**EDMONTON LADIES SOFTBALL ASSOCIATION**

2017 HAND BOOK

**TEAM PACKAGE INCLUDES:**

1) ELSA 2017 HAND BOOK (includes LEAGUE RULES & CONSTITUTION)

2) SCHEDULE

3) REGISTRATION ROSTER (if you did not get one during registration)

4) CASA RULE BOOK

5) SCORE BOOK

6) LINE UP CARD BOOKLET

**IMPORTANT DATES:**

ICE BREAKER WEEKEND @ Lede Park, Leduc MAY 13-14 (Weather permitting)

Games start at John Fry Park in Edmonton MAY 15 (Weather permitting)

REGISTRATION ROSTER DUE before your 1st scheduled game

DEADLINE TO ADD/DROP PLAYERS JUNE 30

PLAYOFFS Commences after regular season

 (Weather permitting or delaying)

**PLEASE NOTE:** Do not contact Softball Alberta with matters concerning ELSA. Only contact them with matters concerning them such as Provincials or tournaments.

 For all ELSA matters, please contact the league’s Program Coordinator at 780.461.7696 or elsa@softballalberta.ca or go to our website: <http://www.edmladiessoftball.ca>

**COORDINATOR / ELSA OFFICE HOURS:**

 May 15 – June 30 Monday to Friday 5:00 PM to 9:00 PM

 July 1 – End of season Monday to Friday 5:00 PM to 9:00 PM

*\*Office hours subject to change.*

HTTP://WWW.EDMLADIESSOFTBALL.CA

**Map of John Fry Park (Edmonton)**

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**Map to Lede Park (Leduc)**

GO TO: http://www.edmladiessoftball.ca/lede%20park.pdf

**Addresses**

JOHN FRY PARK Edmonton 9700 – 31 Avenue NW

TIGER GOLDSTICK PARK Edmonton 3910 – 103 Avenue NW

WILLIAM F. LEDE PARK Leduc 4330 Blackgold Drive **CONSTITUTION OF THE EDMONTON LADIES SOFTBALL ASSOCIATION**

Article I **NAME**

 Edmonton Ladies Softball Association (hereinafter referred to as ELSA).

Article II **OBJECTIVES**

1. To foster and strengthen the ideals of good sportsmanship.
2. To promote, foster, and encourage amateur softball in the greater Edmonton area.
3. To control and administer association matters.
4. To maintain affiliation with the Alberta Amateur Softball Association (hereinafter referred to as AASA) and the Canadian Amateur Softball Association (hereinafter referred to as CASA).

Article III **RULES AND REGULATIONS**

 Operating rules governing the ELSA are contained in the sections following the Constitution.

Article IV **GRANTS**

The executive shall pursue all avenues open to them (specifically, the City of Edmonton, adjacent municipal governments, the Government of Alberta, & the Government of Canada) to raise funds for the ELSA’s activities.

Article V **DISSOLUTION**

In the event the ELSA ceases to become operational, all assets of the ELSA shall become property of a charity group or a non-profit softball organization/association to be chosen by the current executive.

**BY‑LAWS OF THE EDMONTON LADIES SOFTBALL ASSOCIATION**

**PART I - MEMBERSHIP & ORGANIZATION**

**1. NAME**

1. The name of the organization shall be the Edmonton Ladies Softball Association (hereinafter referred to as the ELSA).
2. The executive of the association shall be authorized to execute, on behalf of the association, deeds, land titles, leases, etc., and the association shall have the right to own or lease real estate or other property.

**2. MEMBERSHIP**

1. Membership in the association shall consist of, but not be restricted to,all registered players and coaches/managers in the current or previous season.
2. All members shall receive one vote.
3. The business classification under which each member has been appointed to membership shall be recorded in the membership records of the association.
4. Application and admission of members:
	1. All executive are elected at the fall meeting.
	2. All appointed members of the executive and any association committees.
	3. Any registered team member.
	4. Any person attending an association meeting or attending an affiliated association meeting.
5. Suspension of members will occur in the event of:
	1. The engagement of any criminal activities.
	2. Misuse of association finds.
	3. Any person suspended by an affiliate association.
	4. Any member who fails to comply with the current operating rules.
	5. Any cause deemed necessary by the executive. Such suspension to be effected by the executive shall be for a time period as specified by our affiliates or at the discretion of the executive.
6. Honourary Membership‑ The association may, at a general meeting, upon recommendation of the executive, may elect any person as a honourary life member of the association, in recognition of distinguished services to the association or affiliate, or under special circumstances at the discretion of the executive. Any honourary life member shall not vote.
7. All members have a right to attend general meetings. They may present, address issues and make proposals to change or add to the league bylaws.
8. No members, directors or officers shall be paid for their duties in the delivery of the association’s programs.

**PART II ‑ GENERAL MEETINGS**

**1. ANNUAL GENERAL MEETING** (FALL)

The annual general meeting of the association shall be held once in every year, not later than October 15th of that year, on such a day as shall be determined by the executive, provided that, if, by inadvertence, or for other reason the meeting is not convened to be held in the month aforesaid, it may be scheduled to be held as soon thereafter as circumstances will permit. It shall receive reports of officers and committees, and generally transact such other business of the association as may be advisable. Seven days notice, at least, specifying the place, the day, and the hour of any general meeting, and the general nature of the business to be transacted, shall be given to the members and may be sent by post. The non‑receipt of the notice to any member, not the accidental omission to give a notice to any member, does not invalidate the proceeding or any resolution passed at a general meeting.

**2. ORDER OF BUSINESS**

1. The order of business at the annual general meeting shall be as follows (such order may be varied or suspended by a majority vote of the members present):

 ‑Report of Attendance ‑Report of Special Committees

 ‑Minutes ‑Unfinished Business

 ‑Business arising from the Minutes -Amendments to the Constitution & By‑Laws

 ‑Correspondence ‑Appointment of Auditor

 ‑President’s Report ‑New Business

 ‑Treasurer’s Report ‑Notices of Motion

 ‑Secretary/Manager’s Report ‑Resolutions

 ‑Report of Standing Committees ‑Election of Executive

 b) Upon request of twenty (20) members in good standing with the association, provided that the reason for calling such a meeting is not one that is usually handled by the executive and association committees. Notice of such a meeting shall be mailed to each member, at least one week prior to the meeting, stating the subject to be considered, and no other subject shall be considered without the unanimous consent of all members present.

**3. VOTING AT MEETINGS**

At any annual general meeting, each member shall have one vote per ballot. No vote may be cast by proxy. At all general meetings, all questions shall be decided by a majority vote and all voting shall be open and by show of hands, unless a poll be demanded, and the decision of the president, of the result of voting, shall be sufficient evidence of the result. Whenever a poll is demanded on any question, the president of the meeting may appoint someone to oversee the poll and determine the method of the taking of the poll, either by ballot or otherwise, and, in case of an equality of votes, the president shall be entitled to cast a deciding vote.

**4. QUORUM**

Fifteen (15) voting members shall constitute a quorum at any general meeting of the association, and no business shall be transacted at any meeting unless a quorum of members is present. If, within one half hour from the time appointed for the meeting, a quorum is not present, the meeting shall, if convened upon a requisition of the members, be dissolved, and in any other case it shall stand adjourned, to be reconvened at the discretion of the executive at such a time and place as they shall deem convenient.

**PART III ‑ THE EXECUTIVE**

**1. GOVERNMENT**

 The affairs of the association shall be managed by an executive of six (6) members.

**2. OFFICERS**

 The officers of the association shall consist of the following:

1. The following officers shall be elected from the membership of the ELSA to serve a 2‑year term:
	1. President
	2. 1st Vice ‑ President
	3. 2nd Vice – President
	4. Secretary
	5. Treasurer
	6. Facility Chairperson
2. Temporary Executive Appointments‑ If an executive office becomes vacant, the remaining executive shall appoint a replacement officer at their next ordinary executive meeting. Such an appointment shall be until the next ordinary general meeting, at which time an officer will be elected to complete the term of office.
3. Appointed officers ‑ A coordinator for each division of the association.
4. Such other officers appointed by the executive as it may deem advisable.

**3. DUTIES OF OFFICERS**

 a) President (2‑year term)

 i) Shall preside at all ELSA meetings.

 ii) Shall be ex‑officio of all committees and cast the deciding vote if required.

 iii) Shall be chairman of the finance committee.

 iv) Shall be chairman of the policy committee.

 v) Shall be liaison between affiliate associations, government bodies, and such other organizations as needed from time to time.

 vi) Shall be one of the signing authorities for all ELSA documents.

 vii) Shall be responsible for calling executive meetings as required.

 viii) Shall be responsible for presenting reports at the general meeting.

 ix) Shall be responsible for delegating any special duties.

 b) 1st Vice ‑ President (2‑year term)

 i) Duties of the president in his/her absence, including signing authority.

 ii) Shall be chairman of the program committee, whose duties are scheduling and such other committees, and keeping a list of tournaments in the Edmonton area, etc.

 iii) Such other duties as the President may assign.

 c) 2nd Vice ‑ President (2‑year term)

 i) Duties of the 1st Vice ‑ President in his/her absence.

 ii) Such other duties as the President may assign.

 d) Secretary (2‑year term)

 i) Keeping minutes of all ELSA meetings.

 ii) Keeping a file of all records and correspondence of the ELSA

 iii) Notify members of meetings.

 iv) One of the signing authorities for all ELSA documents.

 v) Present for approval at every executive meeting, and for decisions made between meetings.

 vi) Working with all functional committees.

 vii) Keeping the seal of the association.

 viii) Conduct all correspondence.

 ix) Such other duties as requested by other executive members.

 e) Treasurer (2‑year term)

 i) One of the signing authorities for all ELSA documents.

 ii) Shall keep a financial record of all ELSA funds.

 iii) Provide a monthly statement or as requested by the executive.

 iv) Assist the executive and all other executive in financial matters.

 v) Paying all association bills on a regular basis as directed by the executive.

 vi) Collecting and depositing all funds credited to the ELSA.

 vii) Issuing receipts for all monies received by the ELSA.

 viii) Such other duties as requested by other executive members.

 f) Facility Chairperson (2‑year term)

 i) Shall book and co‑ordinate the field availability:

 ‑ Deals with Parks & Rec. (includes meetings)

 ‑ Signs permits

 ii) Such other duties as the President may assign.

**4. NOMINATION AND ELECTION OF EXECUTIVE**

 a) The executive members of the ELSA league shall stand until their present terms expire.

 b) Officers to be elected in even numbered years are:

 -1ST Vice‑President

 ‑Secretary

 ‑Facility Chairperson

 c) Officers to be elected in uneven numbered years are:

 -President

 -2nd Vice‑President

 -Treasurer

 d) The executive shall appoint a nominating committee of three. The chairman of this committee shall chair the elections and receive additional nominations from the floor.

 e) Any member may be nominated and run for a position on the executive.

**5. APPOINTED OFFICERS**

All appointments shall either cease or be reappointed at the fall meeting or as soon thereafter as required, unless earlier terminated by the executive.

**6. SPECIAL EXECUTIVE MEETING**

 A special executive meeting may be called by any two (2) executive members on forty‑ eight (48) hours notice.

**7. EMERGENCY DECISION**

Any ELSA officer may make emergency decisions after consulting with at least one member of the executive, subject to ratification at the next executive meeting or committee meeting.

**8. QUORUM**

 Five (5) members shall constitute a quorum of the executive.

**9. ABSENTEES**

Any executive member who misses two (2) consecutive meetings without notification to the president and approval of absence by the executive shall be replaced at the discretion of the remaining executive.

**10. REMOVAL FROM OFFICE**

 a) Any officer may be removed from office for cause by a two‑thirds majority vote of the executive.

 b) The office becomes vacant if, by notice in writing, he resigns from office.

**PART IV ‑ GENERAL**

**1. BANKING BY‑LAW**

All cheques, drafts, or orders for payment of money, and all notes and acceptances and bills of exchange, shall be signed by two officers of the ELSA, namely the President, 1ST Vice‑President, Secretary, or Treasurer, and shall bind and oblige the association to any chartered bank in Canada appointed by the executive as the banker of the association.

**2. FISCAL YEAR**

 The fiscal year of the ELSA shall terminate on the 31st day of December in each year.

**3. AUDIT**

The auditor shall be appointed each year by the members of the special general meeting. He shall audit the books, vouchers, and accounts of the ELSA, examine and verify the securities and other assets in the custody of the Treasurer, and approve of the valuation at which the ELSA’s assets are carried and certify the correct balance sheet of the association. Remuneration for such service shall be fixed by the executive.

**4. DISSOLUTION**

 a) Dissolution of the Edmonton Ladies Softball Association requires a special resolution of the membership.

 b) Upon the dissolution of the Edmonton Ladies Softball Association and after payment of all debts and liabilities, the remaining property of the association shall be donated to charity group or a non-profit softball organization/ association to be chosen by the current executive.

**2017 ELSA EXECUTIVE**

PRESIDENT ALLAN SCHWARTZ N/A

1ST VICE PRESIDENT BETTY CARMICHAEL TRIPLE X

2ND VICE PRESIDENT MARIAN CARON ALBERTA WARRIORS

SECRETARY ALLANA BRIDGEWATER EDMONTON WARRIORS PRIDE

TREASURER MARY LOU BAKKER N/A

FACILITIES GRANT TAYLOR EDMONTON U18 WARRIORS

THE EDMONTON LADIES SOFTBALL ASSOCIATION

**2017 OPERATING RULES**

1. The Edmonton Ladies Softball Association will hereafter be referred to as the ELSA, will follow the official rules as written by the International Joint Rules Committee on Softball, with the exception of those modified by these operating rules.

2. Points will be awarded as follows: Win = 2 points, Tie = 1 point, Loss = 0 points

 For the 2017 season, standings will be based upon a winning percentage (ties do not go against record)

3. **Uniforms**

 a) Required by the first scheduled game. All players must wear tops identical in design and colour.

 b) Effect- No player will be allowed to play in the game unless suitably attired.

4. The program Coordinator will be coordinator for all divisions. Any queries on league matters must be directed to the Program Coordinator.

5. **Equipment**

 a. Home team shall supply two (2) balls, one new and one good. In division 1, the visiting team has the option of supplying one new ball and one good condition ball for their own use.

 i) Effect- If a written complaint is submitted as in Rule 20, Section A, the offending team will lose one point and will be fined $10.00 for a regular season game. The penalty will be a $25.00 fine for a playoff game

 ii) The game shall be played regardless.

b) Helmets with two ear flaps are mandatory in all divisions for batters, base runners, on deck batters, and youth age (midget and younger) players who coach in the first and third base coaches’ boxes.

 c) Catchers must wear a mask, throat protector and helmet while receiving warm-up pitches prior to and during the game. Players must also wear a mask, throat protector, and helmet while warming up a pitcher anywhere on or near the playing field.

 d) The safe base is mandatory in all divisions.

6. **Regulation Game**

 a) As per Rule 5 in the CASA rule book, with the following additions. A regulation game consists of seven innings or one hour and thirty minutes. If after the allotted time, an inning is not finished, it will be played until its completion, regardless of the time. No new inning shall begin after the allotted time limit.

 i) The SEVEN RUN rule is in effect after 5 innings and FIFTEEN RUN rule is in effect after 3 innings.

 b) A substitute runner may be used for the catcher when there are two outs in any inning. The substitute will be the last out.

 c) Players must keep one foot in the batter’s box while taking signals.

7. **Officials**

 a) Umpires will be provided by the Edmonton and District Softball Umpires Association.

 b) If not, a reliable substitute should be agreed upon.

 c) If no official umpire shows and the teams agree to play the game without an official umpire, the game will stand as played.

 d) Monies will be refunded to the teams when the game is played without an official umpire (please record on your score sheet if no umpire is present).

 e) If the second umpire does not show, the two teams should agree on a substitute. Teams must record on the game sheet if only one umpire shows.

 f) When no official umpire shows, an unofficial umpire must be agreed upon and the game commenced within 15 minutes of the scheduled starting time. If the game has not started within these 15 minutes, it shall be cancelled for that evening and re-scheduled as a rain out game.

 g) All complaints about umpires must be in writing, and submitted to the program coordinator in accordance with rule 21, and will be forwarded to the EDSUA.

8. **Game Time**

 a) The first game start at 6:45 pm and the second game will start at 8:30 pm. No warm-ups on the infield before or between games.

 b) If an umpire is late, the time shall be added on, up to a maximum of 15 minutes. (Please record the starting time and completion time on your score sheet.) If the game has not started within these 15 minutes, it shall be cancelled for that evening.

9. **Weather Conditions**

 a) After 5:45 pm, games will be called at the diamonds, due to weather conditions, by the umpires. If no umpires show, refer to Rule 7 and Rule 11, Section C.

 b) Following the end of the regular season, teams must be available on the regular game days (Monday to Thursday) for playing quarter finals, and semi-finals. Teams not being able to play when scheduled will be considered in default and rule 11 will be in effect.

***Please Note****: For the 2017 season, rained out games will not be rescheduled but teams may*

*reschedule a game on their own. However, they need to coordinate with each other and the*

*program coordinator so umpires can be booked. Teams will receive refunds for games not played.*

10. **Score Sheets**

a) Upon completion of a game, the winning team, or the home team in case of a tie, will be responsible for delivering the score sheets to the program coordinator, hand delivered or faxed within 2 business days.
 ELSA's address is 9860 - 33 Avenue (Edmonton) and the fax number is 780-461-7757.

 b) Teams will not be given the points for late score sheets.

 c) Protests regarding late scores sheets:

i) If proof is given that the score sheet was faxed in on time (through a transmission slip from their fax machine) then the points for the win will be granted to that team. A fax’s cover letter will not be deemed acceptable proof since the date can be altered.

ii) Stolen score sheets - Determined if more than one team claims their score sheet was turned in that night but is missing. A copy of the score sheet must still be submitted. Under these circumstances, the losing team or visiting team in case of a tie must submit their copy of the game’s score sheet.

11. **Defaults**

 a) Defaults will occur if a team is not fielded by game time. A team must have nine (9) players to start a game. There is no grace allowed.

 b) A default will occur even if no official umpire shows. The score sheets showing the starting line-ups should be signed by captain, coach and players of either team, and submitted to the program coordinator. Any disagreement should immediately be reported to the program coordinator and the result of the game will be held in abeyance (suspension) until presented at an executive meeting.

 c) Reasonable discretion must be exercised by both teams on those occasions when no official umpire shows, and the condition of the diamond is questionable. If an agreement cannot be reached, the game will be re-scheduled as a rain out game.

 d) Any requests to postpone a game, must be in writing and submitted to the program coordinator, a minimum of two (2) weeks in advance, and will be ruled on by the ELSA executive.

 i) Tournaments, other than sanctioned provincial championships, sanctioned Western Canadian Championships, or sanctioned Canadian Championships, will not be considered a valid excuse.

 e) The fine for each default shall be $100.00. This fine shall be taken off your team’s bond.

 f) For a pre-arranged default, one week notice is required. A fine of $40 will apply if the time slot is not filled. A fine of $10 will be applied if the time slot is filled.

 g) Any team defaulting two consecutive games must appear before the ELSA executive to have their team status determined.

 h) See Rule 17 on expired bonds.

12. **Team Eligibility**

 a) Each team may sign a maximum of 20 players. No exceptions.

 b) ELSA registration roster - all players must sign a registration roster before being eligible to play. The original shall be kept at the office. A copy of the registration roster is to be kept with the team. The roster must be produced upon request by the opposing coach or team representative.

 i) Effect - Any team failing to produce their team roster will forfeit the game.

 c) Schedule pickup- the coach or manager must attend the meeting for the schedule package pickup. No substitutes will be allowed. If the coach or manager is not present, the schedule will not be released. It will be the responsibility of the coach or manager to make arrangements with the program coordinator to pick up the schedule package.

 d) Player representative- each team shall supply the ELSA with a player representative.

 e) The program co-coordinator is to be notified of the team representative’s Name, Address, and Phone Number(s), by the first scheduled game.

 i) Effect - Teams not supplying a player rep in accordance with Rule 12, Section E, will be fined $50.00.

 ii) The player rep's responsibilities are to attend all association general meetings or provide a reliable substitute, report on the meeting to her team, and inform her team of the association activities.

 f) To enter Division 1, a team must be of Provincial Level Midget A or higher. If a team enters Provincials at a lower level they will be barred from Division I the following year. Upon unusual circumstances, the Executive may overrule the penalty.

 g) Any inquiries concerning final team rosters of any team shall be directed to the program coordinator.

13. **Player Eligibility**

 a) ELSA REGISTRATION ROSTER (AKA - “Hard Card”) is to be completed (for photocopying) and must be submitted to the ELSA office before the commencement of the team’s first ELSA scheduled game.

 i) Effect - There will be a $50.00 fine assessed against any team whose registration roster is late. Offending teams will lose any points earned from the due date until the registration roster is received in the ELSA office.

 b) Player changes - after the submission of the registration roster and before the final signing of June 30th (midnight) all changes must be submitted in writing, of the player release forms, to the ELSA office.

 i) When adding a player, to be eligible to play - the player being added must sign the ELSA registration roster at the office. The roster must be dated and initialled by the program coordinator or an ELSA executive member. An updated photocopy will be provided to the team.

 ii) Prior to June 30th a player can only be released once from a roster.

 c) Players must play a minimum of four (4) ELSA games before being eligible for the playoffs.

 d) Players must be signed with only one affiliated team at any given time. For player changes and releases, refer to Rule 13, Section B.

 e) Coaches and managers may not participate as players unless they are so registered.

 f) Any team participating in Provincial Playoffs must submit a separate AASA Registration form to that office.

 g) Any Coach and/or Manager found guilty of using an illegal player will be suspended for a period determined by the Executive.

 h) Any team using an illegal/unsigned player shall forfeit that game.

 i) No player under the age of 14 shall be allowed to play an ELSA league game.

14. **Coach and/or Manager Eligibility**

 a) Completed coach and manager card (Team Registration Form) must be submitted to the ELSA office before the first ELSA game. (Need 3 different contacts: Player Representative, Coach, and Manager).

 i) Effect - There will be a $50.00 fine assessed against any team whose coach/manager card is late. Offending teams will lose any points earned from the due date until the fine is paid, and the coach/manager card is received at the ELSA office.

 b) Any changes after the first scheduled game shall be submitted in writing to the program coordinator.

15. **Final Standings**

 a) Teams having tied points [winning percentage] at the end of the season shall break the tie by their record against each other to designate positioning. If still tied, a sudden death game shall be played.

 b) In the case of a three-way tie at the completion of the regular season, the ELSA executive shall attempt to determine the final positioning of the teams, using the results of the games against each other. If no clear cut decision can be made, the following procedure shall apply:

i) Two special playoff games will be played. The loser of the first game will fill the lowest position of those left open. The winner of the second game will gain the highest of the positions, and the loser will be placed in the middle position.

 ii) To determine which teams play in which game, the names of all three teams shall be put into a hat, and only one name drawn out. This team will get a bye into the second game. The remaining two teams shall participate in the first game.

16. **Playoff Structure**

 a) The playoff structure of all divisions with up to seven teams will be as follows:

 i) Semi-Finals: 4th place versus 1st place, 3rd place versus 2nd place. These games will be the best 2 out of 3 series.

 ii) Finals- the winners of the semi-finals will play in the best 2 out of 3 series. The team with the highest standing will be home team for the first and third games in the best 2 out of 3 series.

 b) The playoff structure of all divisions with more than seven teams will be as follows:

 i) Quarter-Finals - 1st place and 2nd place get a bye, 3rd place versus 5th place, and 4th place versus 6th place. These games will be sudden death games. The team with the highest standing will be the home team for the sudden death game.

 ii) Semi-Finals- 1st place versus the winner of 4th versus 6th, and 2nd place versus the winner of 3rd versus 5th. The games will be the best 2 out of 3 games.

 iii) Finals- the two winners of the semi-finals will play in a best 2 out of 3 series. The team with the highest standing will be the home team for the first and third games in the best 2 out of 3 series.

 c) Playoff schedule as follows:

 i) Quarter-finals and semi-finals will be scheduled as soon as possible after the completion of the regular season. The scheduling of these games will depend upon the number of late season rain outs to be played (refer to Rule 9, Section D).

 d) Games conditions as follows:

 i) Game times will be 6:45 pm and 8:30 pm.

 ii) There shall be no time limits on playoff games.

 A regulation game shall be as per Rule 5 of the Softball Canada rule book, with the addition of the iii) SEVEN RUN rule after five innings and FIFTEEN RUN rule after three innings.

17. **Performance Bond**

 a) At registration, a cash deposit of $200.00 must be submitted and retained by the ELSA to cover unpaid defaults and fine charges levied by the ELSA, as outlined in these operating rules. Performance bonds for teams’ whose fines have exceeded their bond amount in the prior year, will be required to submit a bond set at the discretion of the Executive, based on the total fines levied in the prior year.

 b) Teams having their cash deposit used up in unpaid charges and fines will be considered folded and Rules 18 and 19 will be in effect.

 c) The balance of the cash deposit will be returned to the teams at the annual fall meeting. A team rep/coach/manager must attend the fall meeting to receive the cash bond. No exceptions.

18. **Teams Folding**

 a) Teams folding prior to the commencement of the ELSA game schedule will forfeit the cash deposit.

 b) Teams folding after commencement of the ELSA game schedule will be assessed a fine as determined by the executive, which will include the cash deposit, and any defaults or fine charges that are unpaid, and any other costs.

19. **Delinquent Accounts**

 a) Teams owing any monies to the association must put their account in order before being allowed to register with the association in future seasons.

20. **Protests and Complaints**

 a) Complaints are to be made in writing to the program coordinator with the following information included:

 - Date and time of complaint

 - Teams and officials present

 - Occurrence

 - Recommendations or concerns

 - Signature and phone number (emailed or hand delivered within 48 hours of occurrence).

 b) Protests and complaints must be in writing. Phone complaints and protests are not considered official and will warrant no action by the ELSA executive.

 c) Protests are filed on rule interpretation only. They must be registered on the official score sheet at the time of occurrence, as per Rule 11 of the CASA rules, and received postmarked or hand delivered within 48 hours of the occurrence, along with a $50.00 fee, to the program coordinator. The fee will be refunded if the protest is upheld.

21. **Conduct**

 a) There will be, at no time, any liquor permitted on any ball field. If any reports are received that this is happening, the team players and coaches will be suspended from the ELSA without warning by the Executive.

22. All players and officials participating in the Edmonton Ladies Softball Association do so at their own risk.