm winning nominations of the Executive Committee with each nominee
- (k) Have been a member of the GCLSL in the previous year.
- (l) Be an ex-officio member of each committee.
- (m) Upon completion of final term, the President shall remain in an advisory capacity only (without voting rights) to the new President and Vice President for one year.
- (n) The President and Vice President shall have staggered terms of office to ensure both do not leave during the same year.

## VICE-PRESIDENT

The Vice-President shall:

- (a) Be elected for a two (2) year term
- (b) Have signing authority with one either the President or Treasurer
- (c) Replace the President in case of sickness or unforeseen occurrence, in all matters pertaining to the operation of the GCLSL
- (d) Assist President when requested
- (e) Be required to hire Umpire Officials and in conjunction with the Treasurer, make payments to these Officials
- (f) Be responsible for maintaining a rapport with recognized GCLSL Umpires (Head Umpire) to ensure quality umpiring
- (g) Be entitled to one (1) vote on all matters pertaining to the operation of the GCLSL
- (h) Have been a member of the GCLSL in the previous year.
- (i) Be an ex-officio member of each committee.

## SECRETARY

The Secretary shall:

- (a) Be elected for a two (2) year term
- (b) Record all minutes of Executive Committee meetings
- (c) Ensure that all Executive members receive copies of the minutes within one week of the meeting
- (d) Be entitled to one (1) vote on all matters pertaining to the operation of the GCLSL
- (e) Book appropriate halls for registration, meetings and parties
- (f) Be responsible for obtaining league insurance and filing any claims during the year
- (g) Be a member of one (1) committee
- (h) Have been a member of the GCLSL in the previous year.

## TREASURER

The Treasurer shall:

- (a) Be elected for a two (2) year term
- (b) Have signing authority with either the President or Vice President
- (c) Submit a financial statement at the Annual General Meeting detailing expenditures, revenues and bank balances
- (d) Be prepared to produce an updated budget on request
- (f) Be entitled to one (1) vote on all matters pertaining to the operation of the GCLSL
- (g) Be present for registration of players
- (h) Be a member of one (1) committee
- (i) Have been a member of GCLSL in the previous year.
- (j) Ensure all invoices are submitted to the Treasurer within 30 days after receipt.

## LEAGUE STATISTICIAN

The League Statistician shall:

- (a) Be elected for a two (2) year term
- (b) Assist Registrar with registration and draft and all wait lists and updates
- (c) Be entitled to one (1) vote on matters pertaining to the operation of the GCLSL
- (d) Maintain all records and statistics of team standings and individual players
- (e) Be a member of one (1) committee
- (f) Prepare regular season, tournaments and playoff schedules
- (g) Prepare scorekeeper's schedule and distribute them with game sheets prior to commencement of GCLSL play
- (h) Monitor all team's use of spare players
- (i) Have been a member of the GCLSL in the previous year
- (j) Provide documents to webmistress for posting to league website
- (k) Post weekly standings at Kanata Sports Club.

## TEAM CAPTAINS

The ten (10) League Team Captains each shall:

- (a) Be elected for a one (1) year term and be available to act as Team Captain for the entire year
- (b) Be official spokesperson for the team
- (c) Be present at all Executive Committee meetings or send a representative
- (d) Be entitled to one (1) vote on matters pertaining to the GCLSL
- (e) Be a member of one (1) committee
- (f) Have been a member of the GCLSL in the previous year
- (g) Team Captains shall act as LIAISON'S between their team members and the Executive Committee and are responsible for passing on all information as discussed at the Executive Committee meetings. Team captains must contact team members within 5 days of the draft.

## ARTICLE 7

### EXECUTIVE COMMITTEE MEMBERS

The Executive Committee will serve as members on one of the sub-committees:

- (a) Rules, Sponsors and Equipment
- (b) Playoffs
- (c) Tournaments
- (d) Awards and Year-End Party
- (e) 50/50 and Fundraising

### REMOVAL FROM OFFICE

Any member of the Executive Committee may be removed from her position for cause on written motion and signed by twelve (12) other members of the Executive Committee. Removal will be carried out at a specially called meeting of the Executive Committee.

### FISCAL YEAR

The Fiscal Year commences November 1st and ends the following October 31<sup>st</sup>.

## **ARTICLE 8**

### **MEETINGS**

The Annual Meeting of the Executive Committee will be held mid-January of each year prior to GCLSL registration, for the purpose of carrying on the business of the GCLSL and to ratify the actions of the Executive Committee.

The GCLSL membership shall meet prior to the year-end party for the purpose of announcing the new Executive Committee, report on the budget, and discuss any new business. The meeting shall be known as the Annual General Meeting (AGM).

There shall be Executive Committee meetings when required.

Sub-committee meetings shall be held as requested.

Past Executive Officers and New Executive Officers shall meet at their earliest convenience after September 30th to transfer GCLSL documentation.

## **ARTICLE 9**

### **QUORUM**

The quorum of the Executive Committee Meetings shall be ten (10) of the fifteen (15) members.

The quorum of the GCLSL shall be 25% plus one.

### **VOTING**

All members of the Executive Committee shall be entitled to one (1) vote. Voting shall be by ballot and a majority of fifty percent plus one will determine passage of an item.

Voting shall require the presence of the Executive Committee member or the nominated party.

The President will be entitled to one (1) vote on GCLSL matters - ONLY to break a tie vote.

## ARTICLE 10

### SUB-COMMITTEE RESPONSIBILITIES

The purpose of the sub-committees is to investigate, come up with recommendations and report back to the Executive. Any decisions arising from the sub-committee's recommendations will be subject to a majority vote of the Executive Committee. A lead person will be named for each sub-committee to assign tasks to members as well as be the primary contact for the President and Vice-President.

#### Rules, Sponsors and Equipment Committee:

The Rules, Sponsors and Equipment Committee shall:

- (a) Be established following transfer of GCLSL documents
- (b) Submit a report to the Executive Committee for presentation at Executive Meetings detailing proposed Rule changes to be considered for the revised Constitution in the subsequent year
- (c) Be comprised of a minimum of four (4) members of the Executive Committee and a subcommittee of volunteers
- (d) Be responsible for acquiring ten (10) GCLSL sponsors
- (e) Be responsible for ordering shirts
- (f) Be responsible for purchasing softballs and other replacement equipment, as needed
- (g) Be responsible for purchasing ice packs and other first aid supplies for each diamond
- (h) Be responsible for purchasing bags of sand for repairing wet diamonds, as needed
- (i) Submit a verbal or written report describing the work of this committee to the Executive Committee for presentation at Executive Meetings (as necessary)

## Playoff Committee

The Playoff Committee shall:

- (a) Be established following transfer of GCLSL documents
- (b) Be composed of a minimum of two (2) members of the Executive Committee and a subcommittee of volunteers
- (c) Prepare playoff schedule, arrange scorekeepers for all playoff games, coordinate with league statistician to ensure tracking of substitute players and weekly updating of the schedule which will be shared with Captains on a timely basis
- (d) Submit a verbal or written report describing the work of this committee to the Executive Committee for presentation at Executive Meetings(as necessary)
- (e) Playoff format will be determined by Executive Committee based on available diamond time

## Tournament Committee

The Tournament Committee shall:

- (a) Be established following transfer of GCLSL documents
- (b) Be composed of a minimum of two (2) members of the Executive Committee and a subcommittee of volunteers
- (c) Co-ordinate and implement the Annual GCLSL Tournaments (rules, schedules, etc.)
- (d) Co-ordinate volunteers to line diamonds
- (e) Co-ordinate Friday evening events
- (f) Draft tournament email with relevant details
- (g) Ensure trophies are available on Sunday
- (h) Work with Rules, Sponsors and Equipment sub-committee with respect to tournament sponsors and prizes, if necessary
- (i) Submit a verbal or written report describing the work of this committee to the Executive Committee for presentation at Executive Meetings (as necessary)

### Awards and Year-End Party Committee

The Awards and Year-End Party Committee shall:

- (a) Be established following transfer of GCLSL documents
- (b) Be comprised of at least three (3) members of the Executive Committee and a subcommittee of volunteers
- (c) Co-ordinate and implement the Awards Party (theme, hall set-up, half-price memberships, decorations, MC, music, food, entertainment, door prizes, and awards and recognitions (May and September tournaments – Champions and Runner-ups for A and B finals, League Champions, Play-off Champions, Homerun Queen, Lynne Heaslip Award, Years of Recognition (20 and beyond), Take me Drunk I'm Home. Co-ordinate with captains to provide pictures to the videographer for year-end video (provide pictures on a monthly basis, not simply in August and September)
- (d) Purchase gifts for departing Executive
- (e) Arrange to have trophies and plaques engraved
- (f) Submit a verbal or written report describing the work of this committee to the Executive Committee for presentation at Executive Meetings (as necessary)

### 50/50 and Fundraising Committee

The 50/50 and Fundraising Committee shall:

- (a) Be established following transfer of GCLSL documents
- (b) Be comprised of at least two (2) members of the Executive Committee and a subcommittee of volunteers
- (c) Co-ordinate and implement 50/50 draws (weekly and tournaments)
- (d) Email name of weekly winners to secretary for email distribution
- (e) Provide monies collected to treasurer for deposit
- (f) Co-ordinate fundraising activities, as required
- (g) Submit a verbal or written report describing the work of this committee to the Executive Committee for presentation at Executive Meetings (as necessary).

## Lynne Heaslip Award Committee

The committee shall be comprised of past 'active' recipients and include the President. Each Captain/Team can submit a suitable candidate to the committee for review. Any changes to this award must be voted on by the Executive.

The criteria for the Award are as follows:

1. Long standing member of the league
2. Share her knowledge and skill of the game
3. Positive attitude, fairness, and determination
4. Act as a mentor for new players

## **ARTICLE 11**

### ANNUAL DRAFT

- (a) All registered players shall be listed by position. Total number of players (130) is based on ten (10) teams of thirteen (13) players each.
- (b) All Team Captains will receive a draft list a minimum of one (1) week prior to the draft
- (c) If a Team Captain cannot attend the draft, she can appoint an unprotected proxy
- (d) The commencement of the draft will be by draw
- (e) Team rosters shall total thirteen (13) players including Team Captain
- (f) Team Captains shall contact each player prior to commencement of first General Meeting
- (g) Team Captains shall distribute all GCLSL information to team members (game schedules, shirts, etc.)
- (h) Team Captains shall act as LIAISONS between their team members and the Executive Committee and are responsible for passing on all information as discussed at the Executive Committee meetings
- (i) There shall be NO team trades unless voted on and approved by the Team Captains at the last Executive Meeting before the Draft.

## **ARTICLE 12**

### **GUIDELINES**

#### **Glen Cairn Ladies Softball League Code of Conduct**

Fair Play is defined as much more than playing within the rules. It includes respect for others, always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. Fair play is a positive concept. Integrity, fairness and respect are the principles of fair play.

#### **Each Player will:**

- Respect and play by the rules.
- Never argue with the officials. Comply with umpires' decisions with dignity.
- Control her temper.
- Be a good sport.
- Treat all players as you would like to be treated.
- Co-operate with their captain, team-mates, opponents, and umpires; without them, we don't have a game.
- Be a positive role model for softball at all times.
- Accept responsibility for their actions.
- Participate within the competition conditions and rules, and in the spirit of fair play.
- Refrain from offensive or abusive language or gestures.
- Refrain from making derogatory or demeaning remarks about any player, captain, umpire or participant.
- Not tolerate, participate or respond to acts of abuse, disrespect or aggression.
- Remember we all make mistakes.
- Respect the sport of softball and the facility where it is played.

#### **Each Player will not:**

- Make any verbal comments or physical gestures about or toward anyone that could be considered offensive, derogatory, or abusive.
- Engage in any action that might be considered to be verbally or physically abusive.
- No tobacco products or alcohol shall be consumed by any person on the playing field, in the dugout or on the bench. Tobacco consumption will be tolerated in the stands, but be aware that it is against City of Ottawa policy to smoke on city property.

If a player is ejected during a game – the player will be suspended for the next game. Review the Definitions of Misconduct and the Penalty for the offence.

### Consequences

Offenders to the code will be reported to their respective executive for disciplinary action. Repeat offenders will be banned from participating for the remainder of the season. Action taken to be reviewed by the League Executive.

Type of Misconduct	Definition/Examples	Mandatory Minimum Penalty
Obscene or vulgar language on or around the playing field	Conversational language, gesture or behaviour deemed inappropriate. Applies to ALL persons including spectators and game officials.	1st seasonal offence: suspension for 1 meaningful game. 2nd seasonal offence: suspension for 3 meaningful games. 3rd seasonal offence: suspension for remainder of season.
Alcohol or illegal drugs or tobacco consumption on or around the playing field dugout or bench	The act of carrying and/or consuming alcoholic beverages or illegal drugs or tobacco on or around the playing field. Applies to ALL persons including spectators and game officials. No tobacco products shall be consumed by ANY player on the playing field, in the dugout or on the bench. Tobacco consumption will be tolerated in the stands.	1st seasonal offence: suspension for 1 meaningful game. 2nd seasonal offence: suspension for 3 meaningful games. 3rd seasonal offence: suspension for remainder of season
Verbal abuse directed at someone other than a game official	Abusive language directed at a player, captain or spectator on or around the playing field by anyone in attendance. This includes heckling, poking fun at or in any other manner doing anything that in the opinion of the umpire distracts the opposing team (e.g. Yelling “swing” at the batter or “pitcher can’t pitch” or “batter can’t hit”).	1st seasonal offence: suspension for 1 meaningful game. 2nd seasonal offence: suspension for 3 meaningful games. 3rd seasonal offence: suspension for remainder of season
Verbal abuse directed at a game official	Abusive language directed at a game official (e.g. umpire, scorekeeper) by anyone in attendance	1st seasonal offence: suspension for 3 meaningful games. 2nd seasonal offence: suspension for 6 meaningful games. 3rd seasonal offence: suspension for remainder of season
Physical abuse directed at someone other than a game official	The act, attempt or threat of physical contact (e.g. pushing, pulling, charging, spitting, etc.) directed at a player, coach, parent or spectator on or around the playing field by anyone in attendance	1st seasonal offence: suspension for 3 meaningful games. 2nd seasonal offence: suspension for remainder of season. 3rd seasonal offence: lifetime suspension

Physical abuse directed at a game official	The act, attempt or threat of physical contact (e.g. pushing, pulling, charging, spitting, etc.) directed at a game official on or around the playing field by anyone in attendance	1st lifetime offence: suspension for 6 meaningful games. 2nd lifetime offence: suspension for remainder of season. 3rd lifetime offence: lifetime suspension.
Violent physical assault directed at any individual	The deliberate act of assaulting any individual in attendance in a violent manner, (e.g. punching, swinging a bat, etc	1st lifetime offence: lifetime suspension.
Other unsportsmanlike conduct	The deliberate act of contravening a published rule or the principles of fair play and good sportsmanship on or around the playing field (e.g. competing under an assumed name; playing a suspended or unregistered player; throwing equipment; instructing a player to “run her over if she is in your way”; or a pitcher deliberately “hitting” a batter. Applies to ALL persons including spectators and game officials. deliberately “hitting” a batter.	1st seasonal offence: suspension for 1 meaningful game. 2nd seasonal offence: suspension for 3 meaningful games. 3rd seasonal offence: suspension for remainder of seas

**Dispute Resolution:** There will be a 24-hour grace period after games or meetings if a disagreement arises. It is easier to come to a resolution to a problem when “cooler heads” prevail rather than in the heat of the moment. If after elapsed time there is still an issue, please bring it to the President and Vice-President’s attention so that it can be communicated and clarified.

Please refrain from using email as a communications tool for dispute resolution, especially group emails and “respond to all”. It lends itself to mis-interpreting issues and is non-efficient as a time management tool. If there is an issue that you would like to discuss, please contact the President and Vice-President and they can setup a meeting within a short time frame to clarify any issues you dispute.

- (a) Teams designated as HOME on the GCLSL schedule shall be responsible for having the equipment on the field 15 minutes before game time
- (b) All Team Captains are responsible for seeing that there are NO children present in players' bench area
- (c) Game sheets are to be signed by Umpire and delivered to GCLSL Statistician after every game by the winning team
- (d) Any player who cannot attend a game should inform her Team Captain prior to the game
- (e) Players have a grace period of one half hour from the game start. After the half hour grace period, they may not enter the game. Exception: If a player has texted or called their Captain during the grace period and let them know they are on their way and caught in traffic. It will then be up to the two Captains to decide if the member will be allowed to play when they arrive.

- (f) Any player who cannot continue to play for the season must inform her Team Captain so a replacement player may be assigned
- (g) Any player missing three (3) games without calling her Team Captain may be removed from the league after a vote by the Executive Committee.
- (h) Scorekeeping is to record any ejections on the score sheet before submitting to the statistician.

### **ARTICLE 13**

#### **AMENDMENTS**

This Constitution will be reviewed annually. Changes and/or revisions must be forwarded to the Executive Committee and be approved by a majority vote of the Executive Committee (12 of 15 members).

**ARTICLE 14**

**APPROVAL**

The Glen Cairn Ladies Softball League (GCLSL) Constitution dated \_\_\_\_\_ had been duly approved by the following Executive Committee members:

- |                     |       |
|---------------------|-------|
| _____               | Date: |
| PRESIDENT           |       |
| _____               | Date: |
| VICE-PRESIDENT      |       |
| _____               | Date: |
| SECRETARY           |       |
| _____               | Date: |
| TREASURER           |       |
| _____               | Date: |
| LEAGUE STATISTICIAN |       |
| _____               | Date: |
| TEAM CAPTAIN #1     |       |
| _____               | Date: |
| TEAM CAPTAIN #2     |       |
| _____               | Date: |
| TEAM CAPTAIN #3     |       |
| _____               | Date: |
| TEAM CAPTAIN #4     |       |
| _____               | Date: |
| TEAM CAPTAIN #5     |       |
| _____               | Date: |
| TEAM CAPTAIN #6     |       |
| _____               | Date: |
| TEAM CAPTAIN #7     |       |
| _____               | Date: |
| TEAM CAPTAIN #8     |       |
| _____               | Date: |
| TEAM CAPTAIN #9     |       |
| _____               | Date: |
| TEAM CAPTAIN #10    |       |