**EDMONTON LADIES SOFTBALL ASSOCIATION**

2024 HANDBOOK

**TEAM PACKAGE INCLUDES:**

1) ELSA 2024 HANDBOOK (includes LEAGUE RULES & CONSTITUTION)

 **\**Will be emailed to teams to be printed off if desired\****

2) SCHEDULE

3) REGISTRATION ROSTER (*Will be emailed to teams to be filled in and submitted via email)*

4) SCORE BOOK

5) LINE UP CARD BOOKLET

Link to CASA 2024/25 RULE BOOK: <https://softball.ca/resources/2024rulebook>

**IMPORTANT DATES:**

ELSA Ice Breaker Tournament (Leduc) MAY 10-12 (Weather permitting)

\*\**ALL teams are required to volunteer during tournament\*\**

Games start at John Fry Park in Edmonton MAY 13 (Weather permitting)

REGISTRATION ROSTER DUE before your 1st scheduled game

KERNALS Popcorn Fundraiser Order Deadline JUNE 15

DEADLINE TO ADD/DROP PLAYERS JUNE 30

*\*\*Required by Softball Alberta for teams/players attending Provincials, ELSA allows roster changes throughout the season\*\**

**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 825.823.5687 or elsa@softballalberta.ca or go to our website: http://www.edmladiessoftball.com

**COORDINATOR / ELSA VIRTUAL OFFICE HOURS:**

 May 6 – End of season Monday to Thursday 4:30 PM to 8:30 PM

*\*Office hours subject to change.*

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

****

**Map to Lede Park (Leduc)**

GO TO: <https://www.leduc.ca/william-f-lede-park> *Park Map can be found under* *IMAGES*

**Addresses**

JOHN FRY PARK Edmonton 9700 – 31 Avenue NW

WILLIAM F. LEDE PARK Leduc 4330 Black Gold 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 affected 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**

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 ‑Election of executive

 ‑Minutes ‑Unfinished business

 ‑Business arising from the minutes -Amendments to the constitution and bylaws

 ‑Correspondence ‑New Business

 ‑President’s report ‑Notices of Motion

 ‑Treasurer’s report ‑Resolutions

 ‑Committee reports

**3. GENERAL MEETINGS**

A general meeting may be called 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.

**4. VOTING AT MEETINGS**

At any annual general meeting, only two (2) votes per member team shall be cast 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.

**5. QUORUM**

Fifty-one percent (51%) of voting members representing teams registered for the season 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 up to 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. Vice ‑ President
	2. Scheduler
	3. Events & Fundraising Coordinator
	4. Secretary
	5. Treasurer
	6. Facility Chairperson
2. The following officers shall be non-elected roles of the ELSA to serve a 2‑year term:
	1. President
	2. Past President
3. Temporary Executive Appointments ‑ If an executive office becomes vacant, or if an executive office remains vacant due to a failure to nominate or elect a member to fill that office at the Annual General Meeting, the remaining executive may appoint a replacement officer at their next ordinary executive meeting. Such an appointment shall stand until the next ordinary general meeting, at which time an officer will be elected to complete the term of office.
4. Such other officers appointed by the executive as it may deem advisable.

**3. DUTIES OF OFFICERS**

 a) President (2‑year term, non-elected)

 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.

 x) Will move into Past President role upon completion of 2-year term.

 b) 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.

 iv) Will move into President role upon completion of 2-year term.

 c) Past President (2‑year term, non-elected)

 i) Offer assistance and knowledge to successor and executive members

 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) Scheduler (2-year term)

 i) 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.

 ii) Such other duties as the President may assign.

 g) 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.

 h) Events & Fundraising Coordinator (2‑year term)

 i) Assist in the planning and execution of fundraising events and other special events

 ii) Research and propose other fundraising opportunities for the association

 iii) Working with the Treasurer and President to ensure that the ELSA has a sustainable financial position.

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

**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:

 -Vice‑President

 ‑Secretary

 ‑Facility Chairperson

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

 -Scheduler

 -Events & Fundraising Coordinator

 -Treasurer

 d) The current or outgoing president shall oversee the nomination and election of all officers of the board. They may appoint another member or officer to oversee the nomination and election of officers of the board if they are unable to fulfill these duties.

 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**

 Three (3) 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 may 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, 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**

Before the annual general meeting each fall, the President and Treasurer will perform an internal audit of the last complete fiscal year together. They will 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. The results of this audit will be made available at the meeting and to any member who submit written inquiries to the President or Treasurer after the meeting; all detailed financial records must be supplied to a member upon request.

**4. BYLAWS**

Society members must pass a special resolution to alter, rescind, add, or otherwise update the bylaws outlined in this document.

**5. RECORDS**

The Treasurer will be responsible for custody of financial books and documentation, while the Secretary will be responsible for custody of meeting minutes and all other records pertaining to the operation of ELSA. These records will be made available for inspection to any member in good standing who submits a written request to the relevant Officer.

**6. 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.

**2024 ELSA EXECUTIVE**

 PAST PRESIDENT N/A

PRESIDENT ALLANA BRIDGEWATER EDMONTON WARRIORS (former)

VICE PRESIDENT CASSANDRA JACOBSEN EDMONTON ROYALS

SECRETARY LEANNE HANSEN THUNDER

TREASURER ALLANA BRIDGEWATER EDMONTON WARRIORS (former)

SCHEDULER ERIN KENNEDY EDMONTON ROYALS

FACILITIES DIANE LEEDER EDMONTON STINGERS

EVENTS & FUNDRAISING JAMIE WAGNER THUNDER

THE EDMONTON LADIES SOFTBALL ASSOCIATION

**2024 OPERATING RULES**

1. The Edmonton Ladies Softball Association, which 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. Standings will be based upon a winning percentage (ties count as half a win). This is calculated as:

 𝑤𝑖𝑛𝑠 + 0.5 x 𝑡𝑖𝑒𝑠

𝑡𝑜𝑡𝑎𝑙 𝑔𝑎𝑚𝑒𝑠

1. Uniforms
2. Uniforms are required by the first scheduled game. All players must wear tops identical in design and colour.
3. Effect - No player will be allowed to play in the game unless suitably attired.
4. The Program Coordinator will be the coordinator for all divisions. Any queries on league matters must be directed to the Program Coordinator. The Program Coordinator can be contacted at:

Email: elsa@softballalberta.ca

Phone: 825.823.5687

*Virtual Office hours: Monday to Thursday 4:30pm to 8:30pm (including holidays if games are scheduled)*

1. Equipment
2. 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.

1. Helmets with two ear flaps are mandatory in all divisions for batters, base runners, on deck batters, and youth age (U19 and younger) players who coach in the first and third base coaches’ boxes.
2. 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.
3. The safe base is mandatory in all divisions.
4. Regulation Game
	1. As per Rule 1.2.1 in the CASA rule book, with the following additions:
		1. A regulation game consists of seven innings or one hour and thirty minutes.
		2. After 80 minutes, no new innings shall begin. At 90 minutes after the designated
	2. game start time, the game will be called; scores will revert back to the last complete inning played.
		1. The SEVEN RUN mercy rule is in effect after 5 innings, TEN RUN mercy rule is in effect after 4 innings and FIFTEEN RUN mercy rule is in effect after 3 innings.
	3. A substitute runner may be used for the catcher when there are two outs in any inning. The substitute will be the last available player.
	4. Players must keep one foot in the batter’s box while taking signals.
5. Officials
	1. Umpires will be provided by the Edmonton and District Softball Umpires Association.
	2. If not, a reliable substitute should be agreed upon.
	3. If no official umpire shows and the teams agree to play the game without an official umpire, the game will stand as played.
	4. Monies will be refunded to the teams when the game is played without an official umpire (please record on your score sheet and email elsa@softballalberta.ca if no umpire is present).
	5. 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.
	6. 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.
	7. All complaints about umpires must be in writing and submitted to the program coordinator in accordance with Rule 19 and will be forwarded to the EDSUA.
6. Game Time
	1. In general, 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. *\*There may be outlier start times depending on what has been made available to ELSA by the City of Edmonton.*
	2. If an umpire is late, the time shall be added on, up to a maximum of 15 minutes. If the game has not started within these 15 minutes, it shall be cancelled for that evening. Please email the Program Coordinator at elsa@softballalberta.ca if either of these happen.
	3. Refer to Rule 6, Section A regarding the length of games.
7. Weather Conditions
	1. 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 to Rule 11, Section C.
	2. If a game is called at the diamond by the umpire, due to weather conditions, a discussion must take place between both teams and umpire to ensure everyone is informed of the decision. The scoresheet must be signed by the umpire, with notation of rainout, for submission by the Home team.
	3. Air Quality: In accordance with Softball Alberta’s guidelines, if the AQHI is a 7 or higher, games will be cancelled and will be notated as a ‘rainout’ to be rescheduled. The decision to cancel due to air quality will be made by the Program Coordinator, or Executive, no later than 5:00pm. Teams do reserve the right to make the decision to not move forward with their game if the AQHI is below 7, but the game would count as a forfeit and penalty fees would apply against their bond.
	4. For the 2024 season, some rainout game slots will be built into the schedule where available; these slots are first come first serve and must be agreed upon by both teams. If it is not possible to reschedule rained out games during ELSA bookings, teams will be contacted and invited to reschedule a game on their own. If teams are able to coordinate an external booking, they can contact the Program Coordinator so an umpire can be booked. Teams will be refunded for games not played.
8. Score Sheets
	1. Each player’s first and last name must be included on both scoresheets and lineup cards in a legible fashion. *This is required for player verification for insurance and eligibility with Softball Alberta.*
	2. 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 within two (2) business days. Scoresheets can be scanned/photographed and emailed (see Rule 4).
	3. Teams will not be awarded wins for late score sheets.
	4. Protests regarding late scores sheets:
		1. If proof is given that the score sheet was submitted on time (through an email timestamp), then the win will be granted to that team.
9. Defaults
10. Defaults will occur if a team is not fielded by game time. A team must have eight (8) players to start a game. There is no grace allowed.
	* 1. In cases where a game proceeds with eight (8) players, the ninth (9th) player on the line-up card will be considered a “ghost” player and will receive an auto-out in their place in the batting lineup. This must be distinguished and tracked on the scoresheets, and announced to the plate umpire and opposing team each time the ghost player comes up in the batting lineup, so outs are tracked accordingly.
		2. The ninth (9th) player, if they arrive, may be added onto the lineup card at any point; they must be announced and added on by the umpire, the opposing team advised, and inning they were included must be noted on the scoresheet.
11. 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 in writing to the program coordinator and the result of the game will be held in abeyance (suspension) until presented at an executive meeting.
12. 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.
13. 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.
	* 1. Tournaments other than sanctioned Provincial Championships, sanctioned Western Canadian Championships, or sanctioned Canadian Championships will not be considered a valid excuse.
		2. Lack of players for a given game will not be considered a valid excuse.
14. Defaulting with less than one (1) week of notice will have a fine of $100.00, whether or not the time slot can be filled. This fine shall be taken off of the defaulting team’s bond. This applies to each game forfeited, even if multiple games are forfeited with less than one week’s notice.
15. Defaulting with more than one (1) week notice will have a fine of $25, whether or not the time slot can be filled. An additional fine of $20 will be applied if the time slot is not able to be filled. This fine shall be taken off of the defaulting team’s bond.
	* 1. For a pre-arranged default, one (1) week of notice is required. Teams that give adequate notice will not be subject to the fine outlined in Rule 11, Section E.
16. Defaulting after office hours the day prior to, or the day-of the scheduled game will have a fine of $200.
17. Any team defaulting two consecutive games (unless both defaulted games are from a double header) may be requested to appear before the ELSA executive to have their team status determined.
18. If a team uses up their entire bond in fines, they will be subject to the stipulations of Rule 16.
19. Team Eligibility
20. Each team may sign a maximum of 20 players. No exceptions.
21. ELSA Registration Roster - all players must be approved on the ELSA registration roster before being eligible to play (see Rule 13 for details on player eligibility). The original shall be kept on file with ELSA and 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.
22. Effect - Any team failing to produce their team roster will forfeit the game.
23. Schedule pickup - the coach or manager must attend the meeting for the schedule package pickup. If the coach or manager is not able to be present, written notice of whom they are authorizing to pick up the schedule package must be submitted in writing. If this notice is not provided, the schedule will not be released.
24. Player representative - each team shall supply the ELSA with a player representative.
25. The program co-coordinator is to be notified of the team representative’s name, address, and phone number(s) by the first scheduled game.
26. Effect - Teams not supplying a player rep in accordance with Rule 12 Section D will be fined $50.00.
27. 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’s activities.
28. Any inquiries concerning final team rosters of any team shall be directed to the program coordinator.
29. Player Eligibility
30. The ELSA Registration Roster is to be completed in Excel format and must be submitted to the ELSA via email before the commencement of the team’s first ELSA scheduled game.
31. Effect - There will be a $50.00 fine assessed against any team whose registration roster is late.
32. Offending teams will lose any points earned from the due date until the registration roster is received in the ELSA office.
33. Player changes - after the submission of the registration roster, any requested roster changes must be submitted in writing to the program coordinator.
34. Any players being added must be approved on their team’s ELSA registration by the Program Coordinator or an ELSA Executive member. The roster must be dated and initialed by the program coordinator or an ELSA executive member. An updated copy will be provided to the team.
35. Players must be signed with only one affiliated team at any given time. For player changes and releases, refer to Rule 13, Section B.
36. Once signed to a roster, players can substitute for teams of their division or higher without having to sign off and onto rosters.
37. A substitute can only play for a team that is in their own division or higher.
38. A substitute can only be fielded if the team for which they are subbing is unable to field 10 of their own players for that game due to absence or injury.
39. When using a substitute, email elsa@softballalberta.ca with the full name and signed team of your substitute must be sent prior to the game.
40. The substitute player must be identified on the scoresheet/lineup card as a SUB for ELSA office use.
41. Coaches and managers may not participate as players unless they are so registered.
42. ELSA will no longer stipulate a roster signing deadline of June 30 for the purposes of league play; BUT, if a team will be participating in Provincial play, players DO need to be signed to an ELSA roster by the June 30 deadline as mandated by Softball Alberta.
43. Any team participating in Provincial Playoffs must submit a separate Softball Alberta registration form to that office.
44. Any Coach and/or Manager found guilty of using an illegal player will be suspended for a period determined by the Executive.
45. Any team using an illegal/unsigned player shall forfeit that game.
46. No player under the age of 14 shall be allowed to play an ELSA league game.
47. Coach and/or Manager Eligibility
	1. 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).
		1. Effect - There will be a $50.00 fine assessed against any team whose team registration form 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.
	2. Any changes after the first scheduled game shall be submitted in writing to the program coordinator.
48. Final Standings
	1. Final standings will rank teams based on the following criteria. Teams will be ranked primarily by criteria 1, with further criteria only being used in the case of a tie, in order until the tie is broken.
		* 1. Winning percentage ([𝑤𝑖𝑛𝑠 + 0.5 𝑡𝑖𝑒𝑠/𝑡𝑜𝑡𝑎𝑙 𝑔𝑎𝑚𝑒s], where byes count as a win and forfeits count as a loss. A bye is an automatic win in the case of an opponent defaulting or forfeiting).
			2. Head-to-head record (winning percentage in games between only the tied teams)
			3. Head-to-head point differential (the aggregate difference in scores between the tied teams across all games they played against each other. In the case of a three (or more) way tie, these will be divided by the number of games played to establish an average point differential per game between the tied teams).
	2. If these criteria do not break a tie, the tie in rankings will stand. All tied teams will receive the same ranking, with the next highest ranked team being ranked in a position following all tied teams (e.g. If two teams are tied for second, the next highest ranked team would place fourth. If three teams are tied for second, the next highest ranked team would place fifth).
	3. If final ranking is used to determine seeding for playoffs, a tie may be broken with a coin flip for the sake of seeding, but not to determine if one team will play and another won’t. If a tie must be broken to determine qualification for playoffs, the ELSA executive may consider other tiebreakers or alternatives at their discretion (e.g. an additional game to break a tie, altering the playoff format to accommodate the tied team, etc.).
49. Bonds
	1. At registration, a performance bond must be submitted. The performance bond is a cash deposit of $300.00, submitted to and retained by the ELSA to cover unpaid defaults and fine charges levied by the ELSA, as outlined in these operating rules. Teams whose fines have exceeded their bond amount in the prior year will be required to submit a performance bond set at the discretion of the Executive, based on the total fines levied in the prior year.
	2. Teams having their cash deposit used up in unpaid charges and fines will be considered folded and Rules 17 and 18 will be in effect.
	3. The balance of the cash deposit will be returned to the teams at the annual fall meeting. A team representative/coach/manager must attend the fall meeting to receive the cash bond. No exceptions.
	4. At registration, a fundraising bond must also be submitted. The fundraising bond is a cash deposit of $200.00. Teams who participate in the spring fundraiser will have their bond returned at the fall meeting. A failure by a team to participate in fundraising efforts will result in a forfeit of the bond.
50. Teams Folding/Withdrawing from ELSA
	1. Teams folding or withdrawing from the league on their own volition prior to registration deadline will be refunded their registration fee and cash bonds (performance and fundraising) in full.
	2. Teams withdrawing from the league on their own volition after the registration deadline and commencement of the ELSA schedule will forfeit their registration and cash bonds (performance and fundraising) in full.
51. Delinquent Accounts
	1. Teams owing any monies to the association must put their account in order before being allowed to register with the association in future seasons.
52. Protests and Complaints
	1. 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)
	1. Protests and complaints must be in writing. Phone complaints and protests are not considered official and will warrant no action by the ELSA executive.
	2. 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.
53. Conduct
	1. 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.
	2. Good sporting conduct is expected of all teams, players, coaches, managers, parents, spectators, and umpires at all ELSA-affiliated events and games. This looks like:
		* 1. Respecting everyone on and around the field. This includes respecting the game, teammates, opponents, officials, spectators, and existing policies and procedures.
			2. Giving your best effort and playing fair.
			3. Playing safely and not putting yourself or others at risk.
		1. If team coaches and/or managers witness conduct outside these parameters at any ELSA-affiliated event or game, they must submit a formal complaint within 48 hours of the offence as per Rule 19, Section A. The board will investigate all complaints of conduct received and decide on appropriate sanctions.
		2. If two (2) complaints about the same individuals or teams are received and substantiated within one (1) season, the offender runs the risk of being suspended or ejected from ELSA, with or without warning.
	3. Teams reserve the right to remove players from their roster due to misconduct or other egregious unsporting behaviour. If any players are removed, the ELSA must be informed with a written notice as per Rule 19, Section A. The ELSA reserves the right to inform other member teams of the misconduct if a barred player attempts to join another team, but cannot share any personally identifying information of other parties involved.
54. All players and officials participating in the Edmonton Ladies Softball Association do so at their own risk.