



# Blackburn Ladies Softball League

## By-Laws

The Blackburn Ladies Softball League is a recreational softball league open to all women, 18 years of age and older. Any woman committed to being an active team member and having fun is welcome.

These by-laws define the roles and responsibilities for league administration and the general rules governing play. All league members are encouraged to offer their suggestions for clarification or improvement to an Executive Committee member or Team Representative.

The league is managed by an Executive Committee who is elected at the end of season banquet each year. There is at least one Executive member on each team to ensure all teams have representation on the Committee.

The **Executive Committee** is jointly responsible for ensuring the smooth running of the league. Their main function is to create a positive environment so that players can focus on developing new skills and enjoy the game.

Together, the **Executive** is responsible for:

- Creating balanced teams at the beginning of the season.
- Setting the regular season and playoff schedules.
- Managing any required changes in a way that is fair for the teams and creates minimal disruption for the league.
- Establishing registration fees at the beginning of each season.
- Approving the annual budget estimates.
- Encouraging input from league members on the running of the league and responding to any concerns or suggestions in a timely manner.
- Resolving any disciplinary matters.

### **Voting Executives:**

The **President** is specifically responsible for:

- Overseeing the general operation of the league.
- Booking diamonds.
- Booking the umpires and acting as the liaison between the umpires and the league.
- Maintaining records of operation of the league for the entire year.
- Calling and chairing all Executive meetings.
- Calling rain out games and advising the umpires and scheduler so they can be rescheduled.
- Obtaining required permits and liability insurance.

The **Vice-President** is specifically responsible for:

- Organizing registration and player evaluations.
- Overseeing player ratings and team making process.
- Assisting the President in her duties.

- Being part of the discipline committee, when needed.
- Helping to find spares of equal caliber if needed.

The **Secretary** is specifically responsible for:

- Keeping records of all meetings.
- Drafting newsletters, questionnaires, and any additional documents.
- Assisting with document distribution and collection.
- Creating team binders.
- Assisting in organizing opening night.

The **Treasurer** is specifically responsible for:

- Presenting a budget plan for approval by the Executive.
- Managing all income and expenses according to the budget plan.
- Providing a year-end summary of all finances after the Annual General Meeting.
- Keeping all financial records.
- Monitoring rights to the BLSL web domain name(s)/address(es)

The **Event Planner** is specifically responsible for:

- Organizing opening night.
- Organizing the year end banquet and Annual General Meeting.
- Organizing any social events throughout the season.

The **Equipment Manager** is specifically responsible for:

- Ensuring each team is equally equipped at the beginning of the season within budget constraints.
- Ensuring there are enough jerseys of the appropriate sizes to supply each team.
- Ensuring the first aid kit in the equipment box is well stocked at all times.
- Attending to repairs of existing equipment throughout the season.
- Organizing the collection of jerseys at year end.
- Arranging for storage of the equipment during the off season.

### **Non-Voting Executives:**

The **Webmaster** is specifically responsible for:

- Assisting with the game schedule for approval by the Executive.
- Keeping a record of all the scores for each game and the current standings.
- Tracking the rain-out games and booking the rescheduled games into the slots available.
- Updating the league website as needed.

The **Tournament Coordinator** is specifically responsible for:

- Organizing all aspects of the annual tournament including player registration, team selection, diamond booking, umpire booking, etc.
- Coordinating the tournament committee and delegating tasks as needed.
- Working with Fundraising Coordinator to recruit volunteers and a schedule of tasks/duties to help with tournament activities.

The **Fundraising Coordinator** is specifically responsible for:

- Coordinating events to fundraise for the league. This is done in partnership with the Event Planner to ensure that any social activities include opportunities to fundraise.
- Coordinating volunteers for fundraising events.
- Support Tournament Coordinator in various aspects
- Coordination of obtaining sponsors for the league.

The **Public Relations Coordinator (new from AGM 2023)** is specifically responsible for:

- Promoting the league internally to members and to the public at large
- Seek and obtain advertisement opportunities
- Seek information on potential partnerships for social events, fundraising, tournament, league promotion, in coordination with the Treasurer, Social, Fundraising and Tournament Coordinators
- Manage the BLSL social media accounts

The Executive is supported by **Team Representatives** in the running of the league. Each team appoints a representative, other than their Executive member, on the opening night of the season.

**Team Representatives** are responsible for:

- Acting as a liaison between the Executive and their team members.
- Ensuring all team members receive necessary information (schedules, rules, etc.)
- Ensuring each player signs a waiver and a Respect my Game and Fair Play commitment prior to playing.
- Ensuring their team has enough players to play each game, updating Vice-President on spare needs, and ensuring communication so players are on time.
- Ensuring their team attends to its responsibilities whether the home or visiting team.
- Encouraging the team to help set up or take down the field when required.

### **Registration**

- All players must be at least 18 years of age as of May 1st of the current year.
- Proof of age is not required, unless the age of the player is in question.
- All applications for registration are accepted on a first come, first serve basis, on receipt of payment.
- All players should be registered by March 1st, but may be accepted after that date.
- Registration fees are non-refundable after the start of the season.

### **Officials**

- All officials will be from the Eastern Ontario Umpire Association.
- The umpires will be advised of all league exceptions before standing behind the plate.
- The umpires will apply their best judgement in the application of the rules.
- A team who wishes to protest an infraction of the playing rules must notify the umpire and the opposition.
- An official's ruling is final.
- Any player who wishes to protest the judgement of an official can raise their concern with the Executive, via their Team Representative or Executive member.
- The umpires will be responsible for ensuring that all bats used are approved by Softball Canada.

### **Tournaments**

- The Blackburn Ladies Softball League endeavors to sponsor its own tournament each year to encourage players from different teams to mix with one another.
- The Blackburn Ladies Softball League does not enter teams into any outside tournaments.
- Players who wish to organize external tournaments are free to do so on their own, but cannot use the League name.

- League members who participate in any external tournaments are solely responsible for any fees or liabilities that may arise as a result of their participation.

### **Discipline**

- As per the Respect My Game and Fair Play Commitment signed by all players, any cases of bullying or harassment by players towards other players or towards umpires WILL NOT BE TOLERATED.
- The ejection of a player from a game by an umpire will be considered a disciplinary matter.
- A Team Representative can protest the behavior or commitment of a player on behalf of their team as a disciplinary matter. Such complaints are to be addressed to the Vice-President.
- All disciplinary matters will be reviewed by a committee consisting of the voting Executives.
- This committee will meet within one (1) week of the receipt of the complaint to discuss and decide on an appropriate remedial action.
- If the discipline committee cannot agree on a resolution, or if the expulsion of the player is recommended, the matter will be taken to the full Executive for review. The Team Representatives involved will also participate in this meeting.
- If consensus on an approach cannot be reached, the matter will be put to a vote by the Executive Committee. A two-thirds majority will be required. The President shall preside over this meeting.

### **Playing Rules**

- Softball Canada rules shall be followed except as noted in the League's Rules and Regulations.

### **Attendance Rules**

- Smoking of any kind (cigarettes, vaping, or cannabis) is NOT permitted on the benches or the bleachers.
- Players are not to drink alcohol while playing.
- As per the Respect My Game and Fair Play Commitment, all players are responsible for the behavior of any of their guests.

Last updated Feb 2026