BARRHAVEN LADIES SOFTBALL ASSOCIATION

RULES & GOVERNANCE GUIDEBOOK

BLSA - JUNE 2026

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

Last updated: June 21, 2026

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:

Title	Season	Date (yyyy-mm-dd)	Approval Status
New Release	2026	2026-06-21	Approved by 2026 Executive
Updates	2025	2025-02-24	Approved by 2025 Executive: Rochelle Fleming, Kelly Anderson Laura Cazemier, Sarah Sunderland Melinda Bullock, Rachel Kooyman
New Release	2024	2024-04-08	Approved by 2024 Executive

TABLE OF CONTENTS

DOCUMENT MAINTENANCE 2

ABOUT US 4

BARRHAVEN LADIES SOFTBALL ASSOCIATION (BLSA) CODE OF CONDUCT 5

1.1 - Athletes Have the Responsibility To: 5
1.2 - Athletes Must 5
1.3 - Unacceptable Behavior 5

BLSA TEAM RULES 5

2.1 - Rosters 5
2.2 - Equipment 6
2.3 - Equipment & Bunker Use 6

THE GAME 6

3.1 - Game Times 6
3.2 - Complete Game 6
3.3 - Incomplete Games 7
3.4 - Weather-Related Delays (Rain) 7
3.4.1 Extreme Heat, Air Quality & Weather-Related Cancellations 7
3.5 - Rescheduled Games 8
3.6 - Mercy Rule (regular season only) 8
3.7 - Default Game 8
3.8 - Six (6) Run Maximum Rule 8
3.9 - Rover 8
3.10 - Pitching 8
3.11 - Bases and Base Running 9
3.12 - Third Strike Drop Rule 9
3.13 - Commitment Line 9
3.14 - On Deck Batter 10
3.15 - Scoring/Scores 10
3.16 - Injury 10
3.17 - Illegal Bat Policy 10
3.18 - Ejection from Game 10
3.19 - Infield Fly 10
3.20 - Ball Call 10
3.21 - Umpires 11
3.22 - On-Field Issues & Dispute Process 11
3.23 - Line Drive to Pitcher 11
3.24 - Diamond Set-up & Take-Down 11

BLSA GOVERNING RULES 11

4.1 - BLSA Executive 11
4.2 - Terms For Executive Positions 12
4.3 - Roles and Responsibilities 12
4.4 - Meetings 12
4.5 - Voting 13
4.6 - General 13
4.7 - Fees 13
4.8 - Door Prizes 13
4.9 - Equipment 13
4.10 - Keys 14
4.11 - Amendments 14

BLSA EXECUTIVE ROLES AND RESPONSIBILITIES 14

5.1 - PRESIDENT 14
5.2 - VICE PRESIDENT 15
5.3 - TREASURER 16
5.4 - SECRETARY 16
5.5 - PAST PRESIDENT 17
5.6 - WEBMASTER 18
5.7 - FUNDRAISING (NEW) 18

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 19 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

a. 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, spectators or to officials. Please be aware that these are merely examples and other forms of unacceptable behavior not listed 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.
b. For the safety and focus of all participants, no player is permitted to consume alcoholic beverages on the bench or field during practices, games, or team events. This rule is in place to promote a healthy, focused environment for all players and prevent distractions, disruptions or injury during active play. Violations of this rule may result in ejection from the game and possible suspension.
c. In accordance with the by-laws of the City of Ottawa, the use of cigarettes, vapes, cannabis, or any other drug is strictly prohibited on any fields, facilities, or locations where smoking is banned by law. Violations of this rule may result in ejection from the game and possible suspension from the league.

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 playing in the game must be listed in the batting order.
b. All team members take their proper rotational turn at bat.
c. A team must start play when a minimum of 8 players are at the field. Five 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 may 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 a team starts with fewer than 10 players.
i. All players must sign the league insurance waiver before participating in any BLSA game or practice.
j. Spares must sign the insurance waiver before playing.
k. Pregnant players may participate at their own risk.
l. All players must be a minimum of 19 years old to participate in the BLSA.

m. Courtesy runners must be in the lineup for that game, listed on the official season roster, and must have fielded a minimum of one inning.

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 a chest protector, shin guards, helmet, and face mask.
d. Pitchers must wear protective face masks while pitching.
e. All players must wear appropriate sportswear to ensure safety, comfort, and fair play. Tops and bottoms must cover the midriff and provide proper support during physical activity. Uniforms must be free from offensive or distracting designs. Players who do not comply may be asked to change before playing.

2.3 - Equipment & Bunker Use

All BLSA-labeled equipment must be returned to the bunker after your game (do not leave it out for the 8:00 p.m. game assuming they will be using it). BLSA equipment must be returned to the communal shelves and not placed into team bags. Equipment can only be removed from team bags if given direct permission from that team - no “borrowing.”

2.4 – Courtesy Runners / Courtesy Calls

Each team is allowed a maximum of three (3) courtesy runners per game (unless agreed to more at the plate). The courtesy runner **must be the last recorded out** in the current (or previous inning if no outs in the current inning). If the last out is injured, the previous out must be used.

The catcher (and pitcher) is entitled to a 2-out courtesy runner, to allow time to put on safety equipment. This courtesy runner does not count toward the team's three courtesy runners.

All courtesy runners MUST:

- Be listed in the lineup for that game
- Be on the official season roster, and
- Have fielded for at least one inning

THE GAME

3.1 - Game Times

A grace period of 5 minutes is permitted for any game delays such as waiting for players to reach the minimum 8 required. This time is not added to the end of the game. If no umpire arrives within 5 minutes of the official start time, the team captain must contact the Executive Committee at playblsa@gmail.com. If the umpire is late, both teams must wait and begin once the umpire arrives.

The normal duration of the game is up to 105 minutes (1 hour 45 minutes) or 7 innings, whichever comes first. No new inning will start after 95 minutes (1 hour 35 minutes) from the scheduled start time.

- 6:15pm game - no new inning after 7:50pm
- 8:00pm game - no new inning after 9:35pm

If 105 minutes pass during what was to be the final inning, the inning is not complete (the home team has not had their last bat), the game ends and the score reverts to the last completed inning. The umpire is responsible for declaring the final inning and communicating this clearly to both teams. However, both teams also have a responsibility to monitor the game time and ensure the final inning is declared and the unlimited-runs rule is applied.

If the umpire fails to declare the final inning due to a timing oversight, the game proceeds as played. There will be no retroactive adjustments, and no additional inning will be granted.

3.2 - Complete Game: Means a game that meets one of the requirements below and will therefore not be rescheduled – it does not mean that the game stops at that moment:

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 3.6

3.3 - Incomplete Games

A game is considered incomplete when it has NOT reached 95 minutes AND it has NOT reached 5 innings (unless the home team is leading after 4 1⁄2 innings). In such cases, the outcome will be determined as follows:

a. If the game is stopped due to injury and the score differential is 5 runs or fewer, the game will be recorded as a Tie.
b. If the game is stopped due to injury and the score differential is greater than 5 runs, the team in the lead will be awarded a Win.
c. If the game is stopped due to inclement weather (as determined by the umpire), the game will be rescheduled.

These outcomes apply only when the game is stopped and cannot continue.

3.4 - Weather-Related Delays (Rain)

a. The President or league official will only cancel a game due to severe weather conditions and will notify captains as soon as reasonably possible to game time. The umpire may cancel the game at the field if conditions are unsafe at the start of play. Light drizzle does not constitute a rain-out.
b. If the number of rain-outs exceeds available playing days prior to the playoff tournament weekend, rain-out games may or may not be played. If a tie in the standings results, the following criteria will be used:
    - Past record between the tied teams.
    - Points for and against between the tied teams.
c. If inclement weather prevails and no notification has been made prior to game start time, teams must proceed to the field. The umpire will determine whether the game will be cancelled. If a game is called after it has started, BOTH team captains must email BLSA within 24 hours.
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. The maximum rain delay is fifteen minutes.
e. If a game is called due to weather after it has begun and is incomplete the game will be rescheduled. If a game is called due to weather after it has begun and is considered complete it will not be rescheduled (See section 3.2 and 3.3)

3.4.1 Extreme Heat, Air Quality & Weather-Related Cancellations

The City of Ottawa has established a humidex threshold of 37°C at which games may be cancelled without monetary penalty. The BLSA Executive will treat extreme heat in the same manner as rain-outs, making decisions on a case-by-case basis while considering heat, wind, sun exposure, timing, and overall player safety.

Environment Canada identifies a humidex of 40°C or higher, sustained for more than one hour, as unsafe for physical activity.

Players are encouraged to take personal precautions during hot weather, including shade (tents/umbrellas), extra water, cooling towels, and misting devices. Heat tolerance varies among individuals, and players should monitor their own well-being.

Game-Time Decisions

Early games (e.g., 6:15 p.m.) may be cancelled due to heat, while later games (e.g., 8:00 p.m.) may proceed if conditions improve after sunset. Heat-related cancellations do not automatically cancel the 8:00 p.m. game.

Rain-Out Alignment
If a 6:15 p.m. game is cancelled due to weather, the 8:00 p.m. game will automatically be cancelled as well. If conditions improve significantly, the diamond may be used informally by league members as “unsanctioned” practice time.

Scheduling Notes
- The first half of the season will include Wednesday 6:15 p.m. games to accommodate the 12-team schedule.
- The second half of the season will reserve Wednesdays for rain-outs. If not required, these dates may also be used as “unsanctioned” practice time.

“Centralized Allocations will allow the following below inclement weather credits for sports fields and ball diamonds. Credits will only be provided when clients request inclement weather using the form and following the process. Rain Outs follow the same process. Poor Air Quality: When the AQHI reaches the high-risk range. Extreme Heat: When the humidex reaches 37.”

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

3.6 - 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.

3.7 - 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.

3.8 - 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”. The last inning means unlimited runs.

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

3.10 - Pitching

Position Requirements
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 motion in which, after having the ball in both hands in the pitching position, they remove one hand, take a backward and forward swing, and return the ball to both hands in front of the body.
c. The pitcher must not use a wind-up that includes a stop or reversal of forward motion.
d. The pitcher may take the ball behind their back on the backswing.
e. The pitching arm may draw a figure-eight motion or use a bowling-style delivery.
f. The pitcher must not use a windmill or sling-shot type pitch, and the arm may not make a complete revolution.
    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 must never be outside the wrist at any point in the delivery; the palm must never face away from

the body.

h. The delivery must be underhand, with the hand below the hip and the palm facing downward or upward.
i. The elbow does not need to be locked at the point of release.
j. The driving hip must be squared to home plate at the moment of release
k. The release must occur on the first forward swing of the arm, past the hip, with a complete and smooth follow-through and no abrupt stop.
l. Both feet must remain in contact with the pitching plate at all times prior to the forward step.
m. The pitcher must take one step simultaneously with the release of the ball. The step must be forward toward the batter, within 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.
    - NOTE: Sliding the foot across the pitcher's plate is permitted if contact is maintained. Lifting the pivot foot off the plate and returning it, creating a rocking motion is an illegal act.
n. Pushing off with the pivot foot from anywhere other than the pitcher's plate before the stepping foot leaves the plate is considered a crow hop and is illegal.
o. The pitcher must not continue to wind up after taking the forward step that coincides with the release.
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 calls "Play Ball."
r. Effect (3q): A ball is awarded to the batter.
s. The pitch is complete when the ball is released toward the batter.

Pitcher Safety:
Neck protection continues to be encouraged but is not mandatory

3.11 - 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. No one player is allowed to block a base, or base path, unless a play is directly made to the player.
e. 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. The umpire has the final call, and will monitor.

3.12 - 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, provided

a. There are fewer than two outs, and first base is unoccupied at the time of the pitch, or
b. There are two outs, regardless of base occupancy.

In this situation, the ball remains live, and the batter-runner is liable to be put out.

On a dropped third strike play at first base, the defensive player must choose either the orange or white side of the double base, and the runner must use the opposite side. If the defensive player makes or attempts a play on the opposite side of the bag from the one they originally chose, the runner will be called "safe."

3.13 - Commitment Line

a. The commitment line is drawn 21 feet to the left of the home plate.
b. The home-plate safe line is drawn back from the plate toward the fence.
c. Runners may not touch home plate; they must cross the designated safe line. Any runner touching home plate is out.

d. Once a runner crosses the commitment line, they may not return to third base.
e. If the runner has crossed the commitment line and the catcher (or fielder making the play) has control of the ball while touching home plate, and the runner has not yet touched the safe line, the runner is out. If the runner reaches the safe line before the catcher has control of the ball, the runner is safe.
f. There is no tagging between the commitment line and the home-plate safe line. Any tag attempt results in the runner being safe.

3.14 - On Deck Batter

The on-deck batter may not use the on-deck circle for warm-up swings, as the field is not chalked and the location is undefined. Standing in this area may also obstruct a runner advancing from third base.

3.15 - Scoring/Scores

a. Each team must provide a reliable scorekeeper and check in with each other throughout the game to ensure accurate scores.
b. If there is uncertainty about the score, both teams and the umpire must confirm the correct score before the next inning begins.
c. Once a score is agreed upon and play continues, it stands. Scores cannot be changed after a new inning has started.
d. The winning team has 24 hours to submit the score through the online portal. If no score is submitted within 24 hours, the webmaster will record the score as 0–0.
e. Where there is a tie, then it will be the responsibility of the home team to record the score through the online portal within 24hrs of game completion.

3.16 - Injury

a. If a player is injured and cannot continue, they may be removed from the lineup without penalty.
b. There is no automatic out for their spot in the batting order.
c. If a player is removed from the lineup due to injury, they may not return to the game.
d. Any serious injury sustained during a BLSA game or league-sanctioned event, must be reported to the BLSA Executive as soon as reasonably possible, and preferably within 24hours of the incident. Notification should be sent by email to playblsa@gmail.com and include the following information:
    - Date and time of the incident;
    - Name of the injured participant;
    - Location (if applicable) of the incident;
    - A description of the incident and injury sustained

    Timely reporting is required to assist with documentation and to ensure compliance with insurance reporting requirements.

    Please note that submitting an injury notification does not automatically initiate an insurance claim. Depending on the circumstances, the insurance provider may require additional forms, documentation, or information before processing a claim. The BLSA Executive will provide guidance if further information is required.

3.17 - Illegal Bat Policy

The BLSA follows Softball Canada's illegal bat standards, as defined by ASA. The approved bat list can be found at Approved Bats.

Umpires should check bats before the game. If a bat is found to be illegal, it must be removed from rotation and stored away.

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

- 1st offence: warning
- 2nd offence: player ejected from the game
- 3rd offence: team suspension for next game and the opposing team is awarded the win.

The team captain must email the BLSA Executive to document the incident. A report will also be submitted by the umpire.

3.18 - 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 the umpire, will determine if further suspension is required.

If the umpire has not asked the player to leave the park, they may still be required to leave if the behaviour continues. If the player refuses to leave, the umpire will ask the team captain to assist. If the player still refuses, the team will forfeit the game.

3.19 - Infield Fly

a. An infield fly is a fair ball (not including a line drive or a bunt):
    i. When first and second base are occupied, or bases are loaded
    ii. That can be caught by an infielder with ordinary effort
    iii. With fewer than two outs
b. The pitcher, catcher, and any outfielder positioned in the infield on the play shall be considered infielders for the purpose of this rule.
c. When an infield fly is apparent, the umpire shall declare: "INFIELD FLY, IF FAIR - THE BATTER IS OUT," for the benefit of the runners.
d. The ball remains live. Runners may advance at their own risk or tag up after the ball is touched.
e. If the ball becomes foul, it is treated the same as any foul ball.
f. If a declared infield fly falls untouched and rolls foul before passing first or third base, it is a foul ball.
g. If it falls untouched outside the baseline and rolls fair before passing first or third base, it is an infield fly.

3.20 - 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 the batter does not swing.

3.21 - 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.

3.22 – On-Field Issues & Dispute Process

On-field issues should be handled respectfully between Team Captains. Captains may approach the umpire for clarification when needed. If further review is required, the matter should be emailed to the BLSA Executive after the game for follow-up. All players are expected to remain respectful and follow the BLSA Code of Conduct during any dispute.

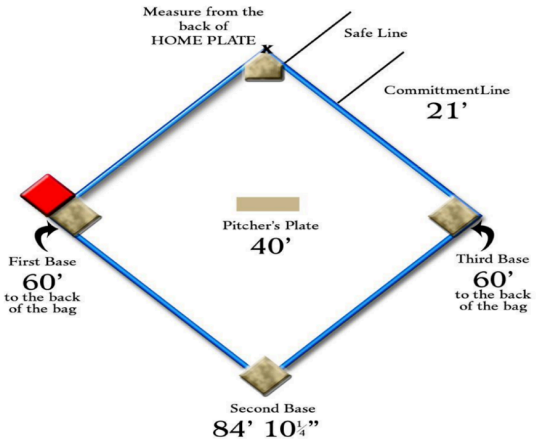
3.23 - Line Drive to Pitcher

A batter is automatically out if a line drive hits the pitcher without bouncing, or if it hits the pitcher's glove in an act of self-defense. The umpire will determine whether the pitcher was attempting to field the ball or simply protecting themselves. This rule should be clarified with the umpire at the plate before each game, especially when working with new umpires, as it is a BLSA-specific rule.

3.24 - Diamond Set-up & Take-down

a. It is the responsibility of the home team of the first game to set up the field. This includes placing and pegging down all bases, setting up the pitching rubber, and ensuring the field is safe and ready for play.
b. It is the responsibility of the home team playing the final game of the evening to remove the bases and pitching rubber, return all BLSA equipment to the bunker, and ensure the bunker is securely locked before leaving the field.

BLSA Diamond Measurements



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
- Fundraising Coordinator

4.2 - Terms For Executive Positions

The Executive Committee acts on behalf of the Barrhaven Ladies Softball Association and coordinates all business and organizational matters affecting the league during the season. The Executive reports to the BLSA membership.

The President and Vice President may continue in their roles beyond their initial term if no other members express interest. If additional members wish to run, the position will be opened to a vote at the Annual General Meeting (AGM).

If the sitting President or Vice President is not re-elected, they will remain on the Executive as Past President to support continuity, onboarding, and training.

Executive positions are voluntary. A vote is only required when more than one volunteer expresses interest in the same role. The Vice President is eligible to move into the President role after their term. If the Vice President chooses not to advance, the current President may continue in the role to maintain continuity. If the Vice President wishes to advance and the President also wishes to continue, the Executive will determine the best structure to ensure all roles are filled.

The Vice President is responsible for booking fields in consultation with the President and, when applicable, the Past President.

The Vice President position requires a three-year commitment:

- Year 1 – Vice President
- Year 2 – President
- Year 3 – Past President

The Treasurer, Secretary, Webmaster, and Fundraising Coordinator positions require a one-year term, renewable annually.

The Vice President and President roles may be shared between two people if desired.

All Executive members must pay their league fees at the beginning of the season. Fees will be reimbursed at the end of the season following completion of duties and responsibilities. Reimbursement is determined by the Executive Committee and is based on performance of duties, attendance, and participation at Executive and Captains' meetings.

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 that each Executive member completes the tasks assigned to their position as described in this document. Other tasks or duties may be assigned as required throughout the season.

4.4 - Meetings

The BLSA Executive shall meet several times throughout the year, as required, to carry out the activities of the Association. All Executive members are expected to attend all scheduled meetings.

The BLSA Executive and Team Captains shall also meet as required throughout the year (typically three to five meetings) for information sharing and voting purposes. There shall be at least three predetermined meetings each year:

- Pre-season meeting (February–April)
- Mid-season meeting (June–July)
- End-of-season meeting, known as the AGM (October–November)

The AGM (Annual General Meeting) is open to all BLSA members as a general open meeting; however, each team retains one vote.

Where possible, all meetings should be scheduled and announced well in advance. Team Captains are expected to attend all meetings and, if unable to do so, must send a designated representative in their place.

4.5 - Voting

For decisions requiring a vote, each team will provide one representative to vote on behalf of their team, hereinafter referred to as the Team Captain (or team designate). Each Team Captain receives one vote for each item requiring a decision.

Where possible, issues requiring a vote should be announced prior to the meeting. However, since this is not always feasible, each Team Captain should attend meetings prepared to vote on matters that affect their team. If more than half of the Team Captains feel they cannot decide or require time to consult with their teams, the vote may be delayed and completed at the next meeting or by email, with a specific deadline based on the urgency of the decision.

A quorum of 50% plus 1 of the teams is required to hold a valid vote
(e.g., if there are 10 teams, at least 6 must be present).

If the Team Captain or designate is not in attendance, they relinquish their right to voice their opinion or raise concerns about any decision passed by vote.

The BLSA Executive is not permitted to vote. However, in the event of a tie, the Executive will cast one vote collectively to break the tie. A member of the Executive may not act as a team designate when a Team Captain is absent.

4.6 – General

Everyone paid, so everyone plays. Team members in attendance for a game are entitled to participate on an equitable rotational basis. Any player who is included in the batting order must also field for at least one full inning during the game.

Each Team Captain is responsible for managing their team roster and ensuring all players listed are eligible. Team rosters will be locked on August 15th. Any player not listed on the roster by this date is not permitted to participate in the year-end tournament.

4.7 - Fees

All team fees must be paid in full each season in accordance with dates/deadlines provided by the executive. Teams who have not paid their fees are not permitted to participate in games until payment is received.

Team Captains are responsible for ensuring that all players on their roster have registered prior to playing.

Team fees are non-refundable.

4.8 - Door Prizes

a. Each team must provide a door prize valued at $50 for the end-of-year banquet.
b. Additional fundraising efforts or fees may be implemented as required to meet the league's budgetary needs. These measures will be reviewed regularly by the Treasurer and Fundraising Coordinator.
c. Teams and individuals are encouraged to solicit additional donations for prizes or sponsorships for the league whenever possible.

4.9 - Equipment

The BLSA owns all equipment it purchases; therefore, all such items remain the property of the BLSA. Required league equipment includes: bases, pegs, hammers, measuring tapes, pitcher's block, home plate, catcher's equipment, fielders mask (for pitchers), and helmets.

The home team responsible for setting up the diamond at 6:15pm must also supply the umpire with a new game ball, and one gently used back-up ball for the night (to be used for both games). 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 BLSA property — including the bunker, locks, extra equipment, and tournament supplies — will be stored in the designated storage unit. The Secretary will maintain an up-to-date inventory list.

Any equipment purchased by an individual team remains the property of that team.

4.10 - Keys

Each team will be supplied with one set of keys to access the bunker. Keys must be returned to the Secretary by October 31st.

If keys are lost, the team is responsible for the replacement cost of $300 per key.

The Secretary and the Vice President will maintain a record of all issued keys.

4.11 – Amendments

Amendments to the BLSA Constitution or Rulebook may be proposed by any Team Captain or Executive member. All proposed amendments must be submitted in writing and presented at a scheduled Captains' meeting or at the Annual General Meeting (AGM).

BLSA EXECUTIVE ROLES AND RESPONSIBILITIES

5.1 - PRESIDENT

Responsibilities

- Book all meetings and notify all Team Captains.
- Schedule the Spring Captains' Meeting (March/April), Mid-Season Meeting if required (July), and the end-of-season AGM (November, open to all players).
- Coordinate meeting agendas with the Secretary and ensure all Captains receive notice.
- Schedule regular Executive meetings for organizational purposes.
- Chair and facilitate all meetings.
- Attend, or ensure Executive attendance at, all City of Ottawa stakeholder meetings.
- Update the league's official address from the outgoing President to the incoming President after the season (December/January).
- Recruit Executive members as required.
- Supports and consults with the Vice President on field bookings as required.
- Cancel fields as required.
- Review budgets with the Treasurer and provide approval.
- Coordinate fundraising efforts with the Fundraising Coordinator & Treasurer.
- Maintain and update all rule changes and provide updated copies to the Secretary.
- Maintain and update the Roles and Responsibilities document and provide updated copies to the Secretary.
- Update and distribute registration information to all Captains, including deadlines and fees.
- Coordinate the league schedule and distribute it to Captains (April).
- Resolve disputes arising from game scores submitted to the website.
- Ensure the schedule, rules, and sponsorship letter are provided to the Webmaster.
- Coordinate umpires by sending league and tournament schedules to the umpire association (April).
- Book rainout games with the City of Ottawa and umpires; notify all Captains.
- Contact the City regarding field grading when necessary.
- Maintain strong communication with all Captains via email.
- Mitigate and resolve issues or conflicts involving Captains or Executive members.
- Monitor insurance and incident reports.
- Recruit new teams or members as required.
- Oversee and approve promotional materials.

Tournament

- Participate in Executive responsibilities during the tournament, including daily setup, daily cleanup, and scoring of final games.

Banquet

- Participate on the Banquet Committee and assist with activities and presentations on the day of the banquet.
- Serve as MC for the event.
- Perform other duties as required.

5.2 - VICE PRESIDENT

Responsibilities

- Attend all executive meetings.
- Maintain and monitor the inventory of BLSA equipment and supplies stored in the bunker in collaboration with the Secretary.
- Identify damaged or outdated equipment, dispose of unusable items, and determine replacement needs in collaboration with the Secretary.
- Provide equipment purchase requirements to the Treasurer and coordinate the purchase of approved items, including balls, helmets, catcher's gear, and first aid supplies.
- Purchase game and playoff balls as required for the season, as well as additional balls for

tournaments based on the number of teams and games.
- Complete an end-of-season equipment inventory and provide recommendations and requirements to the incoming Vice President.

Tournament
- Assist with tournament operations, including daily setup, cleanup, and scoring of final games (as required or needed).

Banquet
- Assemble a banquet committee (typically 1 person per team).
- Chair the Banquet Committee and oversee banquet planning and execution.
- Establish banquet ticket pricing with the Treasurer and coordinate ticket sales (engage team captains as required).
- Develop and monitor the banquet budget in consultation with the Treasurer and Executive.
- Schedule and lead banquet planning meetings as required.
- Book the banquet venue and any music or entertainment, arranging deposits through the Treasurer when necessary.
- Coordinate food, beverages, decorations, audiovisual presentations, etc.
- Confirm attendance numbers and event details with the Treasurer and venue.
- Arrange for award plaques to be collected, engraved, and returned for presentation.
- Organize voting for Team MVP's, Lotan Cup, or other awards and any prizes.
- Coordinate recognition of member service milestones.
- Organize fundraising activities with the Fundraising Coordinator, including the 50/50 draw, grand prize draw, and other prize donations.
- Ensure each team contributes a door prize ($50.00 minimum) as required.
- Purchase grand prizes and additional prizes within the approved budget in collaboration with the Treasurer.
- Work with the President to communicate banquet dates, deadlines, and requirements to team captains.
- Oversee banquet setup, decorations, activities, presentations, and end-of-event cleanup.

5.3 - TREASURER

Responsibilities
- Meeting Attendance & Reporting: Attend all meetings and present detailed financial statements (as required).
- Annual Forecasting: Develop the yearly budget (Jan–Mar) for approval by the Executive Committee.
- Banking & Reconciliations: Manage the league bank account, including all deposits, withdrawals, account balancing, and the tracking of registration and fundraising revenues.
- Digital Record-Keeping: Save all financial documents, bank reconciliations, and receipts to the shared Google Drive or in the Treasurer E-mail for executive access, updating it at minimum monthly from May to September.
- Accounts Payable: Disburse funds for league expenses, including but not limited to diamond costs, equipment purchases, insurance renewals, and umpire fees.
- Onboarding & Governance: Update bank signing authorities each December to transition to incoming executive members.

Tournament
- Executive Support: Assist with tournament operations, including daily setup, cleanup, and game scoring.
- Cash Management: Oversee tournament cash flows by managing cash floats, collecting event revenue throughout the day, and securing nightly deposits.
- Committee Coordination: Distribute tournament funds as directed by the committee and deliver a final income and expense statement.

Banquet

- Ticket Sales: Collaborate with the VP to finalize headcounts and meal selections.
- Fund Disbursement: Administer all payouts required for banquet venue and vendor expenses.
- Event Fundraising: Collect and account for all revenue generated during the banquet, such as 50/50 draws.
- Committee Participation: Serve on the banquet committee.

5.4 - SECRETARY

Responsibilities

- Attend all meetings.
- Record minutes for all meetings.
- Send draft minutes to the Executive after each meeting.
- Once approved, forward minutes to the Webmaster for posting on the website (if available).
- Maintain electronic copies of all league documents in the Google Drive.
- Maintain and update the BLSA Rules in coordination with the President in the Google Drive.
- Maintain an updated contact list, in coordination with the President, Vice President, and Treasurer, for:
    - Fields
    - Fieldhouse
    - Umpires
    - Banquet (information compiled by the VP)
    - Tournament (information compiled by the Past President)
    - Any other important phone numbers or email 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.
- Assist the VP to monitor and maintain inventory of all BLSA property stored in the bunker.
- Distribute bunker keys to Team Captains and Executive at the start of each season, and collect again at year-end (no later than Oct 31st).

Tournament:

- Participate in Executive responsibilities during the tournament, including daily setup, daily cleanup, and scoring of final games.
- Assist the Tournament Coordinator with organizing rules and required paperwork.

Banquet:

- Participate on the Banquet Committee and assist with activities and presentations on the day of the banquet.
- Perform other duties as required.

5.5 - PAST PRESIDENT

Responsibilities

- Work with the incoming President to ensure they are familiar with all league operations for the new season.
- Assist the new President with organization and activities as required.
- Transfer all necessary information, books, emails, and outstanding issues to the new President.
- May assist the Vice President and President with field bookings when needed.

Tournament

(Past President acts as Tournament Coordinator)

- Oversee all tournament organization and operations.
- Create the tournament schedule.
- Arrange for food to be available throughout Saturday and Sunday.

- Coordinate beer tent and scorekeeping shifts.
- Book fields for the tournament.
- Book the fieldhouse (kitchen and washrooms).
- Book umpires.
- Apply for the liquor license (June).
- Email Captains to recruit one volunteer per team for the Tournament Committee.
- Organize the list of tasks for teams to choose from.
- Hold a Tournament Committee meeting (July) to assign tasks and ensure the Secretary receives a copy.
- Maintain a list of team representatives, phone numbers, emails, and assigned duties; ensure the Secretary receives a copy.
- Follow up with committee members in August/September on task progress.
- Review tournament rules with the Executive and/or Captains as required.
- Be available all weekend to mitigate and resolve issues.
- Oversee committee tasks throughout the weekend.
- Oversee beer tent operations and sales and ensure beer tent funds are delivered to the Treasurer..
- Coordinate setup and cleanup crews for the weekend and assist as needed.
- Ensure the fieldhouse is cleaned at the end of the weekend (if applicable).
- Coordinate payments for committee members with the Treasurer.
- Arrange for MVP prizes.
- Set the price list and cost of items sold at the beer tent.
- Ensure all signage is completed.
- Oversee garbage and recycling.
- Ensure teams assigned to alcohol/food/snack purchasing keep accurate records for next year.
- Monitor washrooms.
- Arrange for a scoreboard/game schedule updates.
- Prepare team packages (score sheets, quiz, welcome letter, maps, schedules, etc.).
- Set up a skills competition if time permits.
- Distribute MVP prizes.
- Distribute and organize additional prizes.
- Arrange pickup and delivery of all equipment to the tournament.
- Ensure essential supplies are brought (rakes, pens, pencils, paper, tape, packing tape, staple gun, clipboards, etc.).
- Organize music if desired.
- Ensure balls were ordered.
- Arrange dollies for transporting items between the field and fieldhouse.
- Perform other duties as required.

Recommendations to the Tournament Coordinator

- Create daily setup and cleanup tasks.
- Schedule beer tent duties to continue past Sunday finals.
- Manage beer and liquor purchasing to avoid shortages; consider purchasing a new beer tent if budget allows (with Treasurer and President).
- Keep extra pencils and score sheets at the beer tent.
- Organize volunteers as required.

Banquet

- Participate on the Banquet Committee and assist with activities and presentations on the day of the banquet.
- Perform other duties as required.

5.6 - WEBMASTER

Responsibilities

- Attend general meetings (three per year).
- Attend Executive meetings when requested.
- Maintain the website and ensure all information is accurate and updated in a timely manner.

- Update the website prior to the season starting (Dec/Jan).
- Update website content as provided by the Executive and as required.
- Upload the registration form.
- Upload agendas and minutes from all meetings.
- Upload rules and regulations for both the regular season and tournament.
- Update contact information annually.
- Upload banquet and tournament information.
- Upload league news and announcements.
- Update links as required.
- Upload photos.
- Upload league schedules.
- Coordinate email addresses for all Executive members through the website.
- Forward any issues or concerns submitted through the website to the Executive.
- Serve as the point of contact for the internet hosting/domain provider.
- Monitor and update all team scores.
- Coordinate with the President to ensure rainout and rescheduled games are reflected accurately.

5.7 - FUNDRAISING (NEW)

Responsibilities

- Plan and coordinate fundraising events (e.g., raffles, tournaments, sponsorship drives, social nights).
- Build relationships with local businesses and community partners to secure sponsorships and donations.
- Work with the Executive to set annual fundraising goals and track progress throughout the season.
- Promote fundraising activities through league communication channels and at league events.
- Ensure transparency and accurate reporting to the Treasurer for all fundraising income and expenses.
- Collaborate with the Tournament and Banquet Committees to coordinate fundraising efforts and provide event support.
- Work with other committee members to align fundraising initiatives with league needs (e.g., uniforms, field upgrades, awards).
- Set up and manage all required lottery licensing, ensuring compliance with local and provincial regulations.
- Oversee the administration, reporting, and tracking of all licensed fundraising activities (e.g., 50/50 draws, raffles).
- Contact additional sponsors as required for Tournament, Banquet, and Season