

DUNDAS GIRLS' SOFTBALL LEAGUE

(A DIVISION OF DUNDAS GIRL'S ATHLETIC ASSOCIATION)

CONSTITUTION

(AS AMENDED OCTOBER 2011)

ARTICLE 1-NAME

The name of the organization shall be the "Dundas Girls' Softball League (DGSL)"; a division of the "Dundas Girls Athletic Association (DGAA)".

1. All subsequent amendments to the Constitution shall pertain to the DGSL although submitted to the DGAA.
2. The League shall adopt the logo as selected by the Executive from the league wide competition held in the year '94-'95 season.

ARTICLE 2-PURPOSE

The purpose of the DGSL shall be:

1. To encourage good sportsmanship between individual members and teams.
2. To encourage baseball skills at a recreational level.
3. To offer a program for competitive T-ball and softball when available for those members who wish to participate and where such programs will not adversely affect the existing house leagues.
4. The DGSL is a division of the DGAA and operated on a "not for profit" basis.

ARTICLE 3-MEBERSHIP

1. Membership in the DGSL shall be open to children ages 4 to 19 that are residence of the City of Hamilton, Town of Dundas or other areas where there is no equivalent league. Members of the DGSL include:
 - a) Registered Members are children between the ages of 4 and 19 who have paid the required registration fee to the DGSL.
 - b) Associate members include: Parents/Guardians of children registered in the DGSL.
 - c) Volunteers of the DGSL.
2. The DGSL is a volunteer non-profit venture. Participation in the League by assisting with such activities as Coaching, Executive, Committees and any other League events is expected of all members or delegates.
3. Age categories will be determined by the Executive with the goal of an evenly matched recreational league.
4. Players will play in their own age category (Division) unless a special request is made for the following reason:
 - a) The player is not able to advance to their appropriate age Division because of physical/developmental disability.

- b) The player is in the last year of the Novice Division and is currently in Grade Nine (9) at the time of registration. A request maybe made to move up to Midget.
 - c) The player's skill and maturity would allow her to play in the next Division
 - d) A player may be moved to a higher Division once a written request has been submitted to the Executive at the time of registration.
 - I. The Executive will review each request on an individual basis.
 - II. Players are to play in divisions where their abilities allow them to compete.
5. Players on teams entered in Divisions sponsored by other Centers (i.e. Flamborough Minor Softball Association) must abide by the age groups as defined by that League.

ARTICLE 4-OFFICERS

1. The DGSL Officers shall include: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Registrar, Equipment Manager, Umpire in Chief, Convenor(s) for each Division, Tournament Team Rep, Coach/Player Development Rep, Past President and League Rep.
2. All DGSL Officers shall be elected to serve a term of one (1) year, commencing the day after the Annual General Meeting (AGM).
3. Officers will be nominated by the voting members of the DGSL in attendance of the AGM.
4. The Officer will be elected by a simple majority vote of all attending AGM.
5. **The Executive:**
 - a) Will be made up of elected Officers
 - b) Shall meet once a month; the date, place and time shall be made available to the coaches one (1) week prior to the meeting.
 - c) Meetings shall be open to all DGSL members.
 - d) If an Officer is not able to attend a meeting, it is their responsibility to send pertinent information and to contact another member to be updated about the meeting.
 - e) If an Officer misses two (2) consecutive meetings without reason, the President is to call the Officer in question and ask if they if they are interested in continuing their position. If the answer is no they are removed from the Executive and a new member is appointed for the balance of the term. If the answer is yes, they must show up at the next meeting or they will be removed.
 - f) There will be an emergency meeting if at any time an Officer is removed or unable to complete their term to immediately fill the position.
 - g) An Officer may be removed from office for any time for dereliction of duty or incompetence by a majority vote of all Executive Members. The cause(s) of removal shall be documented and signed by the deciding Executive members and sent to the Board of Directors for final approval. The cause of removal shall be noted at the next AGM.
 - h) Officers are expected to attend fifty (50) percent of the scheduled monthly meetings.

ARTICLE 5-NOMINATION AND VOTING PROCEDURES

1. A voting member is:
 - a) A parent/guardian who has a child(ren) registered in the DGSL.
 - b) A person who is volunteering in the DGSL.
 - c) A player who has reached the legal age of eighteen (18) and is registered in the DGSL.

2. The DGSL shall have an AGM with the election of Officers held within the first two weeks of October. Date, location and time are to be advertised in the local paper each year for two (2) consecutive weeks, three (3) weeks prior to the meeting date.
3. At the Annual General Meeting (AGM):
 - a) The current Executive shall present a financial statement and such reports that are deemed necessary.
 - b) Nomination and election of Officers (including the Board of Directors) for the coming year will be held.
 - c) Articles of the Constitutions may be amended. Proposed amendments will be voted on by a majority vote of the attending members.
4. The Annual General Meeting will be chaired by an individual appointed by the Executive. This individual will not have voting power.
5. For DGSL business, Officers shall have one vote whereas:
 - a) There must be a quorum of two-thirds (2/3) of the Executive present to consider the motion.
 - b) A simple majority of the quorum will carry the motion.
6. In the event of a tie vote, the President of the meeting shall cast the tie-breaking vote.
7. Any person nominated for the Executive must be a member in good standing for a minimum of one (1) year prior to the election, unless approved by two-thirds (2/3) majority of the members at the election.
8. Candidates for a position on the Executive must be duly nominated and seconded by another member (who is in good standing).
9. Candidates who are nominated but absent at the AGM must indicate in writing their willingness to serve.
10. Amending Procedure:
 - a) Proposals for changes or amendments to be made to the Constitution must be delivered in writing to the Secretary by the last meeting prior to the AGM.
 - b) Amendments will be read and discussed at the last regular Executive meeting before the AGM.
 - c) Amendments will be brought forth at the AGM to be voted on by all members present.

ARTICLE 6-EXECUTIVE OFFICERS DUTIES

President:

1. Shall preside at all meetings of the DGSL.
2. Shall call meetings as deemed necessary or required.
3. Shall oversee all functions of the DGSL and assist in any operation that requires or requests help.
4. Shall act as a signing Officer on all documents and cheques pertaining to the operation of the DGSL.
5. Will only have voting privileges in the case of a tie-breaking vote.
6. Shall be responsible for obtaining sponsors and providing League information to these sponsors as required.
7. Shall act as a liaison between the City of Hamilton (Town of Dundas) and the DGSL in matters of field booking, preparation and conditions for all Divisions.
8. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

1st Vice President:

1. Shall perform such duties as assigned by the President. Will substitute for the President as required.
2. Shall be responsible for all fund raising pertaining to the DGSL.
3. Shall obtain all permits and licenses as required for draws, tag day etc.
4. Shall appoint a fund raising committee as required
5. Shall be responsible for organizing volunteers for any League functions.
6. Shall be responsible for signing up players after registration and thereafter in the absence of the Registrar.
7. Shall be responsible for signing up late registrations. The 1st VP along with the Treasurer and the Registrar are the only Executive members who may accept cash as form of payment after the Community registration. All other Officers may do late registration but may only accept cheques as payment.
8. Shall participate in the deliberations of the DGSL with voting privileges.
9. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

2nd Vice President:

1. Shall perform such duties as he/she is assigned by the President and substitute for the \president and 1st VP as required.
2. Shall be responsible for publicity pertaining to the DGSL.
3. Shall be responsible for arranging team pictures.
4. Shall be responsible for League newsletters as required,
5. Shall be responsible for registering the League in the Dundas Cactus Festival Parade and arranging a parade committee to oversee the entry in the parade.
6. Shall participate in the deliberations of the DGSL with voting privileges.

7. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

Secretary:

1. Shall keep an accurate record of the proceedings of the League and maintain an up to date record of all officers, coaches, team members and equipment.
2. Shall conduct all correspondence of the DGSL keeping a record of this correspondence.
3. Shall notify all Officers of their duties as assigned.
4. Shall issue a record of all items discussed at meetings.
5. Shall be a signing officer along with the President and Treasurer for all cheques being issued on behalf of the DGSL.
6. Shall assist in any operation that requires help.
7. Shall participate in the deliberations of the DGSL with voting privileges.
8. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

Treasurer:

1. Shall collect and record all finances pertaining to the DGSL.
2. Shall be responsible for signing up late registrations. The Treasurer along with the 1st VP and the Registrar are the only Executive members who may accept cash as form of payment after the Community registration. All other Officers may do late registration but may only accept cheques as payment.
3. Shall submit a monthly report at regular meetings and a yearly report at the AGM.
4. Shall be a signing officer along with the President and Secretary for all cheques issued on behalf of the DGSL.
5. Shall make available to other signing officers of the DGSL all financial data and cheques in his/her absence.
6. Shall be responsible for maintaining a record of registration and payments.
7. Shall participate in the deliberations of the DGSL with voting privileges.
8. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

Registrar:

1. Shall be responsible for organization of registration and collection of all monies concerning registration. A three (3) part signed registration form shall be used to register all players and shall be distributed as follows:
 - a) Shall be given to the parent/guardian or player 18 years of age and over.
 - b) Shall be given to the Registrar
 - c) Shall be given to the Treasurer

2. Shall be responsible for signing up late registrations. The Registrar along with the 1st VP and the Treasurer are the only Executive members who may accept cash as form of payment after the Community registration. All other Officers may do late registration but may only accept cheques as payment.
3. Shall be responsible for compiling a master list of all players by division and distribute them to the appropriate Division Convenor.
4. Shall be responsible to provide a financial account to the Treasurer of all monies paid, owing and waived for all registrations.
5. Shall be responsible for the maintenance and disbursement of the waiting list(s).
6. Shall be responsible to bring forth any request for waived registration to the rest of the Executive for to be vote on. Each request will be reviewed on an individual basis.
7. Shall participate in the deliberations of the DGSL with voting privileges.
8. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

Equipment Manager:

1. Shall look after the equipment owned by the DGSL; clean and repairs such equipment, purchase and replace such equipment, maintain an inventory of such equipment and supply an up to date copy of this inventory to the Secretary. All purchase must be approved by the Executive.
2. Shall be responsible for the acquisition of uniforms for the team members, coaches and umpires.
3. Shall be responsible for maintaining an equipment budget as specified by the Executive.
4. Shall be responsible for ordering any awards and sponsor plaques that the League requires.
5. Shall participate in the deliberations of the DGSL with voting privileges.
6. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

League Rep:

1. Will act as a liaison between the DGSL Executive and any other Organization(s) that the League has entered teams in to play.
2. May hold an additional position on the Executive. If they do so they will only have one vote.
3. Shall attend any meetings held by the other Organization(s). If they are unable to attend they will send an informed representative.
4. Shall be responsible to share all information with the DGSL Executive.
5. Shall carry out any duties as required by the other Organization(s).
6. Shall participate in the deliberations of the DGSL with voting privileges.
7. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

Umpire in Chief:

Senior

1. Shall be responsible for supply an umpire(s) for the Novice and Midget Divisions for each scheduled game and/or rained out game.
2. Shall ensure that the umpire is informed of the rules governing the DGSL.
3. Shall be responsible for training and development of the umpires.
4. Shall participate in the deliberations of the DGSL with voting privileges.
5. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

Junior:

1. Shall be responsible for supply an umpire(s) for the Pooh Bear, T-ball and Rookie Divisions for each scheduled game and rained out games.
2. Shall ensure that the umpire is informed of the rules governing the DGSL.
3. Shall be responsible for training and development of the umpires.
4. Shall participate in the deliberations of the DGSL with voting privileges.
5. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

League Convenor(s):

Duties for Pooh Bear, T-ball, Rookie, Novice and Midget League Convenor are as follows:

1. Shall be responsible for assigning team membership after registration.
2. Shall be responsible if necessary for organize a "draft" process for their respective Division(s) (i.e. Rookie, Novice and Midget).
3. Shall be responsible for compiling the confidential rating of the players and distributing the ratings where appropriate when a draft process is necessary.
4. Shall be responsible for supplying team lists to the coaches, Secretary and Registrar of the DGSL and any other Office who may request the line.
5. Shall ensure all coaches, players, parents etc. Are aware of the DGSL playing rules and guidelines for conduct. These will be supplied to parents at registration and to the coaches at the first coaches' meeting.
6. Shall be responsible for recommending Executive action in any cases where the guidelines of conduct are violated. In such cases the Executive shall be responsible for investigating, approving and implementing appropriate action.
7. Shall show all coaches how to set up diamonds (bases, pitcher rubber and chalk lines) as well as how to store these items in the shed if the DGSL has not assigned a grounds crew.
8. Shall be responsible to holding a coaches meeting(s) on one of the diamonds before the season starts and prior to playoffs.
9. Shall supply a list to the convenor of the above division of players with their age, so they can be used as "Call Ups" to play in the higher division Convenors will work together to decide who will do call ups for each division. In fairness the names must be used on a rotational basis.

10. Shall be responsible for scheduling of games, play-offs and rain out games with in their Division.
11. No League Convenor shall coaches in his/her own Division, unless no other individual comes forward.
12. Shall act as a liaison between the Executive and the Coaches; keeping the latter informed of all Executive decisions affecting the Division or League.
13. Protests are allowed at all levels. The protest has to be registered with the League within twenty four(24) hours of the end of the game. The Executive rules on all protests. Unless there is a clear, blatant misinterpretation of the rules of softball by the umpire, this protest will not be allowed. League rules cannot be protested. For example, jewellery and out of uniform. These are considered to be complaints and are to be dealt with by the Convenor.
14. Convenors will work together to organize Banquets for their respective Divisions.
15. Shall participate in the deliberations of the DGSL with voting privileges.
16. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

Tournament Team Rep:

1. Shall supervise and organization of travel teams at the T-ball, Rookie, Novice and Midget levels that will best represent the Town of Dundas and to ensure that those players are taught by their coaches to best utilize their skills in a competitive environment.
1. Shall be responsible for setting policy in the operation of the Travel team and will submit such polices to the Executive for approval prior to enactments.
2. Shall be responsible for organization and supervision of try outs. Ensuring that all DGSL members are properly informed of such tryouts. As well, to arrange for an impartial panel to rate each player at all tryouts and to participate in the teams selection.
3. Shall advertise for and collect all application(s) for prospective tournament team coaches and to bring these names to the Executive for approval.
4. Shall ensure that all tournament information is passed on to the respective coaches and that the Executive is aware of all exhibition games and tournaments.
5. Shall chair a committee formed by the reps for DGSL participating teams in the event that the DGSL hosts a tournament.
6. Shall participate in the deliberations of the DGSL with voting privileges.
7. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.
8. **Note:** If no individual comes forward to fill this position then the coaching staff of the team(s) is to send a written update to each Executive meeting.

Coach and Player Development:

1. Shall assist coaches in all Divisions that request help in the coaching aspect of the game of T-Ball and Softball.
2. Shall offer optional clinics to help coaches learn new skills and techniques (i.e. pitching).
3. Shall be responsible for coordinating the ratings of the girls with the appropriate Division Convenors/Coaches.
4. Shall participate in the deliberations of the DGSL with voting privileges.

5. Must attend all meetings: if unable to attend he/she must send reports with another Officer for submission at the meeting. It is the absentee's responsibility to obtain the updated information generated at the said meeting.

ARTICLE 7-GENERAL

1. The DGSL shall maintain a bank account in its name and this account will require any two (2) of the three (3) signing Officers (President, Treasurer, and Secretary).
2. The DGSL shall reimburse all legitimate expenses incurred by Officers in a timely fashion. Such expenses must be supported by an invoice, receipt or bill and the nature of the expense must be approved in advance by the Executive.
3. Each player shall pay the DGSL an annual registration fee which is to be set prior to the registration date.
 - a) The Executive has the right to waive this fee in exceptional cases after receiving a written request.
 - b) No refund shall be given after the first regular season game of the League.
 - c) The registration fee must be paid at the time of registration and verified by the Secretary (cheques maybe post dated no later than March 31).
 - d) Players may not play until their registration fee has been paid or waived.
4. The DGSL shall supply all required equipment and only equipment specifically approved by the Equipment Manager shall be used. Bats approved in this manner are to be made available to both competing teams. Any players who supply their own helmet may do so as long as it meets the CSA standards.
5. Each Division shall be based on each team playing an equal number of games and no team shall be eliminated earlier than August 15th. The format shall be at the discretion of the Division's Convenor and is subject to the approval of the Executive.
6. No official standings will be maintained in the regular playing season for any Division except Midget. This is in order to encourage player development.
7. Fair Play rules which gives each player an equal opportunity to play every position an equal number of times. This rule applies to all Divisions except Midget. Exceptions to this rule are as follows;
 - a. A player requests not to play a position (except outfield) or if at the coaches discretion, a player is unable to safely perform at a position.
 - b. All exceptions must be approved by the Division's Convenor and discussed with the respective parent/guardian.
 - c. The Fair Play rule will only be in effect for the regular season games. In playoffs the Fair Play rule will only apply concerning sit outs.
8. Awards Policy
 - a. The DGSL will annually award a token to each player. This will be chosen and voted upon by that year's Executive.
 - b. A copy of this will be made available to all coaches and Executive at the beginning of the season.
 - c. Awards will be presented for each Division as follows:
 - I. Pooh Bear: All participants to receive a token award.
 - II. T-ball: Divisional awards for the Champions and Semi-Finalist. All others participants to receive a token awards.

III. Other Divisions: Divisional awards for the Champions and Semi-Finalist. All others participants to receive a token awards.

IV. Individual Awards: one per team per award.

Rookie/Novice/Midget: Most Valuable Player-best all round player

Golden Glove: Best defensive player

Good Sportsman Award

Most Improved Player (* at the Midget level this award maybe called Coaches Choice)

d. Individual awards are to be decided by the coaches.

e. Any player that has missed fifty percent (50%) or more of the regular scheduled season games will not be eligible for any of the individual awards.

f. All decisions for individual awards must be handed in to the Division Convenor by the end of the regular season (prior to the start of play offs).

g. An award maybe given annually to player who is in their final year of the League (i.e. 19 years of age). Any member of the League may forward a nomination to the Executive. Each year's Executive will determine the criteria and will make the final decision. This is an optional award.

9. In play offs where a tie occurs between two teams the deciding factor(s) will be;

a) Winner of the round robin game between the tied teams.

b) Least runs scored against each team in the round robin.

c) Most runs scored for each team in the round robin.

d) Run differential for all games played between all teams in the round robin-lower amount wins.

*If three (3) or more teams are tied the deciding factor will be based on; Refer to a, b, c, above and only include the statistics between those three (3) or more times.

10. Tournament/Select Teams:

a) Any coach wishing to coach a team must do so in writing to the Executive, ideally this should be done by the March meeting. The Executive will vote on the suitability of the submissions.

b) A try out for all eligible players must be held.

c) All players who may be eligible must be notified about the opportunity to try out.

d) A fee in addition to the House League fee may be required. The DGSL will not waive any individual's tournament team fee.

e) The DGSL will supply equipment and assist in facilitating the needs of the team as appropriate.

f) Each Division shall be subsidized up to five hundred dollars (\$500) towards tournament registration fees.

g) A DGSL "Select" tournament team should be comprised of eligible DGSL House League Players.

I. An eligible player is a player who has paid the League registration fee and plays on a House League team. If the player does not participate with the house league team they will no longer be considered an eligible player.

11. The League will not be obliged to place a player on her previous year's team.

12. The League will reserve the right to transfer or remove any player from a team if their conduct is detrimental to the purpose of the DGSL.

13. No coach or assistant coach shall pass along his/her team to another person unless the proposed new coach has attended an Executive meeting of the DGSL and formally requested that this individual be allowed to coach.

14. If a coach is suspended or resigns throughout the season the Executive will appoint a coach before the next scheduled game (including playoffs), or the games will be rescheduled.
15. The DGSL shall develop a policy towards the development of all coaches and umpires within the League. The DGSL will adopt a standard policy of reimbursing coaches and umpires a percentage of costs. This shall be determined by the Executive depending on financial availability. Appropriate receipts and commitment to coaching or umpiring are required.
16. Rules committee(s) shall be established for all Divisions;
 - a. The purpose of the committees is to develop field and game rules.
 - b. Any amendments, deletions or additions to the current rules must be agreed upon by the Committee members based upon a majority vote only. Tied votes will null and void any submitted amendment, deletion or addition to the rules.
 - c. The rules committee shall submit a list of all field and game rules for the playing year to the Executive at the April meeting for approval.
 - d. The Committees will be:
 - i. Committee 1: Pooh Bear Rep, Pooh Bear Coaches (2), T-ball Rep, T-ball Coaches (2), Umpire in chief and any other individual as deemed necessary.
 - ii. Committee 2: Rookie Rep, Rookie Coaches (2), Novice Rep, Novice Coaches (2), Midget Rep, Midget Coach (2) and any other individual as deemed necessary.
17. The DGSL will not tolerate; poor sportsmanship, swearing, spitting, smoking, alcohol use, drug use, physical or emotional challenges at games or practices from any person affiliated by the League.
18. A budget committee shall be formed which will be comprised of the President, 1st VP, Treasurer and Equipment Manager and any other individual as deemed necessary. This committee shall be responsible for setting and maintaining the DGSL financial budget and report to the DGSL through the Executive.
19. It is the responsibility of the DGSL to provide a safe, controlled environment in which the activities may take place,. It is the responsibility of each player in the DGSL and/or their parent/guardian to bring to the attention of the League any conditions which would compromise these responsibilities. Upon notification the Executive shall take whatever action is appropriate for the situation. For example the Executive shall ensure that equipment or playing fields are repaired as quickly as possible or ruled unusable. The Executive shall further determine whether health or physical conditions, which may compromise the safety or well being of a player or peers requires that reasonable restrictions are placed upon the situation and/or the player(s). The Executive may request a doctor's certificate and/or a waiver of liability in such cases.
20. The Executive may change the order of the Articles and Subsections to improve cohesiveness providing the wording or meaning does not change.
21. Individual requests will only be honoured for same Division siblings, children and coaches when requesting the same team placement.
22. A Board of Directors will be elected on the AGM. This board will be called upon for emergency situations only.
23. All playing rules must have prior approval of the DGSL prior to the first schedule game of the season.
24. If an individual wishes to present information at the Executive meeting they must inform the Secretary and/or President five (5) days prior to the meeting. At that time the individual shall be placed on the agenda of the meeting.
25. Any teams entered in another Organization(s) (i.e. FMSA) must abide by the Constitution and rules of that Organization. These would supersede DGSL Constitution and rules if there is a conflict.