

# THE EDMONTON LADIES SOFTBALL ASSOCIATION

## 2023 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:

$$\frac{\text{wins} + 0.5 \times \text{ties}}{\text{total games}}$$

3) Uniforms

- a. Uniforms are 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 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](mailto:elsa@softballalberta.ca)

Phone: 587.566.5687

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

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 (U19 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:
  - i. A regulation game consists of seven innings or one hour and thirty minutes.
  - ii. After 80 minutes, no new innings shall begin. At 90 minutes after the designated game start time, the game will be called.
  - iii. The SEVEN RUN mercy rule is in effect after 5 innings and FIFTEEN RUN mercy 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 available player.
- 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 and email [elsa@softballalberta.ca](mailto:elsa@softballalberta.ca) 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 19 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. 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](mailto:elsa@softballalberta.ca) if either of these happen.

- c. Refer to Rule 6, Section A regarding the length of games.

#### 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 to Rule 11, Section C.
- b. 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.
- c. For the 2023 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.

#### 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 within two (2) business days. Scoresheets can be scanned/photographed and emailed (see Rule 4).
- b. Teams will not be awarded wins for late score sheets.
- c. Protests regarding late scores sheets:
  - i. 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.

#### 11) Defaults

- a. 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.
  - i. In cases where a game proceeds with eight (8) players, the ninth (9<sup>th</sup>) 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.
  - ii. The ninth (9<sup>th</sup>) 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.

- 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 in writing 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.
  - ii. Lack of players for a given game will not be considered a valid excuse.
- e. 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.
- f. 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.
  - i. 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.
- g. Defaulting after office hours the day prior to, or the day-of the scheduled game will have a fine of \$200.
- h. 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.
- i. If a team uses up their entire bond in fines, they will be subject to the stipulations of Rule 16.

## 12) Team Eligibility

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

- 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. 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.
- d. Player representative - each team shall supply the ELSA with a player representative.
  - i. The program co-coordinator is to be notified of the team representative's name, address, and phone number(s) by the first scheduled game.
  - ii. Effect - Teams not supplying a player rep in accordance with Rule 12 Section D will be fined \$50.00.
  - iii. 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.
- e. Any inquiries concerning final team rosters of any team shall be directed to the program coordinator.

### 13) Player Eligibility

- a. The ELSA Registration Roster is to be completed and must be submitted to the ELSA via email 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.
  - ii. Offending teams will lose any points earned from the due date until the registration roster is received in the ELSA office.
- b. Player changes - between the submission of the registration roster and the final signing deadline of June 30th (midnight), any requested roster changes must be submitted in writing to the program coordinator.
  - i. 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.
- c. Players must be signed with only one affiliated team at any given time. For player changes and releases, refer to Rule 13, Section B.
- d. Once signed to a roster, players can substitute for teams of their division or higher without having to sign off and onto rosters.
  - i. A substitute can only play for a team that is in their own division or higher.

- ii. A substitute can only be fielded if the team for which they are subbing is unable to field 9 of their own players for that game due to absence or injury.
- iii. When using a substitute, email [elsa@softballalberta.ca](mailto:elsa@softballalberta.ca) with the full name and signed team of your substitute must be sent prior to the game.
- iv. The substitute player must be identified on the scoresheet/lineup card as a SUB for ELSA office use.
- v. Substitution in this manner is allowed after the signing deadline of June 30.
- 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 Softball Alberta 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 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.
- b. Any changes after the first scheduled game shall be submitted in writing to the program coordinator.

#### 15) Final Standings

- a. 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).

- b. 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).
- c. 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.).

#### 16) Bonds

- a. 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.
- b. 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.
- c. 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.
- d. 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.

#### 17) Teams Folding

- a. Teams folding prior to the commencement of the ELSA game schedule will forfeit their 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.

18) 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.

19) 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.

20) 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.
- b. 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.
- ii. 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.



- iii. 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.
  - c. 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.

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