**Regina Ladies Softball Association: Constitution & Bylaws as of November 14, 2023**

1. NAME  
  
The association shall be known as Regina Ladies Softball Association. For the purpose of the constitution it shall be referred to as the Association.  
   
  
2. OBJECTIVE  
   
The objective of the Association is to foster, improve, and perpetuate ladies softball in Regina.  
   
  
3. MEMBERSHIP  
  
A) The membership of this Association shall consist of the members of all affiliated teams, and members of the executive.  
  
An application for team membership shall be received by the executive and acceptance or rejection of the application will be voted on by the membership at the spring organizational meeting.  
   
An application for team membership must include funds equal to the amount of the performance bond. If the application is accepted, the funds will be retained as the performance bond. If the application is rejected, the funds will be refunded to the applicant.

The Executive will designate the division a new team will enter based on the analysis of the information provided in the application.  Every effort will be made to make each division competitive within itself.  
   
B) A team may withdraw from the Association at any time by notice to the Association.

If a team commits to participate in the regular season on the Schedule Deadline Date then subsequently withdraws from the Association prior to the start of the regular season, the team will be fined the amount of the performance bond and have this amount deducted from their performance bond.  The Schedule Deadline Date is the date teams must have their schedule requests to the Scheduler/Tournament Coordinator.  This date will be set at the Spring Organizational meeting.

If a team withdraws after the start of the regular season, the team shall not be entitled to a refund of any portion of the league fee.

4. FEES  
   
League Fee  
   
A league fee will be set at the spring organizational meeting with the fee being due in its entirety 24 hours prior to the start date of the regular season.  The fee will cover Association operating costs, Softball Saskatchewan affiliation costs, and costs to provide the required number of bingo workers for the bingo year.  The bingo worker cost will be reimbursed by the Association based on the number of workers provided by a team.

A team will be suspended from the Association for nonpayment until reinstated by the executive. A team that has a regular season game defaulted against them will be reimbursed $50 per game by the Association, to be paid at the fall annual general meeting. If the team does not attend the fall annual general meeting, the reimbursement will be retained by the Association.  
   
Performance Bond  
   
Each team will have to pay a performance bond. The performance bond amount will be set at the fall annual general meeting. Each team must have a fully paid performance bond at the spring organizational meeting.  
   
For each game night a team defaults, fifty percent of the performance bond will be deducted from their performance bond.  A team that defaults two game nights will be suspended from the Association until reinstated by the Executive.  
   
A team may request a leave of absence for one year during which time the performance bond will be held by the Association. After the one year leave of absence, the Association will refund the performance bond upon written request. If a refund is not requested within two years of the leave of absence taking effect, the performance bond shall be absorbed by the Association.  
   
  
5. ADMINISTRATION OF THE ASSOCIATION  
  
A) The affairs of the Association shall be governed by the elected executive and they shall have all the powers of the Association and shall be accountable to the membership at large.  
   
B) The executive shall consist of a President, Vice President, Treasurer, Secretary, Registrar, Statistician, Scheduler/Tournament Coordinator, Facilities Coordinator and a Communications Manager.  All executive positions will be elected at the fall annual general meeting.  
   
C) The tenure of office for the executive shall be two years. The President, Secretary, Registrar, and Communications Manager will be elected on even numbered years; the Vice President, Treasurer, Statistician, Scheduler/Tournament Coordinator and Facilities Coordinator will be elected on odd numbered years. Any executive may be re-elected.  
   
D) The executive shall meet from time to time as business presents itself. The president shall call the meetings and give three days notice of such meetings. An emergency meeting can be called by unanimous consent at any time.  
   
E) A majority of executive members present constitutes a quorum for the purpose of conducting a meeting.  
   
F) Each team shall have no more than three members on the executive.  
   
6. POWERS AND DUTIES OF THE EXECUTIVE  
   
A) President  
 • shall preside at all meetings of the executive and the Association.  
 • shall be an ex officio member of all committees.  
 • shall generally perform the duties usual to the office of president, and may at her/his discretion, order the calling of special meetings of the Association or its committees.  
 • shall vote in the case of a tie.  
   
B) Vice President  
• shall in the absence of the president have all the powers of the president and perform the duties of the president.  
• contact for arranging diamonds, umpires, and groundskeeper for rescheduled games.  
   
C) Secretary  
 • shall record and report the minutes of all meetings of executive and the Association.  
 • shall give notice of at least seven days prior to Association meetings to all registered members.  
   
D) Registrar  
 • shall keep a complete record of the members of the Association.  
 • responsible for the registration of all teams and players.  
   
E) Treasurer  
 • shall keep complete records of all receipts, vouchers, books and other evidence of income and expenditures up to date.  
 • no expenditure shall be undertaken by the treasurer unless previously approved by a majority of the executive.  
   
F) Statistician  
 • shall keep complete game/league statistics.  
 • shall keep all official game sheets on file.  
   
G) Communications Manager  
 • Administrator of Association website  
 • Administrator of Association email box  
 • Administrator of Association social media platforms, if any  
 • Contact with media  
 • Division Representative to liaise between teams and the executive & make appropriate contacts when games have been postponed.

H) Scheduler/Tournament Coordinator

• create regular season schedule according to the format decided at the spring organizational meeting.  The schedule is to be completed and distributed to teams a minimum of 10 days prior to the start of the season.

• coordinate the League tournament  
    > in consultation with other Executive members, determine the tournament dates, format, entry fees, prize money, and rules.  
    > advise Softball Saskatchewan of the dates and request they add the tournament to their website.  
    > contact the Umpire-In-Chief to arrange umpires.  
    > contact the Groundskeeper to arrange for diamond preparation and maintenance.  
    > communicate the tournament to league teams and other outside teams that may be interested in participating in the tournament.  
    > be the contact for team applications, including the entry fees, and general inquiries.  
    > create the tournament draw and distribute to the participating teams and the league Umpire-in-Chief, Groundskeeper, and Publicity Director/Statistcian.

 I) Facilities Coordinator  
 • diamond maintenance - collaborate with groundskeeper, Provincial Capital Commission, City of Regina & supply vendors in relation to general upkeep of the diamonds and Association building.  
 • liaison with groundskeeper, Provincial Capital Commission, City of Regina & supply vendors for potential projects at the diamonds  
 • research potential purchases (ie. equipment, supplies, shale) and projects to bring back to the executive for approval.  
 • liaise with outside groups wanting to use the diamonds, Association groundskeeper, building, equipment or supplies.

7. GENERAL MEETINGS

Two general meetings shall be called; one spring organizational meeting and one fall annual general meeting.  
   
A) A majority of the executive members and 75% of the teams represented will form a quorum.  
   
B) Each individual member shall have one vote. Each division will vote on their own playoff structure.  
  
C) An individual seeking election must be present at the meeting or submit a signed statement agreeing to stand for nomination for a specific office.  
  
D) A team not represented at a meeting will be assessed a penalty amount of $50.00. For the spring organizational meeting, the penalty will be added to the current year's league fee. For the fall annual general meeting, the penalty will be due at the following year's spring organizational meeting.

8. EMERGENCY MEETINGS  
On petition of three or more members of the Association, the president shall call an emergency meeting of the Association within seven days. No other business than that stated in the call shall be considered.  
   
9. SIGNING OFFICERS  
The signing officers for the Association shall be the treasurer AND the president or vice-president.  
  
10. PLAYING RULES  
The current Canada Softball official rule book shall govern all play except where special Association rules supersede.  
  
11. GENERAL  
A) Amendments to the constitution may be made at the fall annual general meeting. A 75% majority is required to effect any change.  
   
B) Amendments to general operating rules may be made at any spring organizational, fall annual general, or special meeting. A simple majority only is required to effect any changes.  
   
  
12. SOFTBALL SASKATCHEWAN AFFILIATION  
For the protection of the executive, coaches, and players of the Association, the Association will affiliate every year with Softball Saskatchewan.

**Regina Ladies Softball Association General Operating Rules as of April 4, 2023**

1. SCHEDULE  
  
The schedule shall be drawn up by the Scheduler/Tournament Coordinator and distributed to teams a minimum of 10 days prior to the start of the season.   
  
   
2. UMPIRES  
  
A. Cost of payment to umpires shall be the responsibility of the Association. The amount per game to be set at the spring organizational meeting.  
  
B. Fees:  
   
• for all games the plate umpire and base umpire will be paid.  
   
• for the league season the umpire in chief shall be paid an honorarium for his duties.  
   
  
3. REGISTRATION OF PLAYERS  
  
A) A player must be 18 years of age as of December 31st of the current playing year except for affiliated substitute players called to play in Regina Ladies Softball Association games. These AP must be at least 16 years of age as of December 31st of the current playing year.  
   
B) The maximum number of players a team may register is the Softball Saskatchewan affiliation quota number.  
   
C) A player shall be considered to be registered with a team when the player has completed her online registration under the appropriate team.

D) A player may register with only one Association team at the established registration date.  
  
E) A completed team roster is to be entered into the online registration system 24 hours prior to the start date of the regular season. Failure to have a roster available to be viewed by the Registrar through the online registration system by the established registration date, will result in scheduled games being defaulted until the roster is completed. Players can be added to a team/registered online until the affiliation deadline set by Softball Sask. The Registrar must be notified of players added after the start of the regular season.

F) A team using an unregistered player, or failing to identify the Affiliated Substitute Player on the game sheet and advising the opposing coach will have all affiliated coaches and managers suspended until reinstated by the Executive.  In certain circumstances of challenge and/or protest, photo identification may be required to be presented to confirm player identity.

G) A player seeking a release from a team and being opposed in this action, may appeal to the Executive and the Executive's decision shall be final.

H) To be eligible to participate in league playoffs, players must play in at least one regular scheduled league games with the last team they are registered with.  
  
I) Only in exceptional circumstances, and then only with approval of the executive will an exception be made to the registration regulation.  
  
J) After the established registration dates, players lists will be available to all teams affiliated with the Association upon request from the Registrar.

K) A team will be allowed to use a maximum of two substitute Affiliated Players in regular season league games.  Substitutes will not be allowed in the playoff games.

To be eligible as an AP, the player must be affiliated with Softball Sask. These Affiliated Players must be at least 16 years of age as of Dec 31 of the current playing year.

League teams can use players from a lower Division as AP players.  The AP players can play any position.

League teams can use players from the same Division as AP players.  The AP players cannot play in the pitching or catching position.

The team representative must obtain permission from the coach of the AP before contacting the AP to play in an upcoming game. Just prior to the game the AP(s) must be identified on the lineup card and the opposing coach advised.  The AP players(s) cannot be in the starting lineup if there are a minimum of nine regular team players available to start the game.

 4. PLAYOFFS  
   
A) The playoff format will be decided after the Playoff Commitment Date. The Playoff Commitment Date is the date teams must have their playoff commitment to the Scheduler/Tournament Coordinator.  This date will be set at the Spring Organizational meeting.  
   
B) The Scheduler/Tournament Coordinator shall set the playoff schedule and give notice to the teams concerned at least three days prior to the first game.  A team that indicates they will participate in playoffs and subsequently withdraws after the playoff schedule has been created, will be accessed a penalty equal to the default fee of two games.

C) Any team which does not comply with playoff regulations is thereby suspended from further competition.

D) No playoff games shall be rescheduled, except in the case of inclement weather or with approval of the Executive in extenuating circumstances. Teams competing in Provincial, Western Canadian, or National championships should notify the Scheduler/Tournament Coordinator so that provisions can be made in the schedule.  
  
E) The following tie-breaker rules will apply:  
   
More than two teams tied  
  
1. Total of all points earned between all tied teams. The team with the highest total gains the higher place standing, etc. If more than two teams remain tied move to #2.  
   
2. Calculate runs for and against for all games involving the tied teams only. Subtract runs against from runs for. The team with the greatest difference is awarded the higher place standing, etc. If more than two teams remain tied move to #3.  
  
3. Calculate runs for and against for all games played during the regular schedule by each team. Subtract runs against from runs for. The team with the greatest difference is awarded the higher place standing, etc.  
   
Two teams tied  
  
1. Total of all points earned between tied teams. Highest total gains the higher place standing. If a tie remains, move to #2.  
   
2. Calculate runs for and against for all games involving the tied teams only. Subtract runs against from runs for. The team with the greatest difference is awarded the higher place standing. If a tie remains, move to #3.  
   
3. Calculate runs for and against for all games played during the regular schedule by each team. Subtract runs against from runs for. The team with the greatest difference is awarded the higher place standing. If a tie remains, a sudden death game will be scheduled by the executive.

F.Home team for all playoff games will be the team with the highest standing after the regular season.

5. GROUND RULES  
  
A)  All games shall start at 6:45 P.M.  Failure of a team to have more than seven players at the scheduled diamond will result in the game being a default.

Games can start at 6:45 P.M. if a team has a minimum of eight players at the scheduled diamond.  Failure of a team to have a minimum of nine players at the scheduled diamond at 7:00 P.M. will result in the game being a default.  This means the non-offending team will be declared the winner, with a score of 7 - 0, regardless of the score of the game at 7:00 P.M.

A team starting a game with eight players, must list the players in the first eight batting positions on the line-up card.  When the ninth player enters the game, she must be added in the ninth batting position.  The ninth player can enter the game once she is added to the line-up card.

When a team playing with eight players goes on offence, an automatic out will be marked on the scoresheet prior to the first batter of the inning coming to bat.  The team will have two outs remaining in the inning.  The automatic out is not an out of any of the eight players in the lineup.

B) All games will be seven innings, but will be called as completed after 2.5 or 3 complete innings if a team is winning by a minimum of fifteen runs; or after 3.5 or 4 complete innings if a team is winning by a minimum of 10 runs; or after 4.5, 5, 5.5, or 6 complete innings if a team is winning by a minimum of seven runs in Division I and Division II.   In Division III, games will be called as completed after 4.5, 5, 5.5, or 6 complete innings if a team is winning by a minimum of seven runs   In all divisions, extra innings will be played until a tie is broken or until the home plate umpire calls the game. The international tie-breaker rule will be used immediately.

C) For games starting at 6:45 P.M., no new inning shall start after 8:30 PM.  For the second game of a double header being played under the lights, no new inning shall start after 10:45 P.M.

D) It is the responsibility of the home team to supply the official scorekeeper who must ensure the player first name, last name and number and the names of the winning and losing pitchers are clearly printed on the official score sheet.  
   
E) After the game, it is the responsibility of the home team to return Association equipment to the storage shed. This includes games rescheduled due to inclement weather.  
   
F) After the game, it is the responsibility of the winning team to contact the publicity director/statistician by 9:30 PM with the game statistics.  
  
G) The home team will occupy the dugout on the 1st base side of the diamond; the visitor team will occupy the dugout on the 3rd base side of the diamond.  
   
H) The "Re-entry Rule" is waived in case of injury, if all substitutes have been used. The injured player who has been substituted for is ineligible for the remainder of the game. The substitution must occur at the time of the injury or at the umpire's discretion.  
  
I) If teams chose to play a double header in the evening, both games will be five innings, but will be called as complete after three innings if a team is winning by a minimum of fifteen runs. Games are complete if called after three innings. The first game shall start at 6:15 P.M.

J) At the completion of every game, a complete and accurate score sheet must be handed in to the Association umpires by the Home Team.  Score sheets are to include: team name, first and last name of every player (including substitute players listed at the bottom), player numbers, player position numbers, as well as reflect anytime a substitution player is entered into the game.  Teams handing in an incomplete or inaccurate score sheet will be given one warning from the Association Executive.  Any subsequent incomplete or inaccurate score sheets will result in a $25 fine per score sheet.

6. PROTESTS

A) All protests must be emailed to admin@reginaladiessoftball.ca within 48 hours of the game.  As well, a protest fee of $20.00 must be received by the Association prior to the protest being considered. This fee will be returned if the protest is upheld.

B) All protests must be proceeded with as per the Canada Softball rule book.

7. GENERAL  
  
A) In the case of inclement weather, the Douglas Park diamond conditions will be checked by 4:00 P.M by a person assigned by the Association. If the diamond(s) are unplayable, the assigned person will contact the Communications Manager or their appointee and the person responsible for diamond preparation. The Communications Manager or appointee will then contact the umpire-in-chief and the appropriate teams. At game time, only an umpire can declare a diamond unplayable.  
  
B) If a team does not have enough players for a game, they must notify the Communications Manager, opposing team, and Statistician 24 hours in advance of game time. The Communications Manager will notify the umpire-in-chief, groundskeeper, and Vice-President.  
   
C) Each team is allowed to cancel two game nights which are to be rescheduled as soon as practical. A third cancelled game night will be treated as a default. This means a double header is considered one game night.     
  
D) All cancelled or rain out games are the responsibility of the Vice-President to reschedule.

E)  When the RLSA Executive receives a request from a team to move to another division, the Executive will utilize the following guidelines to assess the request:

1. One team requesting to move up normally means one team will be moved down.
2. The Executive shall designate the teams in each division. Every effort will be made to maintain a balance of teams in each division and make each division competitive within itself.
3. The final regular season division standings of previous seasons will be used as a guide in establishing teams in divisions.
4. Any team which has finished last in a division or has defaulted two or more games, may be moved down one division.
5. Executive will have final say in which teams will be moving divisions and whether or not to grant requests to move.

8.  League Tournament

Teams wishing to enter the Association league tournament must enter the division of the tournament equivalent to the level of league competition they compete in (ie. Division I teams can only enter the Open A category & Division II & III teams can enter the Open B category.  If a team does not play in a league, they must enter based on the level of competition the team is intending to enter at any Provincial Championships or the previous seasons Provincial Championships.

Only in exceptional circumstances and then only with the approval of the executive, will an exception be made to the tournament entry regulation.