



**BARRHAVEN LADIES SOFTBALL ASSOCIATION  
RULES & GOVERNANCE GUIDEBOOK**

# BARRHAVEN LADIES SOFTBALL ASSOCIATION (BLSA) Playing Rules, By-Laws & Governing Rules

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## Document Maintenance

### Maintenance of this document

This document will be maintained and distributed by the BLSA President and Executive. It will be updated at the start of each season and throughout the season as required.

### Target Audience

The target audience is all players in the Barrhaven Ladies Softball Association and the Umpires.

### Contributors

Contributors to this document include: BLSA Executive & Team Captains.

### Document Review & Approval

(Use Last In First Out order, so that the most recent entry will be at the top)

This document has been reviewed and/or approved by the following persons/bodies:

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## **ABOUT US**

The Barrhaven Ladies Softball League was established in 1987 to bring together women with an interest in playing organized softball in a non-competitive format. To date, membership in the league is over 150 players ranging in age from 18 to 50+.

The Barrhaven Ladies Softball Association (BLSA), a non-profit organization, was also established with a volunteer Executive Committee responsible for the coordination of business affecting the league during the season. The Executive Committee reports to the membership, through team captains, at regular meetings held throughout the season.

The season begins in early May and ends with a tournament mid-September. Games are held from Monday to Thursday evenings at local Barrhaven diamonds. Our games are played on lit fields and are umpired using Softball Canada Rules with some modifications to suit our league.

The purpose of the league is to provide an enjoyable, supportive environment for women of any skill level to play softball and have fun.

The season ends with a banquet in October to celebrate the season and time spent together.

## **BARRHAVEN LADIES SOFTBALL ASSOCIATION (BLSA) CODE OF CONDUCT**

All players are to have signed and abide by the BLSA Code of Conduct.  
When there is no BLSA By-Law, the Softball Canada Rules will be in effect.

### **1.1 - ATHLETES HAVE THE RESPONSIBILITY TO:**

- a. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status.
- b. Consistently display high personal standards and project a favorable image of their sport.
- c. Refrain from public criticism of other athletes, coaches, or officials.
- d. Uphold the rules of the sport, spirit of such rules and encourage other athletes to do the same.
- e. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to do the same.

### **1.2 - ATHLETES MUST**

- a. Participate in a manner that ensures the safety of fans, athletes, and officials also participating in the game.
- b. Respect other athlete's dignity: verbal or physical behavior that constitutes harassment or abuse is totally unacceptable.

### **1.3 - UNACCEPTABLE BEHAVIOR**

The following are some examples of unacceptable behavior that could involve suspension or other disciplinary action from the League Executive. Any vulgarity, profanity or intimidation directed to fellow players or spectators. Any vulgarity, profanity or intimidation directed to officials. Please be aware that these are merely examples and other forms of unacceptable behavior not on this list could be subject to disciplinary action. Conduct considered unacceptable may result in immediate expulsion from the League. All disciplinary action is at the discretion of the Executive.

## **BLSA TEAM RULES**

The following are the BLSA's Local By-Laws as agreed on by the Executive of the league and the Team Captains. Softball Canada Rules are to be followed and enforced when no BLSA local by-law exists.

### **2.1 - Rosters**

- a. All team members that are playing the game are listed in the batting order.
- b. All team members take their proper rotational turn at bat.
- c. A team must start play when the minimum numbers of 8 players are at the field. 5 of the 8 players must be on the team's roster.
- d. A team may have a maximum of four spare players at one game.
- e. A team's roster cannot exceed 10 players when using spares.
- f. Spare players cannot pitch in the game they are sparing for.
- g. Spares and regular team players can join the game at any time, their name must be on the roster prior to game start time.
- h. There is no automatic out if you start with less than 10 players.
- i. There is a maximum of 3 substitute/courtesy runners per game per team. A courtesy or substitute runner must be the last out in the current or preceding inning. If the last person out is injured the previous person out must be selected. The number of substitution runners can be negotiated before the game if both captains agree.
- j. Spares must sign the insurance waiver before playing.
- k. Players are allowed to play pregnant and are also covered by insurance policy, however, player must provide a doctor's note stating that the player is allowed to play softball. Doctor's note to be filed by treasurer.

### **2.2 - Equipment**

- a. No metal cleats.
- b. Batters/base runners must always wear properly fitting helmets, chin straps are optional. Should the helmet fall off, call "time" after the play to retrieve your helmet.
- c. Catchers must wear chest protector, shin guards, helmet, and facemask.
- d. Pitchers must wear protective face mask while pitching.

## **THE GAME**

### **3.1 - Game Times**

A grace period of 5 minutes is permitted if waiting for players (to reach the minimum 8 players required). This time does not get added to the end of the game. If no umpire shows at the field within 5 minutes of the official start time, the team captain is to call the Exec member on duty. If the umpire is late, then the teams must both wait and start.

Normal duration of the game is up to 105 minutes (1hr 45 minutes) or 7 innings, whichever comes first. No new inning will start after 95 minutes (1hr 35 minutes). If 105 minutes (1hr 45 minutes) pass, during what was to be the final inning and the game is not yet complete, the game will end, and score will revert to what it was at the previous completed inning.

### **3.2 - Complete Game**

- a. The game is complete if a minimum of 95 minutes of play has been completed or 5 complete innings have been played (4 1/2 if the home team is ahead).
- b. The mercy rule is in effect (regular season only). See Mercy Rule section 3.7

### **3.3 - Incomplete Games**

- a. The game is incomplete if less than 5 innings are played (unless the home team is winning after 4 1/2 innings).
- b. An incomplete game will be replayed in its entirety.

### 3.4 - Game Delay

In situations requiring a game delay, the time cannot be added to the total game time as the fields are only booked for the required playing time. Game delays can be a result of weather, injuries, delayed officials etc.

### 3.5 - Rain Delays

- a. The president or league official will only cancel a game due to severe weather conditions two hours prior to game time or the umpire will cancel the game due to unsafe field conditions at the start of a game. Light drizzle rain does not constitute a rain out game.
- b. If the number of rainouts exceeds available playing days prior to the playoff tournament weekend, rain out games may or may not be played. If there is a tie in the standings due to this, then the following criteria will be used to break the tie: 1) The past record between the two teams that are tied. 2) The points for and against between the two teams.
- c. If inclement weather prevails and no notification has been made prior to the game start time, teams are to proceed to the field. The umpire will make the call whether or not to cancel the game on the field. If a started game becomes rained-out, BOTH team captains AND the umpire must sign the score sheets indicating that the umpire has called the game. These signatures must be forwarded to the President within 48 hours. If the Team Captains have not signed the score sheet, an email to the President will be accepted.
- d. When games are delayed due to rain, the time cannot be added to the total game time as fields are only booked for the required playing time. Maximum rain delay should be fifteen minutes.

### 3.6 - Rescheduled Games

- a. Games are only rescheduled if a game is cancelled or if a game is considered incomplete.

### 3.7 - Mercy Rule (regular season only)

- a. A team leads in scoring by 15 runs after 5 completed innings, or any other inning thereafter.
- b. Both teams must have had their "at bat" unless the home team is ahead after 4 1/2 innings.

### 3.8 - Default Game

If a team is unable to field a team without proper notification (24 hrs.) they will be required to cover the cost of the field and umpire.

### 3.9 - Six (6) Run Maximum Rule

- a. Each team is allowed a maximum of 6 runs per inning. Three outs or 6 runs, whichever comes first, will then end the at bat for the respective team.
- b. This rule does not apply when either team is at last "bat". Last inning means unlimited runs.

### 3.10 - Rover

This position is played in the outfield, and the player can only move into the infield once the ball has been hit.

### 3.11 - Pitching

The pitcher must have both feet on the ground within 24 inches of the pitcher's plate. The hips shall be in line with first and third bases and both feet must be in contact with the pitcher's plate.

The pitch starts when one hand is taken off the ball or the pitcher makes any motion that is part of the wind-up.

Legal Delivery:

- a. The pitcher must not make any motion to pitch without immediately delivering the ball to the batter.
- b. The pitcher must not use a pitching motion in which, after having the ball in both hands in the pitching position, they remove one hand from the ball, takes a backward and forward swing, and returns the ball to both hands in front of the body.
- c. The pitcher must not use a windup in which there is a stop or reversal forward motion.
- d. The pitcher may take the ball behind his back on the back swing.
- e. The pitcher's arm should draw a figure eight during the complete motion or the pitcher may use a bowling style.
- f. The pitcher must not use a windmill or sling-shot type pitch, or the pitching arm may not make a complete revolution in the delivery.
  - a. NOTE: Turning the body toward first or third base and bending the elbow during the backswing is defined as a sling shot pitch. This is not permitted.
- g. The ball can NEVER be outside of the wrist at any point in the delivery upward or downward. The palm never faces away from the body.

- h. The delivery must be an underhanded motion with the hand below the hip, and the palm may be pointing downward or upward.
- i. On the forward swing of the pitching arm, the elbow does not have to be locked at the point of release.
- j. The driving hip must be squared to home plate when the ball is released.
- k. The release of the ball must be on the first forward swing of the pitching arm and must past the hip. The release must have a complete, smooth follow-through with no abrupt stop of the arm, near the hip.
- l. Both feet must remain in contact with the pitching plate at all times prior to the forward step.
- m. In the act of delivering the ball, the pitcher must take one step simultaneous with the release of the ball. The step must be forward and toward the batter within the 61.0cm (24 in.) length of the pitcher's plate. The stepping foot must be pointed toward home plate and must not touch the ground in front of, or cross over a straight line between the pivot foot and home plate.
  - a. NOTE: It is not a step if the pitcher slides his foot across the pitcher's plate, provided contact is maintained with the plate. Lifting the pivot foot off the pitcher's plate and returning it to the plate, creating a rocking motion, is an illegal act.
- n. Pushing off with the pivot foot from a place other than the pitcher's plate before the stepping foot has left the plate is considered a crow hop and is illegal.
- o. The pitcher must not continue to wind-up after taking the forward step which is simultaneous with the release of the ball.
- p. The pitcher shall not deliberately drop, roll, or bounce the ball to prevent the batter from hitting it.
- q. The pitcher has 20 seconds to release the next pitch after receiving the ball, or after the umpire indicates "Play Ball."
- r. EFFECT – Sec. 3q: A ball is awarded the batter.
- s. The pitch is complete when the ball is released toward the batter.

### **3.12 - Bases and Base Running**

- a. All bags must be pegged down. In the event a bag cannot be secured, as per verification from the umpire, players do not have to touch the bag but round close to the bag to avoid unnecessary injury.
- b. First base is a safe base; double bag with one side white and other side orange.
  - a. Orange side rests in foul territory
  - b. White side rests in fair territory.
- c. On a batter's first attempt to first base, they must use the orange side of the bag (if they are only going to first base). If there is no play at first base and the runner thinks or makes an attempt to go to second base, then they can use the white portion of the bag as they round first base, to go to second base. If the runner decides not to go to second base, they can come back to 1st base.
- d. On a 3<sup>rd</sup> strike dropped call the defensive player (fielder) on 1<sup>st</sup> base must choose either the orange or white side of the bag. The runner will use the other side. If the defensive player, then makes/attempt a play on the opposite side of the bag that they originally chose, the runner will be called "safe".
- e. No one player is allowed to block a base, or base path, unless a play is directly made to the player.
- f. BLSA follows the "no leading rule". A runner may attempt to steal only when the ball is pitched across home plate. If the umpire does not call the player out for leading early, this is an appeal play by the team captain. Runners caught leading will be called out and it is considered a "no pitch" to the batter.
- g. To ensure no delay of game, a catcher may have a runner if they are on base and there are 2 outs. This will provide time for the catcher to get ready for the next inning. The runner must be the last out and is not considered one of the three courtesy runners.

### **3.13 - Third Strike Drop Rule**

The batter becomes a batter runner when the catcher fails to catch the 3rd strike before the ball touches the ground; and there are less than 2 outs and first base is unoccupied; or there are 2 outs. The ball is in play and the batter becomes a batter – runner with liability to be putout.

### **3.14 - Commitment Line**

- a. The commitment line is placed/drawn 21 feet to the left of the home plate.
- b. The line designating as home plate is drawn back from the plate towards the fence.
- c. No base runner is allowed to touch home plate and must cross over the line designated as home plate. Any runner touching the home plate will be declared out.
- d. When a base runner advances towards home plate and passes the commitment line, they cannot go

back to 3<sup>rd</sup> base.

- e. If the runner from 3<sup>rd</sup> base passes the commitment line, and the catcher (or another team member making the play) has control of the ball and is standing on home plate, and the runner has not yet put their feet down on or past the line that designates home plate, the runner is declared out. If the runner puts her foot down on or past the line designated as home plate before the catcher has control of the ball, the runner is safe.
- f. If the catcher or another team member making the play has contact with the base runner between the commitment line and the home plate safe line, the runner is considered safe (no tagging the runner out between the commitment line and the home plate safe line).

### **3.15 - On Deck Batter**

The on-deck batter is not permitted to use the warmup area on the field designated as the on-deck circle for practice swings. There is no chalking of the field prior to each game and therefore the location of the circle is undetermined. In addition, the batter in the batter's circle could be an obstruction to the runner from 3<sup>rd</sup>.

### **3.16 - Scoring/Scores**

- a. Each team is responsible to have a reliable score keeper and ensure that the name and number of the umpire is on the score sheet.
- b. If there is any doubt regarding the current score of the game, teams should verify their scores amongst themselves and the umpire before the next inning commences.
- c. If a score is verified and changed as per agreement from the team captains and the game continues, this score stands. Scores will not be altered after a new inning has commenced.
- d. The winning team has 24 hours to submit their scores through the online portal. If the score has not been submitted by one of the captains within the 24-hour time limit. If a score is not submitted the score will be entered by the webmaster as 0-0.

### **3.17 - Injury Rule**

In the event of an injury, where the player can no longer play the game, they can be removed from the game and line up without penalty to the team. i.e. there is no automatic out.

### **3.18 - Illegal Bat Policy**

As followed by Softball Canada, this league follows the illegal bat standards set by ASA. These can be found at <https://www.teamusa.org/usa-softball/play-usa-softball/certified-usa-softball-equipment>.

The umpires should check bats before game time. If a bat is found to be illegal, the player must remove the bat from bat rotation, ideally stored away from access.

If someone is caught using an illegal bat, then the following process will be followed:

1st offence - warning

2nd offence - individual game ejection

3rd offence - team suspension for next game and the opposing team is who gets the win.

If this occurs, the team captain must send the BLSA executives an email advising of the situation, so all is documented. A report from the umpires will also be received.

### **3.19 - Ejection from Game**

A player who is ejected from a game, by the umpire, for any reason is suspended for the remainder of that game. The BLSA league executive along with input from umpires will determine if further suspension is warranted.

If the umpire has not asked the offending player to leave the park, the ejected player may at any time be requested to leave the park should the offending behavior continue. If the player does not leave the park in a timely fashion the umpire will ask the captain of the offending player's team to assist in getting the player to leave. If the player still refuses to leave, the offending player's team will forfeit the game.

### **3.20 - Infield Fly**

- a. An infield fly ball is a fair ball (not including a line drive or a bunt):
  - a. When at least first and second base are occupied.
  - b. That can be caught by an infielder with ordinary effort.
  - c. Before two are out

- b. the pitcher, catcher, and any outfielder that positions herself in the infield on the play shall be considered infielders for the purpose of this rule.
- c. When it seems apparent that a batted ball will be an infield fly, the umpire shall immediately declare, "INFIELD FLY, IF FAIR - THE BATTER IS OUT," for the benefit of the runners.
- d. The ball is live, and runners may advance at the risk of the ball being caught, or retouch and advance after the ball is touched, the same as on any fly ball.
- e. If the hit becomes a foul ball, it is treated the same as any foul ball.
- f. If a declared infield fly is allowed to fall untouched to the ground, and bounces foul before passing first or third base, it is a foul ball.
- g. If a declared infield fly falls untouched to the ground outside the baseline, and bounces fair before passing first or third base, it is an infield fly.

### 3.21 - Ball Call

A ball is called by the umpire; for each legally pitched ball that:

- a. Does not enter the strike zone; or
- b. Touches the ground before reaching home plate and is not swung at; or
- c. Hits home plate and which the batter does not swing.

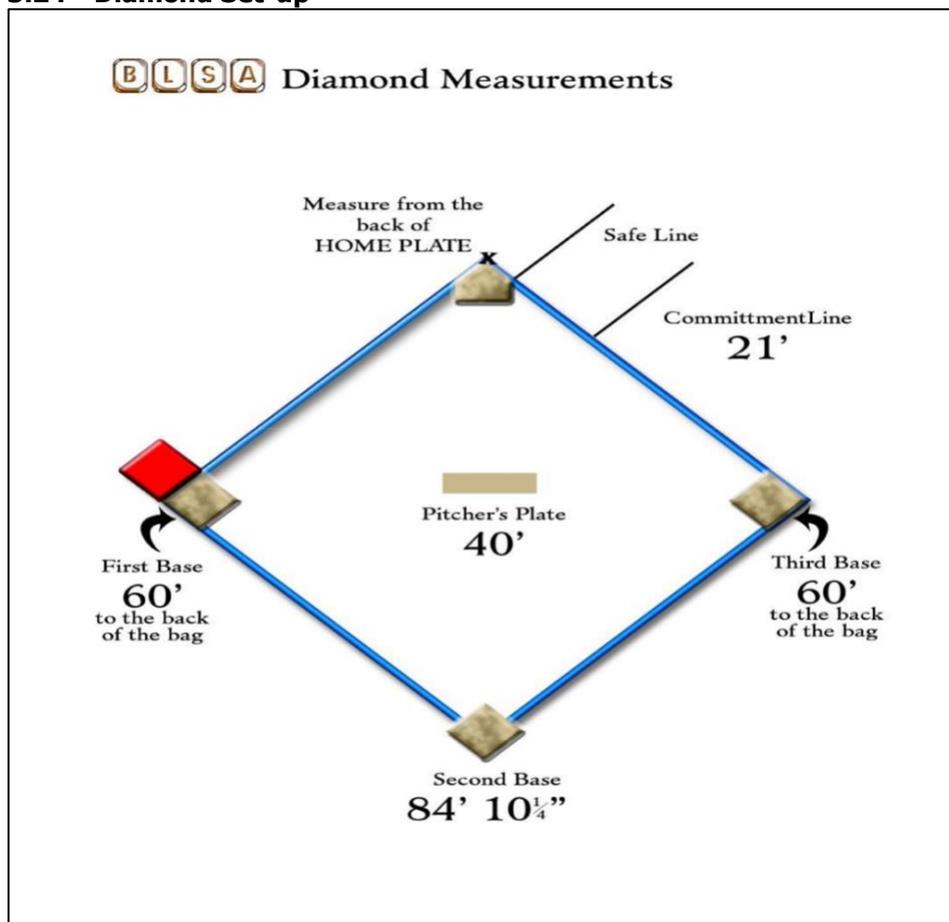
### 3.22 - Umpires

There shall be no appeal from any decision of any umpire, on the grounds that they were not correct in their conclusions as to whether a batted ball was fair or foul, a runner safe or out, a pitched ball a strike or ball or on any play involving accuracy of judgment.

### 3.23 - Line Drive to Pitcher

If the Pitcher is hit due to a line drive that has not hit the ground, the batter is automatically out. Base runners do not advance.

### 3.24 - Diamond Set-up



## **BLSA GOVERNING RULES**

The Barrhaven Ladies Softball Association is a non-profit organization.

### **4.1 - BLSA Executive**

The BLSA executive committee shall consist of:

- President(s)
- Vice President(s)
- Past President(s)
- Treasurer
- Secretary
- Webmaster

### **4.2 - Terms For Executive Positions**

This committee will act on behalf of the Barrhaven Ladies Softball Association and will coordinate all business and organization as it affects the BLSA in its seasonal operations. This executive committee will report to the membership of the BLSA.

The executive positions are currently voluntary as in, there is no voting process required to step into a position unless there is more than one volunteer. The VPs must commit to a three-year term, Serving year one as the VP, year two as the President and year three as the Past President. The treasurer, secretary and webmaster must commit for a one-year term, however, may be renewed each year as desired.

The Vice-President and therefore the President position may be shared between 2 people if desired. The BLSA membership league fees are payable by all members of Executive at the beginning of the ball season. Fees will be reimbursed, at the end of the season, following completion of duties and responsibilities. Reimbursement of fees will be determined by the Executive Committee as a whole and will be based on performance of duties, attendance and participation at Executive Committee meetings and Captains' meetings. The reimbursements shall be discussed at the year-end Executive wrap up meeting held before the AGM. Banquet fees for each position shall be waived for the season.

### **4.3 - Roles and Responsibilities**

The roles and responsibilities for each executive position are outlined in the "Roles and Responsibilities" section. The President is responsible for ensuring each of the executive positions complete their respective tasks as outlined in this document. Other tasks/duties may be assigned as required, in addition to those listed.

### **4.4 - Meetings**

The BLSA executive shall meet several times throughout the year as required to carry out the activities of the BLSA. All executive members are to be in attendance of all scheduled meetings. The BLSA executive with the team captains shall also meet as required throughout the year (three – five meetings) for information and voting purposes. There shall be at least three predetermined meetings with the executive and the team captains; One meeting pre-season (Feb – April), one meeting mid-season (June-July) and one meeting end of season, to be known as the AGM (Oct-Nov). The AGM (Annual General Meeting) is open to all BLSA membership as a general open meeting, however there is still only one vote per team. Where possible, all meetings should be scheduled and announced well in advance. Team Captains are to attend all meetings and when they are unable to attend, must send a team designate in their absence.

### **4.5 - Voting**

For decisions requiring a vote, each team will provide one team representative to vote on behalf of their team; herein after called the team captain (or team designate). Each Team Captain gets one vote for each item that requires a vote. Where possible, issues requiring a vote should be announced prior to the meetings, however since this is usually not possible, each Team Captain should attend the meetings prepared to vote on issues as they affect their respective teams. If more than half the team captains feel they cannot decide or need time to discuss the issues with their respective teams, then the vote can be delayed and followed up at the next meeting or by email at a specific date and time based on urgency of decision. A quorum of 50% plus 1 of the teams must be in attendance to hold a valid vote (i.e. if there are 10 teams, then 6 teams are required to hold a vote).

If the Team Captain or designate are not in attendance, they will relinquish their right to voice their opinion or complain about a decision that was passed by vote. The BLSA executive is not allowed to vote. But in the event of a tie in the voting process, the BLSA executive is then given one vote on behalf of all executive members to break the tie. A member of the executive cannot act as a team designate when team captains are not present at a meeting.

#### **4.6 - General**

- a. "Everyone paid so everyone plays": Team members in attendance for a game should be entitled to participate on an equitable rotational basis.
- b. Each Team Captain will be responsible for their rosters and who is on it. Team rosters will be locked on August 15<sup>th</sup>, anyone not on the roster is not permitted to play in the year end tournament.

#### **4.7 - Fees**

Teams who have not paid their league fees prior to their team's first game of the season will not be eligible to play. Team members playing a game when their fees have not been paid will cause their team to default the game.

**Fees:** Team fees are due by May 1

**Refunds:** Player fees are non-refundable. Extenuating circumstances to be review by the Executive.

#### **4.8 - Door Prizes**

Each team must provide a door prize valued at \$50 for end of year banquet.

Other fundraising efforts / fees may be implemented as required to meet the budgetary needs. To be reviewed regularly by Treasurer.

Teams and/or individuals are also encouraged to solicit other donations for prizes or sponsorship for the league where possible.

#### **4..9 - Equipment**

The BLSA owns all equipment it purchases and therefore it remains the property of the BLSA. The required equipment for the league is: bases, pegs, hammers, measuring tapes, pitcher's block, home plate, catcher's equipment, and helmets. Balls are to be supplied by each home team at each game. 1 game ball and 1 back up ball gently used. The league will provide balls according to budget availability. A First Aid Kit will be kept at each playing field for use by injured players. All property of BLSA such as the bunker, locks, extra equipment, and tournament supplies will be kept in storage unit. Secretary will maintain an inventory list. All equipment purchased by an individual team, shall be the property of the respective team.

#### **4.10 - Keys**

Every team will be supplied with one set of keys to access the bunker. Keys are to be returned to the Secretary by October 31<sup>st</sup>. In the event the keys are lost, the team is responsible to pay for respective charges (\$300/key). The Secretary and VP will hold a list of all keys.

## **BLSA EXECUTIVE ROLES AND RESPONSIBILITIES**

### **5.1 - PRESIDENT**

#### **Responsibilities**

- Book all meetings and notify all team captains.
  - Spring Captains meeting - March/April
  - Mid-season Captains meeting (if required) - July.
  - End of season (AGM) November open to all players.
- Coordinate agenda for meetings with Secretary and notify all team captains.
- Set up regular meetings for the executive for organizational purposes.
- Chair and facilitate all meetings.
- Attend or ensure attendance to all City of Ottawa meetings for stakeholders.
- Change address from current president to new president after the end of season with fields, umpires, etc. (December/January)
- Recruit executive members as required.
- Book fields for league and tournament, coordinate with past president – October.
- Cancel fields as required.
- Review budgets with Treasurer and approve.
- Coordinate fundraising with Treasurer.
- Maintain and update all rule changes, copy to Secretary.
- Maintain and update the roles and responsibilities document, copy to Secretary.
- Update and send out registration information to all captains with deadlines fees.
- Coordinate league schedule and send out to team captains – April.
- Resolve any disputes arising from game scores submitted to the website.
- Make sure copies of the schedule, rules, sponsorship letter get to the webmaster.
- Coordinate umpires: Send schedules for league and tournament to umpire's association - April.
- Book rainout games with the city of Ottawa and Umpires. Notify all team captains.
- Contact city for the grading of fields when necessary.
- Issue cheques as required and ensure all invoices go to the Treasurer.
- Ensure good communication with all team captains via email.
- Mitigate and resolve issues/problems with team captains and executive.
- Monitor insurance and incident reports.
- Recruit new teams or members as required.
- Oversee and approve promotional materials.

#### **Tournament**

- Be available as part of the executive responsibilities at the tournament including set up daily, clean up daily and scoring of final games.

#### **Banquet**

- Participate on the banquet committee and participate in activities/presentations the day of banquet.
- MC day of event
- Other activities/duties as required.

## **5.2 - VICE PRESIDENT**

### **Responsibilities**

- Attend all meetings.
- Inventory the equipment, discard faulty equipment, make a note of necessary purchases for the spring.
- Give list to Treasurer and purchase new equipment needed, balls helmets, first aid equipment etc.
- Purchase new balls for the season and playoffs, 10 new balls for each team (dependent on the number of teams and home games) and 2 dozen for the tournament (again determined based on number of games)
- Monitor and keep inventory of all items belonging to the BLSA kept in the bunker. VP to make inventory at end of season before and inform incoming VP of purchase requirements for following year.

### **Tournament**

- Be available as part of the executive responsibilities at the tournament including set up daily, clean up daily and scoring of final games.
- Arrange for food to be available all-day Saturday and Sunday

### **Banquet**

- Head the banquet committee.
- Establish price list for member tickets and guest tickets.
- Get tickets made and distribute to captains. Tickets should be returned by the end of the tournament.
- Set and monitor budget for banquet with help of executive.
- Hold meetings to organize banquet details.
- Book the banquet hall for the banquet (January to October). This includes providing deposit (if necessary) obtained from Treasurer.
- Coordinate food and alcohol for event.
- Book the DJ for the banquet). This includes providing deposit (if necessary) obtained from Treasurer.
- Confirm numbers for the banquet through the treasurer. (September) And confirm with hall: numbers, menu, alcohol, and non-alcoholic beverages etc.
- Locate the plaques, (should be with last year's winners) send e-mail for plaques to be returned, arrange the engraving prior to the banquet.
- Acknowledge in year-end slide show member commitments for 10, 15, 20 etc. years.
- Coordinate fundraising events at the banquet i.e. 50-50, grand prize
- Coordinate team prize donations and recruit other prize donations.
- Participate on the banquet committee and participate in activities/presentations the day of banquet.
- Arrange to have a video presentation for the year.
- Arrange for decorations for hall (candy dishes, candles or centre pieces, balloons, etc.) – budget permitting.
- Make sure there are 50-50 tickets, grand prize draw tickets.
- Decide on and purchase grand prize as budget allows.
- Purchase other prizes as budget allows.
- Along with the President ensure communication to team captains about dates and requirements.
- Ensure each team provides \$50 prize for door prize draw.
- Finalize numbers with banquet hall (vice president and treasurer)
- Coordinate the decoration of the hall.
- Arrange for the selling of tickets for all prizes (50-50, grand prize etc.)
- Supervise and help with clean-up crew at the end.
- Other activities / duties as required.

### **5.3 - TREASURER**

#### **Responsibilities**

- Attend all meetings.
- Provide a detailed financial statement at each meeting.
- Complete forecast for the year (Jan/Mar) – Have approved by president and further approved at initial meeting with team captains beginning of the year.
- Maintain bank account i.e. deposits and withdrawals includes reconcile bank accounts and track cheques.
- Responsible for fund collection and distribution as required i.e. pay for storage, balls etc.
- Obtaining signature of 2 people for all expenses Treasurer and president (or VP)
- Compile and file all receipts.
- Collect and compile all registration forms and payments (Jan – March).
- Coordinate money collection for fundraising events.
- Change appropriate names at the bank to new presidents, vice president and treasurer (December)

#### **Tournament**

- Be available as part of the executive responsibilities at the tournament including set up daily, clean up daily and scoring of final games.
- Be present at the open and close of each day for the money collection and distribution, as well as periodically.
- throughout the day to collect money for deposit as required.
- Through coordination of the tournament committee, distribute all funds as required. Follow up with statement of income and expense sheet for tournament.
- Collect money and returned tickets for the banquet.
- Provide the cash float as needed.

#### **Banquet**

- Handle ticket sales for the banquet for anyone who did not purchase their ticket by the end of the tournament.
- Responsible for distribution of all funds for the banquet as required.
- Collect any money raised (i.e.: 50/50 draw) during the banquet.
- Coordinating with the VP compile final numbers for banquet tickets and meals.
- Compile lists for 10-year, 15 year and 20-year crests as per registration forms.
- Participate on the banquet committee and participate in activities/presentations the day of banquet.
- Other activities/ duties as required.

### **5.4 - SECRETARY**

#### **Responsibilities**

- Attend all meetings.
- Record minutes from all meetings.
- Send minutes to the executive after each meeting.
- Once minutes approved send to webmaster for posting on the web (if available)
- Keep a hard copy of all documents and electronic copy stored in google drive.
- Maintain and update the rules of the BLSA in conjunction with president and keep a hard copy as well as an electronic copy for the web.
- Maintain an updated contact list in coordination with president, VP, and treasurer for:
  - Fields
  - Fieldhouse
  - Umpires
  - Banquet (Complied by VP and forwarded to secretary)
  - Tournament (Complied by VP and forwarded to secretary)

- Any other important phone numbers or e-mails addresses deemed necessary by the executive.
- Produce a summary of the season at the end of each calendar year.
- Keep a copy of all insurance claims and incident reports.

#### **Tournament:**

- Assist tournament coordinator with organization of rules and other paperwork as required.
- Be available as part of the executive responsibilities at the tournament including set up daily, clean up daily and scoring of final games.

#### **Banquet:**

- Participate on the banquet committee and participate in activities/presentations the day of banquet.
- Other activities / duties as required.

### **5.5 - PAST PRESIDENT**

#### **Responsibilities**

- Work with new president to ensure they are familiar with all operations of the new season.
- Help new president with organization/activities as required.
- Pass all necessary information, books, emails, issues to new president for new season.
- Book fields-December (Coordinate with new President).

#### **Tournament**

- Oversee tournament organization and operations. Act as tournament coordinator.
- Make schedule for tournament.
- Coordinate beer tent and scorekeeping shifts.
- Book fields.
- Book field house (kitchen and washrooms)
- Book umpires.
- Apply for liquor license (June)
- Send email to captains to recruit their two team volunteers for tournament committee.
- Organize tasks required for each team to choose from.
- Hold a meeting of tournament committee to assign tasks (July) Make sure secretary has a copy.
- Keep a list of team representatives phone numbers, e-mails, and duties. Make sure secretary has a copy.
- Follow up with each committee member in Aug/Sept on outcome of tasks.
- Review tournament rules with executive/team captains as required.
- Be available all weekend at tournament to mitigate and resolve issues.
- Oversee committee tasks over the weekend.
- Oversee the operations and sales at beer tent for the weekend.
- Ensure money from beer tent is given to treasurer.
- Coordinate set up and clean-up crews for the weekend and help.
- Ensure field house is clean at end of weekend.
- Coordinate cheques/money for disbursements to committee members as required with treasurer.
- Contact Labatt or Molson for sponsorship of prizes and beer cups.
- Arrange for 24 MVP Prizes.
- Contact any other company for sponsorship as required.
- Set the price list and cost of items to be sold in beer tent.
- Ensure all signage is completed.
- Garbage/ recycling
- Make sure the teams assigned to the alcohol and food and snacks purchasing keeps a record of what we bought (to be used next year)
- Keep an eye on the washrooms.
- Get a scoreboard made up.
- Develop team packages, (score sheets, quiz, welcome letter, banquet tickets, maps, schedules, etc.)

- Set up skills competition if time permits.
- Distribute MVP prizes.
- Distribute and organize other prizes if there are any.
- Arrange for pick-up and delivery of all equipment to the tournament.
- Must remember to bring day of: Rakes, pens, pencils, paper, tape, packing tape, staple gun, clip boards etc.
- Organize music if wanted.
- Ensure balls were ordered.
- Organize dollies for movement between field and the field house.
- Organize storage use of underground building.
- Other activities/duties as required.
- RECOMMENDATIONS TO TOURNAMENT COORDINATOR:
  - Create a task of daily set up and clean up.
  - Schedule the beer tent task to continue past Sunday finals.
  - Manage the beer and liquor purchase to ensure not running out of booze like in past years  
Look at purchase of new beer tent if in budget (with treasurer and president)
  - Keep a lot of extra pencils and score sheets at the beer tent Organize volunteers if required.

### **Banquet**

- Participate on the banquet committee and participate in activities/presentations the day of banquet.
- Other activities / duties as required.

## **5.6 - WEBMASTER**

### **Responsibilities**

- Attend general meetings (3 per year).
- Attend Executive meeting when requested.
- Ensure website is maintained and all information is accurate in a timely manner.
- Ensure website is updated prior to season starting (Dec/Jan)
- Update the website information as provided by the executive and as required.
- Upload registration form.
- Upload agendas/minutes from all meetings.
- Upload rules and regulations for season and tournament.
- Change contact information from year to year.
- Upload banquet and tournament information.
- Upload news information.
- Update links as required.
- Upload pictures.
- Upload schedules.
- Coordinate with the president to update rainout games and rescheduled games.
- Coordinate email addresses through the website for all executives.
- Forward any problems or concerns that have come through the website to the executive.
- Point of contact for the internet hosting/domain company
- Monitor and update all scores for all teams.
- Coordinate with the president to update rainout games and rescheduled games.