



## **Constitution**

### **The League**

Shall be known as the Burlington Ladies Softball League (BLSL)

### **The Purpose**

To operate an organized softball league for ladies, who are 18 years of age as of May 1st of the playing season for which they are registering.

### **President**

- a) Shall preside at all meetings
- b) Shall be responsible for registrations
- c) Shall collect all registration monies
- d) Shall handle new player recruiting, in conjunction with other members, mainly the VP
- e) Shall distribute rating sheets to coaches before playoff weekend
- f) Shall set up all scheduling for the season and submit it to the executive for approval (regular season and playoffs)

### **Vice-President and Publicity**

- a) Shall arrange for coaches
- b) Shall obtain the required number of sponsors and fees
- c) Shall provide sponsors with a copy of the schedule – and co-ordinate pub nights with sponsors
- d) Shall send formal letters to sponsors requesting sponsorship, invoices to sponsors who agree and thank-you letters at the end of the season
- e) Shall take the place and power of the President in her absence
- f) Shall pick up the champagne for playoff weekend
- g) Shall work with the President on player recruitment
- h) Shall keep a running account of all team standings, wins, losses and ties
- i) Shall be in charge of publicity
- j) Shall be keep records of all player attendance
- k) Shall keep the website updated

### **Secretary**

- a) Shall keep a full complete set of minutes of all executive meetings and send a copy to each of the executive members
- b) Shall notify all executive members concerning meetings
- c) Shall handle printing needs in the league that require graphic design skills

- d) Shall print the playoff schedule & playoff rules and regulations and distribute same to all Executive Members
- e) Shall keep a complete record of all player information specifically:
  - i. registration forms;
  - ii. ratings lists; and
  - iii. team lists; and
- f) Shall maintain all team lists, a master registration list, call-up and wait lists, league records and update same as required.
- g) Shall provide updated Master Ratings List to the succeeding executive for the Ratings Meeting following the Annual General Meeting.

### **Convenor**

- a) Shall be in charge of scheduling diamonds (regular season, ongoing practices and playoff weekend) for the season and helping next year's convenor with scheduling diamonds
- b) Shall give the season schedule to the Chief Umpire, making sure the Chief Umpire is aware of the rules of the BLSL concerning both the regular season and the playoffs
- c) Shall attend any Field User Meetings hosted by the City of Burlington and if unable to do so, then recruit another member to attend in her absence.
- d) Shall meet with City Officials to ensure that we have satisfactory diamonds for the season and playoff weekends.
- e) Shall apply for a refund from the City (for cancelled or rained out games)
- f) Shall communicate with the Treasurer to ensure Umpires invoices are accurate.

### **Equipment**

- a) Shall act as liaison between all league members and the executive
- b) Shall bring to the executive, all problems deemed necessary of attention and/or correction
- c) Shall be in charge of purchasing equipment needed by the league, including first-aid kits
- d) Shall be responsible for ordering shirts
- e) Shall have the trophies engraved at R&R engraving in time for the Awards Banquet

### **Treasurer**

- a) Shall pay all bills
- b) Shall keep a regular and correct account of all revenues and expenditures
- c) Shall sign all cheques in conjunction with the President
- d) Shall be responsible for coordinating all fundraising activities
- e) Shall purchase and keep copies of comprehensive general liability policy and sports package (insurance)

### **General Meetings**

- a) Any new rulings or changes to the Constitution or Rules and Regulations governing the BLSL must be made at this time
- b) Only players and coaches (maximum of 2 coaches per team) of the BLSL will be notified and have a vote at this time
- c) The President will preside at the meeting
- d) Treasurer's report will be up-to-date and presented at the meeting
- e) The next executive will be elected. Voting for elections will be by secret ballot and ballots will be destroyed

### **Executive Duties**

- a) Majority vote will carry all executive decisions
- b) A quorum will consist of the President and 5 executive members of the executive
- c) If a member of the executive resigns, another member shall be appointed by the executive
- d) The executive shall organize a time and place for the rating of new players at least one week prior to picking teams
- e) The executive shall pick teams for the season in liaison with the Head Coaches of the current year. At least one executive member will play on each team. When choosing players from the waiting list, the executives may give preference to pitchers and catchers
- f) Pitchers and catchers who have performed these functions in the previous season and do not sign up for these positions in the current season will be allocated to teams in a manner which attempts to balance the back-up support for all teams in the league. Serious injury or illness would be taken into consideration before placing a player on the back-up list
- g) The Val Seirsen Memorial Trophy is to be presented at the annual banquet. Each BLSL player and coach (maximum of 2 per team) shall be allowed one vote. Vote counting to be handled by the preceding Val Seirsen trophy recipient.

### **Team Organization**

- a) Each player will pay a registration fee as determined by the executive
- b) Each team will consist of no more than thirteen (13) players
- c) Each team will have one head coach
- d) If a player is replaced on a team due to injury or illness, her name goes on the top of the waiting list
- e) Any player at the General meeting will receive a registration by mail
  - Next mailing will go to those players on the Wait list
  - Registration forms will be numbered as they are received.
- f) Registration forms will include "Play at your own Risk" waiver
- g) Coaches and their spouses may play on the same team - player/team ratings must be taken into consideration and the Executive members may choose to waive this right
- h) Playing Time - Allowing for exceptions due to illness or injury of the player, any Team, not playing a player her required four (4) innings will forfeit the game