

CALGARY WOMEN'S FASTPITCH ASSOCIATION RULES AND REGULATIONS

ARTICLE I: Rules Governing the League

- 1) The Calgary Women's Fastpitch Association Bylaws and Rules and Regulations, the Softball Canada Official Guide and Rulebook, and the Softball Alberta Handbook will govern the rules of play.
- 2) **CWFA registered coaches and team managers are responsible to read and follow these rules. It is not an acceptable excuse that lack of awareness or application of these rules and regulations discharge the responsibility of the rules and administrative fines and/or penalties will apply.**
- 3) **Any questions to clarify these rules and regulations should be sent in advance to the CWFA President to be adjudicated accordingly.**

ARTICLE II: Registration

- 1) Player Registration
 - a) Player / team registration forms shall not be altered in any way, shape or form.
 - b) No player may participate in any schedule CWFA games without the proper team registration submitted to the league.
 - c) Player / team registration forms must be finalized to CWFA by June 1st each year.
 - d) Only under special circumstances and CWFA board approval may a player be released or added after **June 1st** of each year.
 - e) A team may register (sign) a total of twenty-five (25) players on their CWFA rosters.
 - i) Part of that 25-player CWFA roster maybe used to register "over-age" players to be used "just-in-case" to prevent defaults or forfeits in league games. Coaches must **ONLY** use these over-age players if an insufficient number of "proper-aged" players on their roster are not available for a particular game.
 - (1) CWFA Division 1 teams "over-age" players may include players from any category if they are playing elsewhere in Alberta (not in CWFA) and open age if not playing elsewhere.
 - (2) CWFA Division 2 teams "over-age" players may include players up to and including IntB category if they are playing elsewhere in Alberta (not in CWFA) and open age if not playing elsewhere.
 - (3) CWFA Division 3 teams "over-age" players may include players up to and including Midget B category if they are playing elsewhere in Alberta (not CWFA) and up to and including 18 years of age if not playing elsewhere.
 - (4) Only under special circumstances and only with prior CWFA Board approval, may "over-age" players play in play-off games.
 - (5) "Over-age" players must be clearly identified on the line up cards and score sheets with "OA".

- (6) "Over-age" players must be registered with CWFA and on the team roster a minimum of one week prior to the first league game in which they are needed to play.
- f) A team may register (affiliate) a total of five (5) affiliate players.
 - i) Affiliate players must:
 - (1) Be of Bantam 16U age or older – minimum 14 years of age – to affiliate with a team playing in either CWFA Div 1 or Div 2.
 - (2) Be of Pee Wee 14U age or older – minimum 12 years of age – to affiliate with a team playing in CWFA Division 3.
 - (3) Be registered on a team affiliated / registered with Softball Alberta.
 - (4) Not be registered on a CWFA team in the same or higher division.
 - (5) Not be from a higher age group or higher category.

AFFILIATE PLAYER EXCEPTION 1: Junior 'A' and Junior 'B' teams are considered "adult" teams for this purpose, and so may affiliate adult (any age) players from a lower CWFA division or from outside CWFA providing that such players are officially registered on a team affiliated with Softball Alberta. It is the responsibility of the coach affiliating that player to ensure and document

AFFILIATE PLAYER EXCEPTION 2: Bantam 'A' teams may affiliate Calgary Minor Softball Association (CMSA) Midget players.

NOTE: COACHES SHOULD BE AWARE, AND ACT ACCORDINGLY, THAT CMSA PERMITS THEIR PLAYERS TO PLAY A MAXIMUM OF FOUR GAMES AS AFFILIATES BEFORE THEY MUST OBTAIN CMSA PERMISSION TO RETURN TO THEIR TEAM, OR THEY MAY OTHERWISE BE OBLIGED TO REMAIN/STAY UP WITH THE AFFILIATING TEAM.

- ii) CWFA coaches must obtain permission from the coach of the player they wish to affiliate before contacting that player for the purpose of affiliation.
- iii) A player may register and play as an affiliate player with only one CWFA team prior to June 1st and only one (maybe different) CWFA team after June 1st.
- iv) Each affiliate player may play in a maximum of four (4) league games after June 1st. There is no limit on the number of games each affiliate player may play in prior to June 1st (subject to the caveat in bold above).
- v) A maximum of three (3) affiliate players may play in any league game after June 1st. The maximum number of affiliate players that may play in any league game prior to June 1st is limited by the number of affiliate players on the team register (to a maximum of five (5)).
- vi) Only under special circumstances and only with prior CWFA Board approval, may affiliates play in play-off games.
- vii) Affiliate players must be clearly identified on the line up cards and score sheets with an "AP".
- viii) Affiliate Player (AP) forms must be completed and submitted to CWFA prior to or with the score sheets for the first game played by the affiliate player prior to June 1st, and with player registration forms no later than June 1st for play after June 1st.

NOTE: THE OVER-AGE AND AFFILIATION OPTIONS AND RULES ARE IN PLACE TO ASSIST

TEAMS TO AVOID FORFEITING GAMES AND INCURRING A \$150.00 FINE. PLEASE DO NOT ABUSE THESE PRIVILEGES.

g) Pick-up players may be added to the line-up in order to continue or complete the game. Pick-up players are non-affiliate players that are added to the line-up card (not team roster). Examples include: players from opposing or available team; players from other leagues (i.e. slow-pitch) who are not affiliated with the team. Pick-up players MUST be registered on a team registered with Softball Alberta. See Article XII for the applicable fines regarding the use of pick-up players.

2) Fees

- a) Registration fees, performance bonds, and any other monies owing to the association each year shall be paid in full to the treasurer by the **March general meeting**.
- b) League registration fees shall be set annually at the discretion of the CWFA Executive / board. For 2019 those fees are set at \$1200 per team.
- c) Performance bonds shall be set annually at the discretion of the CWFA Executive / board. For 2019 those performance bonds are set at:
 - i) \$300 for returning CWFA teams in full and good standing with the association.
 - ii) \$500 for teams new to CWFA, or returning CWFA teams for which fines were assessed for whatever reason by the association in the previous year.

ARTICLE III: Umpires

- 1) The Calgary Softball Umpires Association (CSUA) will supply qualified and official umpires for CWFA league and playoff games. The CSUA will make every effort to supply two qualified umpires for each CWFA game.
- 2) Where there is a no show by the umpires, individual(s) acceptable to both teams may be used and the game shall be deemed official.
- 3) Umpires shall show a valid registration card at the request of the head coach.
- 4) The home team must notify the league scheduler when an umpire(s) does not show.
- 5) To avoid a conflict of interest, umpires will, to the extent possible, not umpire CWFA games in which their close relative (daughter, wife, sister, girlfriend, etc.) is involved (as a coach, manager or player). And, umpires who are members of the CWFA (coach, manager or administrator) will not umpire CWFA games within a Division, if they or their close relative (daughter, wife, sister, girlfriend) are involved with a team that plays in that Division.
- 6) It is entirely up to the discretion and scheduling of the Calgary Softball Umpires Association if their umpires change diamonds for the second games of CWFA double headers, or not.

ARTICLE IV: Score Keepers

each team is responsible to have an assigned score keeper.

- 1) The winning team will turn in the original copy of the score sheet to the league drop box at Shouldice

Athletic Park or email a scanned clear and legible copy to the league.

- 2) In the event of a tie both teams are required to turn in the original score sheet.
- 3) CWFA board reserves the right to publish team statistics and results on its website.

ARTICLE V: Round Robin League Games

- 1) In league games, the following format will be used:
 - a) True double headers will be played (i.e. two back-to-back games on the same diamond versus the same opponent). The schedule will identify which team is home team for the first game and which team is home team for the second game.
 - b) The first game will start at 6:30pm and no new inning will start after 1hr 30min (i.e. 8:00pm). The second game will start 15 minutes after the first game ends (to give the umpires a sufficient amount of time to change and the coaches a sufficient amount of time to make the lineup for the second game) and no new inning will start after 10:00pm. *EFFECT: The second game may be shorter or longer than the first game depending on the length of the first game.*
 - c) If a game is tied after the expiration of time, or after seven innings of play (whichever comes first), the score will remain as a tie.
 - d) The seven (7) runs (after 5 innings), ten (10) runs (after 4 innings), and fifteen (15) runs (after 3 innings) mercy rules will be in effect in all games.

ARTICLE VI: Rained Out Games

- 1) Only the following may cancel games:
 - a) The senior on-field CSUA umpire present at the diamonds on game day.
 - b) City of Calgary, Parks and Recreation; Park Status WEBSITE or RAIN OUT LINE 403-268-2300, after 4pm on game day (do not call the park directly).
 - c) CWFA President or his designate on game day, in consultation with the CSUA President or his designate on game day.
- 2) All teams must report to their scheduled diamonds and be prepared to play, unless;
 - a) A CWFA Executive Member advises by email or phone on game day that diamonds are closed and games are cancelled
 - b) City of Calgary RAIN OUT LINE indicates diamonds are closed
 - c) City of Calgary WEBSITE indicates diamonds are closed

ARTICLE VII: Playoffs

- 1) Playoff format will be determined by the CWFA Executive on an annual basis.

- 2) For each playoff game, except the final series, no new inning will start after 1hr 30min. There will be a 15-minute break between double headers (whether true double headers or not). If the score is tied at end of the allotted time or seven innings (whichever comes first) in a deciding game or series, the tiebreaker rule will immediately be in effect for an extra inning(s).
- 3) The league and/or division final series (as determined from year to year by the CWFA Executive) will have no time limit.
- 4) The seven (7) runs (after 5 innings), ten (10) runs (after 4 innings), and fifteen (15) runs (after 3 innings) mercy rules will be in effect in all games.

Guidelines for scheduling playoffs

- 1) Post season play for CWFA league will be scheduled immediately following the close of the regular season. Top teams, as determined by the Executive Board are eligible to continue into the playoffs.
- 2) The format, timing, and scheduling of the playoffs will be determined by the Executive Board each year and presented to members at the Spring General meeting for approval.
- 3) The following are guidelines in determining the playoff rounds:
 - a) Minimum of four teams per division will advance to the playoff round.
 - b) Wildcard or one game play-downs may be required to enter the playoff round.
 - c) All playoff games will be at Shouldice Quad, although, alternate fields may be sought out to accommodate the schedule.
 - d) The day, location, and time of playoff games are subject to diamond and umpire availability.
 - e) Cancellations due to weather can impact the planned schedule. The Executive Board will determine the rescheduling of the remaining playoff games based on diamond and umpire availability.
 - f) Members of the Executive Board who are involved in the divisional playoffs will be excluded from the decisions to ensure impartiality

Guidance on rainouts:

- 4) In the case of a rainout before a game starts:
 - a) The game will be rescheduled to the next available time and location. Note: playoff games may be played on any night of the week.
 - b) If the City of Calgary or CWFA do not notify your team of diamond closure, your team should be present at the field ready to play.
- 5) Rain out during the game:
 - a) Should the umpire call the game before a recognized Softball Canada complete game, the game(s) will be rescheduled to continue at a later date. The scorekeepers for both teams should record the batter's count, the outs, and placement of runners.
 - b) At the restart of this game, all players should be in the original positions. If a player(s) cannot attend, then substitution rules are in effect. Affiliate or Pick-Up players may be used to ensure the game is not forfeited. Any substitutions that fall outside the normal course of the rules must be communicated to the Executive Board to render a decision on the eligibility of player(s) prior to

the start of the game.

Guidance on Playoff Re-scheduling:

- 6) All attempts will be made by the Executive Board to complete the playoff round. In varying circumstances, one or more of the following may be considered:
 - a) Rescheduling playoff game(s) to another diamond, day, and time. Teams should be aware that rescheduled games may not be on their “regular” playing night.
 - b) Condensing the playoff round to single elimination games – (this may include the winning team advancing to play another team on the same night).
 - c) Enforcing shorter time limits on games.
 - d) Advancing games immediately to international tie-breaker rules to determine a winner.
 - e) Using a best-of-seven series of coin flips to determine an advancing team.
 - f) Voiding the entire playoff series and naming the regular season league winner(s) as playoff winners.

ARTICLE VIII: Protests

- 1) All protests must be submitted in writing within 24 hours of the game being completed and must be accompanied by \$100.00 cash or certified cheque made payable to the Calgary Women’s Fastpitch Association.
- 2) The protest is to be duly noted on the official score sheet and the home plate umpire must sign said score sheet.
- 3) The \$100.00 protest fee will be reimbursed if the protest is deemed valid.

ARTICLE IX: Suspensions and Fines

- 1) If any player or coach of a team is ejected from a CWFA game (league, playoff or tournament), that individual will be suspended from playing in the next regularly scheduled CWFA league, CWFA playoff, or CWFA tournament game in which their team is scheduled to play. A fine of \$50.00 will be levied against the individual/team.
- 2) If any player or coach of a team is ejected from a second CWFA game in the same season, that individual will be suspended immediately from further play and will be dealt with by the CWFA grievance committee within three (3) business days. A fine of \$100.00 will be levied against the individual/team.
- 3) The CWFA grievance committee will deal with any written or verbal report from other leagues or tournaments, regarding the behaviour, ejection, or other matters in respect of, any CWFA player or coach, within three (3) business days of receipt of such report. A decision by the grievance committee in this regard could include any of the actions in 1) and/or 2) above, depending upon the content of the report.
- 4) Any player or coach ejected from a second CWFA game in the same season (as in 2) above), or for whom the CWFA Board has received and dealt with a written or verbal report (as in 3) above) has the right to appeal the decision handed down by the grievance committee. The appeal must be submitted

in writing, along with a \$100.00 appeal fee, to the CWFA board within three (3) business days of notification of the decision.

ARTICLE X: Grievance Committee

- 1) The grievance committee will consist of three (3) impartial members including; two (2) CWFA Executives and one (1) non - association member.

ARTICLE XI: Team Responsibilities

- 1) Every CWFA team is obliged to register for and compete at Alberta provincial championships (in the category in which they register for CWFA league play, or a higher category) in each year of CWFA membership / league play. Failure to attend Alberta provincial championships will result in the offending team being assessed administrative fines (see Article XI below).
- 2) Every CWFA team is obliged to register for and compete in the annual CWFA tournament held the first or second weekend of June each year. The CWFA Executive may consider granting an exception to this requirement on application from CWFA team(s). Provision of two \$25 gift certificates as player door prizes, and full completion of assigned diamond maintenance duties are also required from each CWFA team.
- 3) There is zero tolerance with respect to smoking, consumption of alcoholic beverages, drunkenness, and/or use of illegal drugs by players and/or coaches during any CWFA scheduled league, playoff or tournament game.
- 4) **Player safety: the CWFA takes player safety seriously in all situations on and off the field. The Executive directs teams and individuals to ensure that the following safe playing conditions are met:**
 - a) **If a playing condition(s) (field hazard, player injury, equipment failure, weather conditions, etc.) poses a risk to player safety, the game will be suspended until that risk has been remedied or rendered safe.**
 - b) **Umpires have the discretion to delay or postpone games to ensure safe playing conditions exist. The decision to cancel a game resulting from unsafe conditions should be made in consultation with a member of the Executive and/or the Senior Umpire. Umpires will apply the 30/30 rule in respect to lightning in the area.**
 - c) **Field masks: the CWFA strongly encourages the use of in-field masks.**
 - i) **For Bantam 16U teams, pitchers must wear an approved face guard while pitching.**
 - ii) **Catchers (including all coaches/players of the defensive team) MUST wear a mask while receiving warm-up pitches anywhere on or near the playing field or in the warm-up area prior to and during the game. This rule applies when catchers are: standing, squatting or kneeling.**
 - d) **Equipment: all playing equipment must be approved and comply with the**

Softball Alberta Handbook. Illegal or defective equipment must be removed from the playing field, including the dug out and warm up areas.

e) It is every individual's responsibility to report, remediate, or remove unsafe playing hazards prior to starting or continuing play.

- 5) Each team is responsible for submitting paper work by the scheduled deadlines. (Having a qualified manager on each team is strongly suggested).
- 6) Each team is required to ensure that all players and on field team staff/coaches wear like and coordinating uniforms and other clothing on the diamond. Uniforms must have clearly visible numbers (except if temporarily covered by warm-up clothing).
- 7) For each league and playoff game, the home team must supply a new ball and two new or used balls in sufficiently good condition that they are acceptable to the plate umpire.
- 8) Team standings will be maintained and published on the CWFA website.
- 9) Teams will receive two (2) points for a win and one (1) point for a tie.
- 10) Teams must have a minimum of one (1) representative attend all official/scheduled association meetings.
- 11) Players must have a representative attend all scheduled player council meetings, if any.
- 12) Team players/coaches are responsible for ensuring that all individuals connected with their team (including players, coaches, managers, other staff, parents, other family members, fans and spectators) respect, honour and adhere to the CWFA 'Code Of Ethics' / 'Code of Conduct' pertaining to them.
- 13) Verbal, mental or physical abuse of any kind will not be tolerated, from or to players, coaches, managers, other staff, parents, other family members, game officials, volunteers, board members, fans and/or spectators.

THESE ARE JUST A FEW OF THE RESPONSIBILITIES.

FROM TIME TO TIME RESPONSIBILITIES MAY BE ADDED, ALTERED OR DELETED

ARTICLE XII: Administrative Fines

- 1) Fines shall be levied at the discretion of the CWFA Executive / board for infractions involving the bylaws, rules and regulations, or Softball Canada Official Guide & Rulebook.
- 2) Failure to attend Alberta provincial championships in the appropriate/correct category in any given year of CWFA membership will result in the offending team being required to reimburse CWFA for the cost of affiliation fees paid to Softball Alberta and Softball Calgary in that year (for 2019: \$125 and \$350 respectively).
- 3) A \$50.00 fine shall be levied to a team for failure to have a representative attend scheduled association meetings.
- 4) A \$50.00 fine shall be levied to a team or individual for first suspension and \$100.00 for second suspension.
- 5) A \$50.00 fine shall be levied to a team or individual for each violation of CWFA, City of Calgary,

Softball Calgary, Softball Alberta and/or Softball Canada safety rules, as may be determined and witnessed by CWFA Executive / board members in their role as marshals, once sufficient notice / warning has been given in general to teams at the start of the season.

- 6) A \$150.00 fine shall be levied against the forfeiting team for any forfeited game.

EXCEPTIONS:: This fine may be reduced to:

- a) \$100.00 if the forfeited game was a game that had been rescheduled to a non- regular day of the week due to rain or other reasons.
- b) \$25.00 if the forfeiting team is able to secure the services of pick-up (PU) player(s) thus enabling that team to play the game.
- c) \$0.00 if the forfeited game was a game that had been rescheduled to a non- regular day of the week due to rain or other reasons, and the forfeiting team is able to secure the services of pick-up (PU) player(s) thus enabling that team to play the game.

Pick-up player(s) must be clearly identified on the score sheet and line up card as “PU”, and the “PU” form provided by CWFA for such purpose, attesting to the registration of that pick-up player with another team affiliated with Softball Alberta, must be completed and turned in with the score sheet for the game.

Forfeited games will be recorded as a 7-0 forfeit win for the non-forfeiting team.

NOTE: Forfeiture of games is NOT an acceptable practice in the CWFA. The potential use of “AP”, “OA” and “PU” players, and the ability to register up to 25 players on CWFA rosters, as noted above is made available to minimize or eliminate the frequency of scheduled games not being played. Softball Calgary and the City of Calgary frown on diamonds sitting empty, and consider such occurrences to be the fault of the league. Any number of such occurrences constitutes “black marks” against the CWFA and could lead to a reduction in the number and/or quality of diamonds allocated to the CWFA. Teams forfeiting games may, at the CWFA board’s discretion, not be invited to play in the CWFA in the future.

ARTICLE XIII: Player’s Council (Optional on an annual basis)

- 1) The Player’s Council is an available option to encourage players to contribute to the operation and decision-making process of the association. The council provides an outlet for players to express concerns or suggestions. The council consists of a player representative (appointed by the players) from each team. The player representatives shall appoint two individuals as council captains. The council captains shall liaise between the council and the CWFA Board member appointed annually as the Executive liaison. The council is granted one (1) vote at CWFA meetings. Player representatives are responsible for the set-up of the council. Names of player representatives and captains are to be submitted to the CWFA board by May 1st of each year.

ARTICLE XIV: Awards

Finances permitting, annual awards will be presented as follows:

- 1) League play -- The league plaques shall be inscribed with each of the division-winning team’s name.

- 2) Playoffs – The playoff plaques shall be inscribed with each of the division-winning team's name.
- 3) Individual Awards – Statistic leaders for specific individual statistics may be presented each year. Plaques will be awarded in these defined categories (optional at the discretion of the Executive).
- 4) President's Award - In even numbered years, the president has the option to recognize a maximum of six association individuals who display commitment and contribute to the development of the game of Fastpitch.
- 5) Friends of Fastpitch - In even numbered years, the executive has the option to recognize a maximum of six non-association individuals who display commitment and contribute to the development of the game of Fastpitch, or who consistently assist in the operation of the CWFA in one way or another.
- 6) Post-Secondary Scholarships - On an annual basis, the scholarship committee may select individuals to receive CWFA scholarships. Applications for scholarships must be submitted by **September 1st** of each year to be considered by the CWFA scholarship committee. The number of recipients and the amount of the scholarships will vary from year to year. In 2019, there will be four \$500 scholarships available.

It is strongly encouraged all qualified individuals apply for post-secondary scholarships. Applications that do not comply with the requirements will be disqualified, and proof of enrolment at a post-secondary school may be requested to verify registration.

Amended: February 2019

2019 CWFA League Game Guidelines

These guidelines serve as supplemental instructions to the Rules & Regulations for the 2019 CWFA league. These guidelines will be in effect for the entire league year, including playoffs, and will be posted in the Umpire's room at Shouldice Athletic Park in case they need to be referred to. It is highly recommended a copy of this be kept by team managers (or a person responsible) in order to be referred to in case of dispute.

Game Times

- 1) Game start time will remain at 6:30pm, and no inning will start after 1 hour and 30 minutes. The second game of a double header will start at 8:15pm or 15 minutes after the end of the previous game.

Grace Period

- 1) There will be a grace period to the start time for all teams for all games (including the second game). Teams may start with 8 players - the 9th player must show up prior to the start of the 2nd inning.
- 2) If a full team cannot be fielded by the second inning, the game will be registered as a forfeit. Per league rules and regulations, the CWFA Executive Board strongly urge that a pick-up player from the opposing or available team be used to field a full squad so that the game may be played out in order for the field use, the umpire's costs, and to respect those players in attendance at the scheduled time.

Post - Game Responsibilities

- 1) Winning teams are to send copies to or scan copies of game sheets (including player affiliation and pick up forms) to scoresheets@cfwa.ca. For 2019, game results may be issued from GameChanger or other software application. The "box play" view must be sent and include the information as stated 2).
- 2) Team Managers are responsible to ensure ALL game sheets are **legible, accurate and complete**, including: team name, identification of "OA" "AP" "PU" players, game time, diamond location, number of umpires; noted issues on field conditions and diamond set up; ejections; etc. Failure to include these details may result in the game not being recorded in the league results.
- 3) Teams are to retain all game sheets until end of season. These will be referred to in case of a dispute.

2019 Playoffs

- 1) The Executive Board has committed to playing a best of 3 playoff round format that will commence in July. This will require all teams playing "non-regular scheduled days" and teams are advised that all players should be made aware of this. Please advise the Executive by May 15th of any possible schedule conflicts with planned tournaments (provincials, Canada Cup) that impacts the availability of your team. The Executive will observe these dates and make its best possible attempts to accommodate these conflicts in the scheduling of the playoffs. Please review the ***Guidelines for scheduling playoffs***.