

Past Presidents of Calgary Minor Softball Association

1970 – 1971	Jake Pohl
1972 – 1973*	Doug Dippel
1974 – 1975	Alice Thomas
1976	Dave Anderson
1977	Randolph Headley
1978 – 1981	Ed Corbett
1982 – 1984	Dale Hertlein
1985 – 1986	Penny Dutchak
1987	Bill Peters
1988 – 1992	Paul A. Wagner
1993 – 1994	Brian Galipeau
1995 - 1996	Evelyn Clapson
1996 – 1998	Shelley Bali
1999 – 2003	Darrel Kesslering
2004 - 2007	Maria Dougherty
2007 – Present	Murray Slezak

* *CMSA registered in 1973**

CALGARY MINOR SOFTBALL ASSOCIATION

Over 40 Years

HOME OF MINOR SOFTBALL IN CALGARY

OFFICIAL 2009 HANDBOOK



BYLAWS & OPERATING RULES

April 2009

Play by rules, Govern by Ethics

Affiliated with

CANADIAN AMATEUR SOFTBALL ASSOCIATION (Softball Canada)
ALBERTA AMATEUR SOFTBALL ASSOCIATION (Softball Alberta)
CALGARY & DISTRICT AMATEUR SOFTBALL ASSOCIATION (Softball Calgary)

Updates may occur and will be reflected on the website – in the event of a discrepancy the web version will be considered most current

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Annual Calgary Minor Softball Association Information

#126, 1711 - 10th Avenue S.W., Calgary, Alberta T3C 0K1

Tel (403) 245-3008 Fax (403) 229-3799

E-mail: Fastpitch@calgaryminorsoftball.com

1) Fees

1.1 Basic team registration fee	\$390.00 per team \$250.00 Mites
1.2 Umpire Fee Bantam/Midget/Peewee Boys	\$370.00 per team
1.3 Individual member fee	\$15.00
1.4 Affiliated teams	\$125.00 per team
1.5 Affiliated minor teams in CWFA	\$60.00 per team
1.6 Young Men Fastball League	\$150.00 per player
1.7 Late Team Registration Fee	\$75.00/per team

2) Age Categories

Coach Pitch	-players born in 2001, 2002, 2003	Determined by District
Mite	- players born in 1999 & 2000	Games: Tue/Thu
Squirt	- players born in 1997 & 1998	Games: Mon/Wed
Peewee	- players born in 1995 & 1996	Games: Tue/Thu
Bantam	- players born in 1993 & 1994	Games: Mon/Wed
Midget	- players born in 1990, 1991, 1992	Games: Tue/Thu
GRADS	-18 as of January 1 of the current year	Games: Mon/Wed

3) Team Registration Date

Saturday 9:00 am to Noon, CMSA Office **March 28, 2009**

4) Player Registration Week

Saturday 9:00 am to 3:00 pm weekdays **April 13 – 18, 2009**
Saturday 9:00 am – 12 noon

5) Provincial Team Entry

Provincial Play down Fee **June 1, 2009**
\$100.00 per team

6) Provincial Team roster (to CMSA & Softball Alberta deadline date) **June 15, 2009**

7) CMSA Annual General Meeting

When: Thursday March 19, 2009
Location: Crossroads Community Association
Time: Registration: 6:30 p.m. Meeting Start 7:00 pm

2009 CMSA GUIDE FOR REGISTRATION & PLAYING DATES

1.	Team Roster Registration	Saturday, March 28, 2009 9:00 a.m. to 12:00 Noon *Late registration fee in effect	CMSA Office #126, 1711 – 10 th Ave S.W.
2.	Opening Round Play	April 24, 25 & 26, 2009	Diamonds TBA
3.	Opening Ceremonies	Saturday, April 25, 2009	Place TBA
4.	Player Roster Registration	Monday, April 13 thru Friday, April 17 from 9:00 – 3:00 daily Saturday, April 18, 2009 from 9:00 – 12:00 noon	CMSA Office 1711 – 10 th Ave SW Completed Player Rosters with minimum 10 players (except mites minimum 7 players), & CMSA registration numbers or proof of age (Birth Certificate, etc.). NO INCOMPLETE FORMS WILL BE ACCEPTED!
5.	Regular Season Play	Monday, May 4, 2009	As per team schedules.
6.	Provincial Team Roster Deadline due to CMSA & Softball Alberta	Monday, June 1, 2009	Softball Alberta Office #132, 1711 – 10 th Ave S.W.
8.	CMSA City Championships & Playoff Dates	Mites, Squirts, Peewee Bantam & Midget	Begins June 15, 2009 Teams will have weekend play June 19, 2009

CMSA SEASON BOARD MEETINGS

January 13, 2009
 February 10, 2009
 March 10, 2009
Spring AGM – **March 19, 2009**
 April 7, 2009
 June 7, 2009
 July 14, 2009
 September 8, 2009
 October 6, 2009
 November 10, 2009
 December 8, 2009

All Meetings are held at the CMSA Boardroom @6:30 pm



CALGARY MINOR SOFTBALL EXECUTIVE & GOVERNORS

EXECUTIVE:

2009 Season

President	Murray Slezak
Vice President	Kyle Ostermann
Treasurer	Danielle Smith
Secretary	Shelly Rudd
Registrar	Frank Worthington
League Director	Kathy Ervin
Commissioner	John Gheran
Umpire In Chief	Tim Hubert
CMSUA President	Keith Davies

BOARD OF GOVERNOR'S:

2009 Season

Mite Category Chair	Sharlene Jerome Smith
Squirt Category Chair	Wendy Wilson
Peewee Category Chair	Lanky Johnson
Bantam Category Chair	Gerard Leclerc
Midget Category Chair	Mindy Bennett
Minor Delegate	Tim Hubert
Governor	John Keith
Governor	Lyle Lewis
Governor	Tom Houghton
Governor	Bob Lee
Governor	Wendy Wilson
Governor	Roxane McGonigal

EXECUTIVE DIRECTOR

Kathy Worthington
245-3008 229-3799 (Fax)
126, 1711 – 10th Avenue S.W
Calgary, AB T3C 0K1



CALGARY MINOR SOFTBALL UMPIRES ASSOCIATION EXECUTIVE

EXECUTIVE:

2009 Season

President	Keith Davies
Past President	Mike Clancy
1 st Vice President	John Gheran
2 nd Vice President	Jim Portman
Secretary	Harley Sanderow
Treasurer	Bill Scollard
Midget Coordinator	David Meers
Bantam Coordinator	Ian Clarke
Pee Wee Coordinator	Geoff Larsen
Squirt Coordinator; Recruitment & Retention	Kurt Powell
Mite Coordinator; Equipment	Kathy Ervin
Director – Special Projects	Derek Lane
Director – Recruitment & Retention	Kurt Powell
Director – CMSA UIC	Tim Hubert



The Coaching Code of Ethics

(Developed and Endorsed by the Coaching Association of Canada and the Canadian Association of National Coaches)

Integrity

The coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.

Competence

The coach must strive to be well prepared and current in order that all duties in the respective discipline are fulfilled with competence.

Athlete's Interest

The coach must act in the best interest of the athlete's development as a whole person.

Respect for the Rules

The coach must accept both the letter and the spirit of the rules that define and govern sport.

Respect for Officials

The coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

Responsibility to Other Coaches

The coach's conduct toward other coaches must be characterized by courtesy, good faith, and respect.

Personal Conduct

The coach must maintain the highest standards of personal conduct and support the principles of fair play.



Hints for Coaches

1. The coach who controls his team helps the umpire to control the game.
2. The team is as good as its coach; the game is as good as its umpire. Both actually work towards the success of the game. Therefore, both should work as a team.
3. A good team can look better with good umpiring. Therefore, co-operation toward better umpiring helps the good team.
4. The umpire and coach are both striving toward success through excellent achievement. The coach teaches his players to play well. The umpire encourages them to play well through good umpiring.
5. The umpire can do a better job when he is not badgered or intimidated. The coach can do a better job when he is not provoked or needed. Both should work toward preventing this.
6. Spectators should be controlled and influenced by coaches as well as by umpires. Both can do a better job this way. Spectators who razz the umpire who errs will also razz the coach who makes a mistake.
7. Coaches and umpires who back up each other need not back off from spectators or players.
8. Coaching is a public interest; so is umpiring. Both work for the welfare of the players.
9. Players look good when the coach and umpire look good. Bizarre incidents and arguments take attention and credit away from the players.
10. The coach who wants an umpire to favor his team and the umpire who does so are both guilty of premeditated cheating.
11. Good umpiring complements good coaching. Both know and interpret rules and techniques similarly.
12. The coach's job is to teach; the umpire's to arbitrate. Neither should encroach on each other's duties.
13. A coach who tries to secure home team favors from an umpire should keep in mind that he will be the visiting team 50% of the time.

14. The coach and umpire are worthy of the utmost in respect. However, they must earn this respect through their actions.
15. The coach wants his team to win because he thinks it is the best; the umpire hopes the best team will win.
16. The coach and umpire who live by the rules are apt to live right on the field.
17. To get others to do what you want them to do you must see things through their eyes. Try to win an agreement, not an argument.
18. The coach and umpire set the example, players follow it.
19. Dignified coaches and umpires do not resort to childish regressions and behavior. Their efforts are absorbed in helping children become adults.
20. Coaches and umpires do not individually win or lose games. Team effort does.
21. The coach who frequently stops the game to teach fundamentals has a team as poorly prepared as the umpire who tries to learn the rules during the game.
22. The coach or team that depends upon the breaks will lose. Breaks are mystical occurrences that cannot be predetermined through a crystal ball.
23. The coach who creates better working conditions for umpires attracts better umpires.
24. The umpire is a judge who prevents persecution; he should not be the object of it.
25. An alibi is like a crutch. It is only for the lame and the weak.
26. Think big and your results will be big.

This article taken from the magazine "Balls and Strikes": American Softball Association.



Operating Rules of Calgary Minor Softball Association

The Operating Rules of Calgary Minor Softball are for the operation of the District teams playing in the scheduled leagues of CMSA.

1.0 DEFINITIONS

1.1 Mission Statement

We promote lifelong sportsmanship, skills, fun and fair-play to all youths by providing and governing all levels of community based Fastpitch Softball programs for Calgary and region.

1.2 Principle Statement:

Play by Rules, Govern by Ethics

The *Calgary Minor Softball Association* (CMSA) Executive, Board of Governors and Committee Executive are dedicated to providing a fun, safe and abuse free sporting experience to all minor aged players in our city wide league. They also extend this commitment to all coaches, team representatives, league chairmen, program coordinators, umpires, umpire assignors and office staff. Unacceptable Behavior towards any CMSA member who is trying to fulfill their duties or any player on or off the playing field will not be tolerated.

1.3 Fair play Statement

CMSA considers fair play to be the opportunity for athletes and coaches to have equal opportunities in the game of softball. This principle applies to playing time, offensive position and defensive position throughout the season.

1.4 Definitions and Terms

Community Association

Member Association or Sports Association that is assigned to a district.

CMSA (ASSOCIATION)

Is the Calgary Minor Softball Association, and is referred to as either CMSA or the Association.

Affiliated Organization

An organization that operates under the bylaws of CMSA that provides a specific program or service that benefits CMSA and the sport of softball. Affiliated organizations are:

- Calgary Minor Softball Umpires Association (**CMSUA**)
- Girls Recreational Adult Divisional Softball (**GRADS**)

Calgary Girls All-star Program

An organization that operates independent of CMSA providing the opportunity for Provincial A softball for girls at Bantam and Pee wee Level, and for Provincial A and B at the Midget Level.

Category

Is an age grouping of the Association for the purpose of playing softball. There are six categories: Mite, Squirt, Pee Wee, Bantam, Midget, GRADS & Peewee & Bantam (). Each category may have divisions (tiers).

Division

Is the rating or level of teams in each category. There may be up to three divisions (tier) in each category: Division 1 (top teams in the city), Division 2 (average/intermediate teams), and Division 3 (beginner/recreational teams)

Board

Means the board of Governors of the Calgary Minor Softball Association, elected by the members.

Executive

Means the Executive Committee of the Calgary Minor Softball Association.

Governors

Means any person elected or appointed to the Board. This includes the President and the immediate Past President

Members

A member is any person who is:

- the parent or guardian of a currently registered Calgary Minor Softball player. Only one parent or guardian may represent a family of players.
- a coach of a registered Calgary Minor Softball team
- Calgary Minor Softball Board member

The annual term of membership is for twelve (12) months beginning May 1.

Any person wishing to withdraw from the membership may do so upon written notice to the Secretary. Any member may be expelled from the Association for any reason the Association deems reasonable but only upon a two-thirds majority vote by members at a Special Meeting. The rights and obligations of the members shall be to adhere to the by-laws.

Player Release

A release permits a player who resides in one district to be on a roster of a team in a different district.

Unacceptable Behavior

An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing any coach, player, certified or volunteer umpire, league volunteer, office staff or spectator

It is the responsibility of any District Representative, parent, coach, player or official to report any incident of abuse or harassment to the CMSA Appeals, Suspension & Discipline committee. This is to be the start and implementation of the Disciplinary Policy. It is not the responsibility of any parent, coach, player or official to take matters into their own hands. Once the incident has been reported to the CMSA office (Disciplinary committee) within 24 hours the policy process will then begin.

2.0 Fees

- The team registration fees will be set by the Executive at least thirty (30) days prior to the team registration date. These fees will be set with regard to the monies required for the annual operation of the CMSA
- Upon payment of team registration fees, the team if applicable becomes members of Calgary Minor Softball Association as defined by Bylaw 4.0 & 4.1.
- Player and coach insurance is included in the team registration fee.
- Associations, groups or individuals not meeting the above guidelines may become members as defined in Bylaw 4.0 & 4.1 upon approval of the CMSA Executive and payment of the **Individual fee**. The individual fee will be set in accordance with the team registration fee schedule.
- In all cases, payment of any fees must be made payable to Calgary Minor Softball Association.

3.0 Rotational Election of Officers

The Fall Annual General Meeting will elect the Officers of Calgary Minor Softball Association:

- the Vice-President, Secretary and Registrar for two year terms in even numbered years.
- the President and Treasurer for two year terms in odd numbered years.
- Other Governors are elected for a 2 year term, and appointed to appropriate role.

All officers will serve until their successors are elected.

In the event of a position becoming vacant, the Board may appoint a Board member to that position.

4.0 League Officials - Duties and Responsibilities

4.1 CMSA Executive Committee Responsibilities

These are the duties and responsibilities for the League Officials that are responsible for the operation of the Softball programs. See CMSA Constitution and Bylaws, Article 7, Duties and Responsibilities for the roles of the Executive committee.

4.2 Commissioner

- There shall be at least one member of the Board appointed annually by the Executive to serve as Commissioner of the CMSA leagues
- The Commissioner appointment shall be within ninety (90) days of the Annual Meeting. The term of appointment shall be for a minimum of one (1) year.
- The Commissioner shall be responsible to the Association that the CMSA Playing Rules are followed in the leagues and divisions.
- The Commissioner shall have the power to issue a suspension to any member, player, coach, or member of the leagues or divisions, in accordance with the suspension rules.
- The Commissioner may appoint an Assistant Commissioner to act for the Commissioner.

4.3 League Director & Assistant League Director

- There shall be at least one member of the Board appointed annually by the Executive to serve as League Director of the CMSA leagues.
- The League Director appointments shall be within ninety (90) days of the Annual Meeting. The term of appointment shall be for a minimum of two (2) years, consisting of overlapping terms.

- The League Director shall be responsible to the Association by assisting the Category Chairperson in the organization of the leagues and divisions.
- The League Director shall be standing member(s) of each Category Committee.

4.4 Umpire-in-Chief

- If deemed necessary, the Board may appoint an individual to the Board of Governors to serve as the Umpire-in-Chief.
- If appointed, the Umpire-in-Chief shall be appointed at least thirty (30) days prior to the team registration date. Term of the appointment shall be for the duration of the current season until the Annual Meeting.
- The Umpire-in-Chief shall act as a consultant to the Commissioner on the interpretation of playing rules, serve as liaison to the Calgary Softball Umpires Association (CSUA) and other roles as deemed necessary by the Executive.

4.5 Category Chairperson

- The Executive shall appoint annually (1) person to each category to serve as Category Chairperson for the following divisions: Midget Girls, Bantam Girls, Pee Wee Girls, Pee Wee Boys, Squirt Girls, Squirt Boys, Mite Girls, Mite Boys.
- The Category Chairperson shall be appointed within ninety (90) days of the Annual meeting.
- Term of appointment shall be for a minimum of one (1) year.
- The Category Chairperson shall be the Chairperson of the respective Category Committee. The Category Chairperson shall be responsible to the Association for the organization of teams into equally balanced tiers and divisions.
- The Category Chairperson may select for appointment through the Board, Division Coordinators and Chair people to assist with the organization of the categories.
- The Category Chairperson is a member of the League Committee

5.0. FINANCE

- An interim financial statement shall be prepared for presentation along with the audited financial statement to the membership at the Annual General Meeting.
- The interim financial statement is to include the period from the fiscal year end (December 31st) to the Annual General Meeting.
- Any expenditures exceeding \$250.00, must receive approval by the Executive Committee unless prior approval was granted via acceptance of a budget.
- Operating accounts may be established for any committee or Affiliated Organization after acceptance of the committee or Organizations budget. Signing authority on the committee accounts shall be limited to the Executive Directors of the Committees (normally to be Chairman or President, Treasurer, Secretary of the Affiliated Organizations). Dual signature accounts will be required for all Association, Committee and Affiliated Organization accounts.
- Any cheque made out to an individual may NOT be signed by that individual.
- Bank Statements will be reconciled by a member of the finance committee other than the treasurer.

6.0 HONORARIA

Honoraria not exceeding \$600.00 in total may be awarded annually, subject to review by the Board of Governors.

7.0 AMENDMENTS TO OPERATING RULES

The Operating Rules of CMSA can be changed only at the Annual or General meetings as recommended by the Board of Governors.



8.0 PLAYER ELIGIBILITY, RELEASES & TRANSFERS

8.1 Players will be separated into age groups as set out by the AASA rule book. It is the coach's responsibility to ensure the correct ages of their players are on their registration form.

8.2 Ages will be verified by CMSA a copy of one of the following documents:

- Birth Certificate, Alberta Health Care Card (photocopy) or a letter duly signed by a Notary Public or Commissioner of Oaths or;
- Calgary Minor Softball registration number or;
- Passport or Baptismal certificate, Drivers License, or Alberta Health Care Card.

Effect: Penalty for playing over-age players is forfeiture of game(s) and the possible suspension of coach for the balance of the season.

8.3 Players will play for that CMSA recognized District in which they have permanent residence. If there is no team of their age category within the District boundaries in which they reside, they will be released to play in another recognized District.

8.4 RELEASES:

A player, residing within a Calgary Minor Softball Association (CMSA) recognized district boundary, must initially register with their assigned district program. At time of registration, if a release request is made or anticipated, CMSA recommends the collection of player fees be deferred until a final decision has been made. Releases / Transfers between districts will be submitted to the Commissioner of Calgary Minor Softball Association for acknowledgement.

8.5 Calgary Minor Softball Association shall enforce the player release policy as set out by the Association. **Effect: Failure to comply with this policy will result in Suspension of the coach, team and/or players until all player release requirements have been met.**

8.6 **Procedure:** All requests for releases/transfers must accompany team registration forms on the date set annually by the league. This will ensure that no players are denied releases once the season and teams are underway.

8.7 **Player Release Request Form:** must be completed annually for each player who intends to play out of their designated district. The form must be signed by the requesting district, the releasing district and the Commissioner for Calgary Minor Softball Association.

8.8 **Player Permanent Release Request Form:** must be completed for all players who intend to play out of their designated district on a permanent basis. The form must be signed by the requesting district, the releasing district and the Commissioner for Calgary Minor Softball Association. This is intended to release a player out of district indefinitely, and avoid unnecessary paperwork for players who will be released on an annual basis. Once the transfer is complete the player now is part of the accepting District. If the player returns to their previous District a release will need to be done.

8.9 **Player Transfer Request Form** must be completed for all players who are being transferred from their designated district to another program, usually due to a program being unable to accommodate particular players due to lack of players in a particular category. The Player Transfer is for the current season only

Appeal Process:

If a player release is not granted by the district, the player has the right to appeal the refusal to the Calgary Minor Softball Association Appeals, Suspension and Discipline Committee. The decision of Calgary Minor Softball Association is final.

Documentation:

A copy of all releases will be kept on file with Calgary Minor Softball Association.

- 8.10 Any player registered with CMSA may not register with any other Calgary and District Amateur Softball Association affiliated team in the same year.
- 8.11 A pick up player is allowed a maximum of Four (4) league games in the regular season as an Associated Player with any team. Any subsequent games must be approved by the League Director or designate. A player may not miss their own league games in order to play for another team or league.

A player being picked up must be from an equal or lower category.

NOTE: Teams playing in city Playoffs must do so with only their Registered Players. Exceptions must be approved by League Director or designate.

T-Ball, Learn-To-Play & Coach-Pitch teams must be registered with CMSA prior to using players as 'AP'.



9.0 TEAM PROCEDURES AND REGISTRATION

- 9.1 Team registrations will be accepted from Districts and from non-Zone 3 teams (out of Calgary City Limits). Teams choosing to register outside of a district must appeal to the Standing League Committee through the League Director for acceptance of the roster. Acceptance will be made on a team by team basis, reviewed annually.
- 9.2 Team Rosters will be accepted with a minimum of nine (9) players. Mites will be accepted with a minimum of 7 players.
- 9.3 CMSA shall enforce the player registration deadline as set annually by the Executive. All Player/Team rosters must be accompanied by the required documentation and must be presented to the CMSA office on the yearly assigned registration date fully completed. **Failure to do so will result in the immediate suspension of the team, player or coach.** Suspensions will be lifted immediately upon receipt of required information

Registered Players - All players listed on the Player Registration Form must play a minimum of three games at three (3) innings per game, during league play before they can qualify to play in City Playoffs. Players may be added to rosters at any time during the season.

Release Forms - All Release Forms MUST be attached to the Team Registration Form. Coaches must obtain proper Release & Transfer Forms and return completed form to Calgary Minor Softball office.

- 9.4 T-Ball, Learn To Play & Coach-Pitch only - all CMSA recognized Associations are encouraged to register their T-Ball & Coach-Pitch teams with CMSA;
- T-Ball & Coach-Pitch players must be registered with CMSA prior to playing as Associated Players as per 8.0 Player Eligibility, Rules 9.1 - 3, Registration, do not apply to T-Ball, Learn To Play & Coach-Pitch.

10.0 PLAYING RULES

10.1 Rules

Calgary Minor Softball Association (CMSA) follows the current Canadian Amateur Softball Association (CASA) Rules 1 through 12, except where noted otherwise in the Alberta Amateur Softball Association (AASA) Operating Rules and in the CMSA operating rules.

10.2 Responsibilities to Players – Fair Play

All coaches shall exercise and promote the principles of Fair Play.

Fair Play shall be defined as all coaches taking reasonable measures to ensure players

- receive proportionally equal playing time on the field during the course of the season regardless of skill.
- receive equal access to instruction, support and playing time.
- have the opportunity to play at least half of defensive playing time at an infield position. Exceptions may be considered if there are extreme safety concerns or player development requests.

This shall apply to all games played under CMSA jurisdiction, including seeding round, regular season and city play-off games.

10.3 Mercy Rules

These rules will apply after the completion of 5 or more innings

Category	Runs Ahead
Mites – All divisions	15 or more
Squirts – All divisions	15 or more
Peewee – Div 1	10 or more
Peewee – Div 2 & 3	15 or more
Bantam – All divisions	10 or more
Midget – All divisions	10 or more

10.4 Run Per Inning / Open Inning Rule

Category	Division	Round	Runs / Inning Limit	Open Inning
Mites	All	Seeding	5	None
Mites	All	Regular Season	5	None
Mites	Div 2 & 3	Playoffs	5	None
Mites	Div 1	Playoffs	5	None
Squirts	All	Seeding	5	None
Squirts	Div 2 & 3	Regular Season	5	None
Squirts	Div 1	Regular Season	5	None
Squirts	Div. 1	Playoffs	5	Final Inning
Squirts	Div. 2 & 3	Playoffs	5	None
Pee Wee	All	Seeding	5	None
Pee Wee	Div. 1	Regular Season	5	Final Inning
Pee Wee	Div. 2 & 3	Regular Season	5	Final Inning
Pee Wee	Div. 1	Playoffs	5	Final Inning
Pee Wee	Div. 2 & 3	Playoffs	5	Final Inning
Bantam	All	Seeding	5	None
Bantam	Div. 1	Regular Season	N/A	All Innings
Bantam	Div 2 & 3	Regular Season	5	Final Inning
Bantam	Div. 1	Playoffs	N/A	All Innings
Bantam	Div. 2 & 3	Playoffs	5	Final Inning
Midget	All	Seeding	5	None
Midget	Div 1	Regular Season	N/A	All Innings
Midget	Div 2 & 3	Regular Season	5	Final Inning
Midget	Div 1	Playoffs	N/A	All Innings
Midget	Div 2 & 3	Playoffs	5	Final Inning



10.5 Age categories, baselines, and pitching distances.

	January 1st of Current Year		Pitching Distance		Diamond Layout	
Category	Age	Ball	B	G	Base- Lines	Diagonal
Midget	under 19	12"	46' (14.0m)	40' (12.2m)	60' (18.3 m)	84'10" (25.5 m)
Bantam	under 16	12"	42' (12.8m)	40' (12.2m)	60' (18.3 m)	84'10" (25.5 m)
Pee Wee	under 14	12"	40' (12.2m)	38' (11.6m)	60' (18.3 m)	84'10" (25.5 m)
Squirt	under 12	11"	35' (10.6m)	35'* (10m)	55' (16.7 m)	77'9" (23.7 m)
Mite	under 10	11"	30' (9.1m)	30' (9.1m)	45' (13.7 m)	25ft passed each base

* Per AASA Operating Rules

Note: Teams who are playing up a category will use the pitching distances and baselines of the higher category. Squirt teams that move up to Peewee will be required to use the 12" ball.

10.6 Throwing of Bat

Any batter who throws his/her bat after any swing may be given a warning on his/her first infraction and may automatically be declared OUT on his/her next occurrence. When the batter is called out, the ball becomes a DEAD BALL, and all runners must return to the base they occupied before the infraction. On a batter's THIRD occurrence in the game, the batter will also be removed from the game.

10.7 Dropped Third Strike

This rule will not apply to the Mite and Squirt categories.

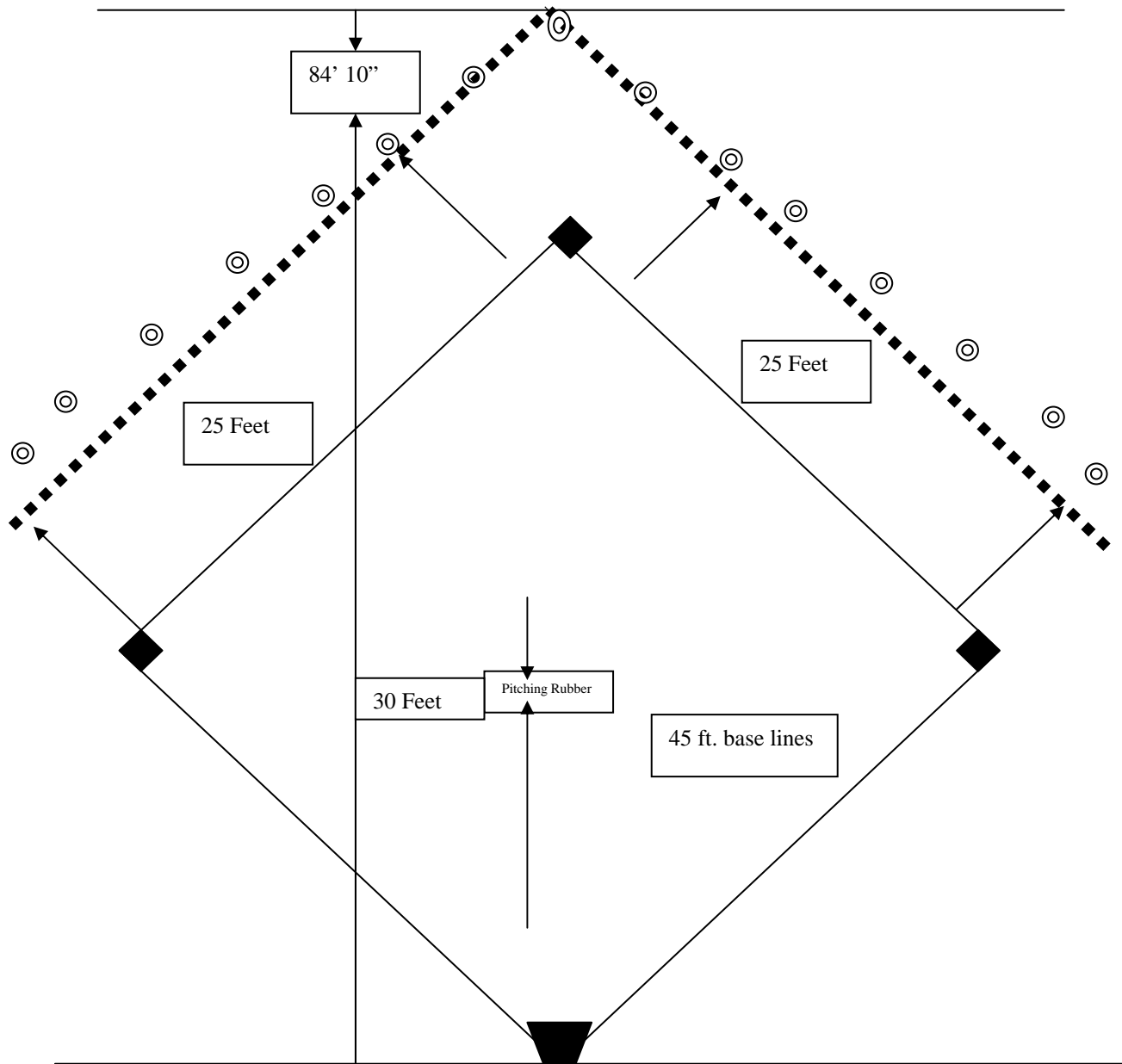
10.8 Charged Conference

The Charged Conference Rule limiting conferences between coaches, manger, or other team representatives and pitchers, batters or runners does not apply to the Mite and Squirt categories

10A MITE PLAYING RULES ONLY

- 10.A1 Responsibilities to Players – Fair Play See rule 10.2
- 10.A2 Mercy Rules See rule 10.3 – mercy rule is in effect
- 10.A3 Run Per Inning / Open Inning Rule See rule 10.4
- 10.A4 Age categories, baselines, and pitching distances. See rule 10.5. The field distance will be twenty five (25) feet behind each base. Pylons to be placed at the Twenty-five (25) foot mark in the field.
- 10.A5 Throwing of Bat See rule 10.6
- 10.A6 Dropped Third Strike See rule 10.7
- 10.A7 Charged Conference See rule 10.8
- 10.A8 See rule 11.0 CMSA Substitution rules (ABC/Universal) in effect
- 10.A9 A maximum of 6 players will be permitted on the playing field
- 10.A11 Maximum number of players allowed on the playing field is six (6)
- 10.A12 Team rosters must have at least seven (7) players to a maximum of 10
- 10.A13 A home run is a ball that touches the ground past the home run line.
- 10.A14 No spectators are permitted in the playing field except those designated as base umpires up to a maximum of two (2).
- 10.A15 Fly ball caught past the home run line is an out
- 10.A16 Base umpires will determine if a ground ball lands past the homerun line





The "Home Run Line" (HRL) will be used for Mites. The HRL eliminates the need for players in the outfield. Teams will operate with only 6 players on the field instead of 9. The positions available to play are Pitcher, Catcher, 1st base, 2nd Base, 3rd Base and Short Stop. Teams can be made up with 7-9 players.

10B NO MORE WALKS!

Example:

Batter # 1 (B1) is at the plate. After the 4th ball, the batter will have a count against him/her. It will either be 4 balls, 0 strikes (4-0), 4-1 or 4-2. The coach, or designated pitcher for the offensive team (B1's coach or selected parent), will pitch to his/her own batter. The number of pitches that the batter will receive from the coach/parent is dependent upon the number of strikes that the pitcher had achieved against that batter prior to throwing the 4th "ball". All batters continue using the same rules.

Count 4-0, coach parent may throw up to 3 pitches.

Count 4-1, coach parent may throw up to 2 pitches.

Count 4-2, coach parent may throw only 1 pitch.

If the batter uses up all of his/her strikes without hitting the ball, he/she is out. There is no opportunity to walk. Every pitch is considered a called strike no matter where the pitch is thrown. The batter does not have to swing to strike out, nor does the pitch have to be in the strike zone.

Pitches (pitch) from the coach or parent are the only opportunity that the batter will get to hit the ball and get on base. The coach/parent will pitch from the pitching rubber (normal distance) and may pitch an underhand toss or windmill pitch.

On the third strike only, if the batter hits a foul ball, he/she will be granted an additional pitch, unless the foul ball is caught! This will be the same as regular rules in regards to a third strike foul ball.

The defensive pitcher will remain on the field to field balls hit into play.

If a ball hit into play by the batter that

- comes in contact with,
- is touched by the parent/coach, whether intentional or accidental
- is interfered with by the coach/parent acting as the pitcher

as determined by the umpire, the play will be called dead & treated like a foul ball.

Summary

1 – No walks - every run will come off of a hit ball

2 – More hits means more defensive plays for the infield

3 – Less pressure on parent umpires in regards to calling balls and strikes

4 – Wider variety of pitchers may be used since players who want to pitch can try without having to worry about walking in 5 runs.

5 – Lower scoring games. There will be an increased number of strikeouts and defensive outs, which should result in less 5 run innings.

6 – Innings will be quicker which should result in more innings played per game.

7 – The home run line will become a major factor and the home run will be an exciting play for all players and fans to look forward to.

10C POINTS SYSTEM FOR MITES

The goal of the points system is to find ways for the young players to get a better understanding of the relationship between their actions in a game and an outcome. Since in the mite level, the final score in a game will quite frequently not be an accurate representation of the performance of the team, it can be challenging to help the girls understand how their actions in the game contributed to the final score.

Therefore, another “score” is added to the game which the kids are able to recognize as having directly contributed.

A sample “point’s sheet” for a game would look as follows:

Action	Points Awarded
Swing at a strike	1
Make contact with a strike (foul ball, etc)	2
Hit a ball into play (even if results in an out)	3
Slide at home plate	1
Make a good throw	1
Catch a ball	1
Catch a ball hit in the air	2
Swing at a ball	1
Make a bad throw	-1
Don’t slide at home	-1
Didn’t swing at a strike	-1

The “point’s sheet” would be modified before each game; this will enable coaches to focus on areas where the kids need work (for example, if they were not swinging the bat, points would be deducted if they didn’t swing at strikes, etc.)

After the game, coaches will go through the point’s total, explaining where points were taken away and where they were awarded. This helped the kids understand how the actions they were taking during the game contributed to a tangible result. After about a couple of weeks using the system, the kids will no longer ask what the score is at the end of the game, but “how many points did we get today!? Did we beat the score from last time?”. In addition, it is a valuable coaching tool, even during the game, as coaches are able to express “Good job, you scored three points for that hit”, etc. The kids will be insistent in saying “you scored me points for that, right, when I hit that ball? Don’t forget!”

A suggestion would be for coaches to have a parent award the points during the game.

11.0 SUBSTITUTION PROCEDURES

11.1 Number of Players

- The required number of players to start or continue a game is eight (8) players. Exception Mites, required number of players to start or continue a game is five (5) players.
- There is no automatic out for the ninth batting position.
- When a team cannot field eight (8) players, the game is forfeited.

11.2 Player Rotation

11.2.1 “ABC” Rotation is the rotation of players into the field such that all players participate in every game. A, B, or C designation is not related to skill level.

- Players must be designated as “A”, “B”, or “C” on the Line-Up Card/Score Sheet
- Players designated “A” play defensively all innings.
- Players designated “B” and “C” alternate defensive innings.
- Designation of “A”, “B”, and “C” must vary from game to game.

No. Of Players at Game	Code “A”	Code “B”	Code “C”
9	9	0	0
10	8	1	1
11	7	2	2
12	6	3	3
13	5	4	4
14	4	5	5
15	3	6	6

11.2.2 Batting order - all players present are listed onto the score sheet and bat in the order listed. Players arriving late are added to the end of the batting order and are designated as “C” players. The addition of a player requires a move of an “A” player to a “B” player.

11.2.3 Player Coding Adjustments – designation of “A”, “B”, or “C” may be changed to allow for substitution in the event of injury, ejection, discipline, pitcher substitution. In the event of player ejection or removal, the player is removed from the batting order and may not re-enter.

Note: No CMSA teams will be permitted to use the Regular Substitution Rule.

Note: ABC is for rotational purposes only; it does not classify the player’s caliber.

11.3 Universal Substitution

Universal Substitution is the rotation of players into the field such that all players participate in every game.

11.3.1 Defensive rotation is defined such that no player shall sit more than one inning, until all players have had an inning on the bench.

11.3.2 Players are designated with the order in which they will have their bench inning on the line-up card/ score sheet.

11.3.3 Batting order – all players present are listed on the score sheet and bat in the order listed. Players arriving late are added to the end of the batting order, and will have their designated bench order inning assigned or arranged as necessary.

11.3.4 Player Coding Adjustment – Bench inning designation may be changed to allow for substitution in the event of an injury, ejection, discipline, pitcher substitution. In the event of player ejection or removal, the player is removed from the batting order and may not re-enter.

11.5 Line-up cards

- 11.5.1 Are to be used by all divisions to record their batting order, and their defensive player rotation
- 11.5.2 Card can be used for ABC or Universal substitution options
 - ABC Rotation
 - Universal Substitution
- 11.5.3 Line up cards must be filled in, signed by the coach and the top copy presented to the umpire, the opposing coach or scorekeeper presented with the yellow copy, and the home team coach or scorekeeper to keep the card copy.

11.6 Injury

- 11.6.1 ABC and Universal Substitution – An injured player has until the end of the following inning to resume their place in the batting order. If the player is removed from the game, they should be designated as “IJ” on the score sheet

11.7 Replacement player required for Blood Rule

CMSA will follow CASA rule 4, section 9. In the event of any player bleeding during the game, that player must be withdrawn from the game if the bleeding cannot be stopped within a reasonable time, or if the player's uniform becomes covered in blood. The withdrawn player shall not return to the game until all bleeding ceases, the area cleaned and covered and, if necessary, the player's uniform covered.

- 11.8 **Discipline** - Notwithstanding player coding adjustments for ejection or removal, the coach may for good cause, keep a player from any game or remove a player from a game for disciplinary purposes. When a player is kept out of or removed from a game, under this section the player will be designated “D” on the score sheet and may not bat or enter the field. Good cause includes insubordination, uncooperativeness, and unsportsmanlike conduct or similar behavior.

12.0 COACHES

- 12.1 There shall be no more than two coaches for the team at bat to direct the players of their team in running the bases. They must remain within the coach's box, one coach stationed near first base and the other near third base. Helmets are mandatory for minors coaching in these positions.
- 12.2 The appointed Coach shall keep in mind that one of the positions on a Girls' Team shall be female (Assistant Coach, Manager or Trainer) when the Head Coach is not a female. This person is to attend all practices and games.
- 12.3 The appointed Coach shall keep in mind that one of the positions on a Boys' Team shall be male (Assistant Coach, Manager or Trainer) when the Head Coach is not a male. This person is to attend all practices and games.
- 12.4 No smoking permitted by any coaching staff while at practices or games.
- 12.5 All coaches and assistant coaches of teams in CMSA are required to participate in a mandatory Coach Orientation and Training Program for the current season. Coaches with National Coaching Certification Program (NCCP) Level 1 Softball or better will be exempted from participation.

13.0 GAME PROCEDURES AND CANCELLATIONS

13.1 Scheduled Start Time: All CMSA evening scheduled games will start at 6:45 PM, unless notified otherwise via the schedule or by the respective Category Chair or designate. A 15 minute grace period will be allowed if the minimum number of players have not arrived. Failure to comply with the 15 minute grace period will result in forfeiture of game by offending team. Game start time shall be from the time of the plate conference and recorded on the home team score sheet. The score for a forfeited game is recorded as 7-0. Games can be cancelled by the League Commissioner when deemed that the weather conditions are unsafe.

13.2 A regulation game shall consist of seven innings (Softball Canada Rule 5.3). The umpire is empowered to call a game at any time because of darkness and/or weather conditions that may put players at risk. A game called by the umpire shall be regulation provided any one of the following conditions are met:

- five (5) or more completed innings have been played,
- the team second at bat has scored more runs than the other team has scored in four and one-half (4½).
- the time limit allotted for the game has expired and the current inning is completed. If the team second at bat has scored more runs than the other team, the team second at bat does not take its bat.
- Mercy rule 10.2 has been applied.

Note: Games that are less than 4 ½ innings that have not reached or exceeded the time limit shall be replayed from the beginning.

The game is over and complete when the winning run is scored.

13.3 League Game Time Limits – no new inning to start after the allotted time limit has passed. The Open inning is considered the final inning and the game is over. The game start time is recorded on the home team score sheet, as determined by the umpire. Mercy Rules is in effect. If the open inning has been played, the game is over even if there is still time remaining. Only 1 open inning will be played.

Category	Seeding Round	Regular Season
Mites	1 hour & 15 minutes	1 hour & 15 minutes
Squirts	1 hour & 15 minutes	1 hour & 15 minutes
Peewee	1 hour & 30 minutes	1 hour & 30 minutes
Bantam	1 hour & 30 minutes	1 hour & 45 minutes
Midget	1 hour & 30 minutes	1 hour & 45 minutes
Double header	N/A	1 hour 20 minutes

Note: A league game that is tied at the end of seven innings or time limit shall be declared a regulation tie game.

13.4 Game Cancellations

Home team is responsible for rescheduling a rained out game. Two alternate dates must be offered to the visiting team, one of which must be a Friday, Saturday or Sunday. If no date can be agreed upon after two attempts, the visiting team will be considered to have forfeited the game. Disputes shall be resolved by the Category Chair and the League Director or Commissioner.

13.5 Game Locations

It will be the responsibility of Calgary Minor Softball coaches or managers to have their team at the scheduled game locations.

13.6 Postponed games may not be made up as a five point game - (i.e. playing each other once for four points rather than twice (home and away) for two points per game). Postponement of games for Bantam/Midget categories must be coordinated by the involved teams to accommodate umpire scheduling.

13.7 Forfeits - Teams will be allowed to forfeit a maximum of three (3) games only. Any further forfeits may result in the suspension of the offending team and coaches by the Commissioner upon notification from the Division Coordinators. CMSA encourages coaches to reschedule games rather than allow a forfeit.

14.0 LEAGUE PROCEDURES

14.1 Seeding Round -If games cannot be played during the “First Round” schedule, the Executive of CMSA reserves the right to place teams where suited.

14.2 Category Specific Rule Applications

Division	Infield Fly	Dropped 3rd Strike	Charged Conference	Flex Player	ABC Universal Rotation or
Mites	N/A	N/A	N/A	N/A	Applies
Squirts	N/A	N/A	N/A	N/A	Applies
Pee Wee Div 1, 2 & 3	Applies	Applies	Applies	N/A	Applies
Bantam Div 1, 2 & 3	Applies	Applies	Applies	N/A	Applies
Midget Div 1, 2 & 3	Applies	Applies	Applies	Optional	Applies

14.3 Final League Standings

- 5 Points for a win
- 3 Points for a tie
- 1 Point for a loss
- 0 Points for a forfeit

14.3.1 Ranking: the final standings in league play shall be established using:

- Win/Loss records; if still tied, then
- Winners of games between tied teams; if still tied, then
- Difference of Plus or Minus total runs scored, in games between tied teams (only full innings are used).
-

14.3.2 Tie Breaking: the above criteria shall be used except for the last playoff position or where subject tied teams have not played one another, then:

- If two (2) teams are tied, they will play a sudden death playoff game.
- If three (3) teams are tied, a bye shall go to the team ranked highest who will play the winner of a game between the other two.
- If four (4) teams are tied, then ranking shall be used to determine pairing for the two semi-final games.
- All other positions will be settled with a coin toss.

Note: Home team for these games will be determined by a flip of the coin as designated on the schedule. The games are to be played on neutral diamonds and on a date selected by the Category Chair.

14.4 League City Playoffs

- All teams in each category will be entered into City Playoffs.
- League City & Divisional Playoffs are a Double Knockout Tournament to be started on a date set annually by the Board. City Playoffs will be formatted on an annual basis based upon schedule for Provincials. Double Headers may be played at each category if required.
- The Category Chairperson will coordinate the Playoffs for their respective Divisions.

14.4.1 Games are to start at scheduled times, which takes precedence over infield warm-ups. All coaches must confirm with the Category Chair or Category Playoff Headquarters the locations and times for subsequent games in City Championships. Grace periods may be granted only to teams playing back to back games.

Category	Playoffs
Mites	1 hour & 30 minutes
Squirts	1 hour & 30 minutes
Peewee	1 hour & 30 minutes
Bantam	2 hours Final Game No Time Limit
Midget	2 hours Final Game No Time Limit
Double header	1 hour 20 minutes Final Game No Time Limit

14.4.2 The Mercy Rule (10.3) and Run/inning Rule (10.4) are the same as during League Play.

14.4.3 Teams involved in a game tied at the end of seven innings or a completed inning at time limit shall complete the game using a variation of CASA Rule 5.7, Tiebreaker on the subsequent innings. Starting with the top of the next inning and each half inning thereafter, the offensive team shall begin its turn at bat, with the player which is scheduled to bat last in that respective half-inning being placed on second base. The player who is running can be substituted in accordance with the substitution rules.

14.4.4 Coaches will be required to present their Player Registration Form with attached Release Forms, if applicable, to League Officials, including umpires, upon request. If a coach is unable to produce the forms at the field or in cases of disagreement, the game shall be played as scheduled and the Category Chairperson notified immediately after the game. The Category Chairperson will maintain copies of all Player Registration Forms and verify eligibility. Use of ineligible (including 'AP') players or suspended players will result in forfeiture of the games and possible suspension of the coach.

14.4.5 Players must sign the back of the winning score sheet after each playoff game. Failure to do so could result in forfeiture of that game if there is a question of player eligibility.

14.4.6 In the event that weather conditions prevent a playoff final game from being completed, CMSA will set a date and time for a makeup game to enable the playoff round to be completed within a two week time frame. Weather conditions, ONLY, preventing the playoff game will result in co-winners.

15.0 Zone Playoffs, Provincials and Tournaments

- Note: The Zone Playoffs are not part of the City Playoff structure. If required, Zone Playoffs leading to Provincial Playoffs will be conducted according to the (Softball Alberta) AASA guidelines.
- 15.1 Teams wishing to register for Provincial Playoffs must do so by submitting to CMSA, no later than one week prior to June 1st:
- Provincial entry form complete with entry fee payable to Alberta Amateur Softball Association
 - Zone Playoff fee of \$100.00 payable to Calgary Minor Softball Association.
- 15.2 The Zone Playoff fee will be used to offset Zone Playoff expenses for the applicable category. Unused portion of fee plus any applicable AASA hosting grant moneys, to the maximum of Zone Playoff fee, will be returned by Calgary Minor Softball after the latter of: receipt of AASA (Softball Alberta) hosting grant moneys or attendance at the Provincial Playoffs.
- 15.3. All teams are required to have their Provincial Rosters approved by Calgary Minor Softball before they register with Softball Alberta.
- 15.4 All teams that have players not attending provincials from their Calgary Minor Softball Roster must have either the Player Non Attendance form or the Player Affiliation Form filled out in full and presented at time of team registration.
- 15.5 All players registered to a Calgary Minor Softball team must attend Provincials with their registered team.



15.3 Provincial entry to Softball Alberta (AASA) will be based on the following:

CMSA Provincial Entry

CMSA Category	Playing Season Location	Provincial Championship Entry Levels
Mite Div 1	CMSA	A/B
Mite Div 2	CMSA	A/B
Mite Div 3	CMSA	B
Squirt Div 1	CMSA	A/B
Squirt Div 2	CMSA	B/C
Squirt Div 3	CMSA	B/C
Pee Wee	CMSA Bantam Comp	A
Pee Wee Div 1	CMSA	A/B/C
Pee Wee Div 2	CMSA	B/C/D
Pee Wee Div 3	CMSA	C/D
Bantam	CWFA	A
Bantam Div 1	CMSA	A/B/C
Bantam Div 2	CMSA	B/C/D
Bantam Div 3	CMSA	C/D
Midget	CWFA	A/B
Midget Div 1	CMSA	A/B/C
Midget Div 2	CMSA	B/C/D
Midget Div 3	CMSA	C/D

15.4 Provincial Playoff dates and locations are as per Softball Alberta (AASA) guidelines.

15.5 Teams attending Provincial Playoffs will receive an information package from the AASA Zone office prior to attending. Teams are encouraged to collect “traders” (pins, etc. to exchange with other competing teams).

15.6 Tournaments

CMSA teams are encouraged to attend AASA/CASA sanctioned tournaments. Sanctioned tournaments are verified by requesting the sanction number. Sponsors of tournaments **MUST** obtain tournament sanctions from the AASA Zone District Organizer (DO). Player Insurance provided through team registration is only valid when tournaments are sanctioned by the AASA or CASA affiliated members. Out-of-Province Travel Permits may be applicable and if so, are available through the AASA Zone District Organizer (DO).

CMSA should be informed of all tournaments to avoid conflicting tournament dates and diamonds. City and Zone playoffs have precedence over tournaments.

16.0 Equipment & Safety

Equipment (Reference CASA Rule 3 & AASA Minor Specific Rules)

- 16.1 A 11" core 47 ball white or optic shall be used for the Mite and Squirt Category, boys and girls. A 12" core 47 white or optic ball shall be used for Peewee, Bantam and Midget girls. A 12" core 47 white ball shall be used for Bantam and Midget boys. Synthetic balls can be used if teams so desire. Rubber balls shall not be allowed. Home team shall supply one new ball (which must be used for the game) and one back up ball acceptable to both coaches, and/or umpires.
- 16.2 All bats must be taped with non-friction tape. A bat does not have to have the wording "Official Softball", as long as it is legal in all other aspects (CASA Rule 3.1).
- 16.3 The Double Base (CASA Rule 3.6) is required for all categories.
- 16.4 Offensive Players are required to wear a correctly fitted, protective batting helmet with dual ear flaps, and properly fastened with a chin strap, at all times while batting, running the bases, or while on the playing field. (Reference AASA Minor Specific Rules).
- 16.5 An approved facemask/guard is required as part of the protective batting helmet for all players.
- 16.7 All Minor players (male and female) in the Mite, Squirt, Pee Wee, Bantam, Midget and Junior Men's Categories, regardless of positions being played, must wear an athletic support with cup for males (jock strap) or female protective pad (Jill strap).
- 16.8 Minor catchers in all categories are required to wear:
- protective helmet with ear flaps and
 - mask with the attached throat protector;
 - appropriate glove (trapper style or normal softball),
 - chest protector,
 - double knee shin guards (which offer protection to the knee cap).
- All of this equipment is to fit properly.
Minor catchers must wear the protective helmet and mask with the attached throat protector prior to the game and between innings, when warming up a pitcher.
- 16.7 Adults or minors, warming up a pitcher, or umpiring at the plate, must wear a protective face mask or catcher's protective helmet and mask.
- 16.8 Full uniforms with numbers on the back of shirts are strongly recommended, but are not a requirement for CMSA teams. This is an AASA provincial requirement when advancing beyond city play-offs or tournament play. If uniforms are worn, they must be alike in color, trim and style, and must be worn properly.

- 16.9 **Jewellery:** The umpire is to follow the rule as set out by Softball Canada (see Rule 3. Sec. 10)
- a) Exposed jewellery such as wristwatches, bracelets and any type of earrings, neck chains or any other item judged dangerous by the umpire, may not be worn during the game.
 - b) Medic alert bracelets or necklaces are not considered jewellery

The umpire will:

- a) continue to indicate to the teams at the plate conference that all exposed jewellery should be removed;
- b) instruct that any exposed jewellery discovered at game time, or during the game, **MUST** be removed;

17.0 UMPIRES

- 17.1 The use of official Calgary Minor Softball Umpires Association (CMSUA) umpires for any CMSA game will be at the discretion of the Umpire in Chief, Commissioner or League Director. This will depend on the availability of umpires and funds in any given year.
- 17.2 All games, including City Playoffs, must be played as scheduled even though a CMSUA umpire is not present. Home team supplies the home plate umpire, visiting team supplies base umpire. Home team is responsible for diamond layout.
- 17.3 When an official CMSUA umpire is used, it is up to the CMSUA umpires discretion as to which team supplies the base umpire, if so required.
- 17.4 Where CMSUA umpires are not available, the same rules as for providing umpires for regular league play will apply (i.e. home team provides the plate umpire, visiting team provides the base umpire). Diamonds (and wherever possible, CMSUA umpires) will be arranged for by the Category Chairperson.



18.0 PROTESTS

- 18.1 The CMSA Protest Committee shall consist of five Board members, which should include the Category Chairperson concerned and the Umpire in Chief or designated alternate.
- 18.2 All CMSA protests will follow as outlined in the current **SOFTBALL CANADA Official Guide and Rule Book**. All CMSA protests **MUST** be accompanied by **a bank draft, money order, or certified cheque** payable to *Calgary Minor Softball Association* or cash for the sum of \$50.00. If the protest is lost, the team lodging the protest shall forfeit to the CMSA their protest fee.
- 18.3 All protests must be correctly submitted on a CMSA Protest Form accompanied by the score sheet of the game in question. Protest Forms must be received by the appropriate Category Chairperson, within 48 hours of the game.
- 18.4 Umpires and/or League Officials will in all cases note and record on the score sheet the incident and conditions affecting the protest at the time the official protest is lodged.
- 18.5 Any ruling of a Protest Committee shall affect only the game protested and not succeeding games in the series or league play.
- 18.6 Upon receipt of a protest, the Category Chairperson shall immediately notify his or her League Director and the Commissioner for further action.
- 18.7 The Protest Committee shall use best efforts to judge each protest within two (2) days from the time the protest is received by the Category Chairperson.
- 18.8 During City Championships, the protest shall be judged before the next scheduled playoff game; in a time-constraint situation, a quorum of three members shall form the protest committee. The Commissioner, or Umpire-in-Chief, or League Director must be notified immediately if a protest is filed during a playoff game in order to immediately gather the quorum to judge the protest.
- 18.9 The Protest Committee chairperson shall be responsible to immediately notify verbally the coaches and managers involved in submitting the protest, with confirmation to follow in writing to the coaches and/or managers involved, of the result of the protest.



19.0 APPEALS, DISCIPLINE AND SUSPENSION

19.1 Individuals and or teams who choose freely to ignore the operating rules and by-laws set forth by

CMSA members will be considered to be in contempt. This willful choice places the violators to a "Non Affiliate" status. It is prohibited that teams associated with CMSA at all levels to willfully and intentionally play teams termed "Non Affiliate". It is understood that teams attending tournaments sanctioned by recognized programs will be temporarily exempt from this operating rule.

Team officials who willfully and intentionally violate the above operating rule will be brought forward to a Disciplinary Hearing. This may lead up to and include suspensions.

CMSA reserves the right to evaluate individual teams or programs that CMSA members may play or be asked to play. This includes exhibition games of any kind. All CMSA teams will contact the CMSA office to inquire on a non affiliated team's status prior to playing. Not being able to make contact with the office is NOT permission to play.

19.2 The effect for violating Operating Rules, Playing Rules or Bylaws shall include but not be limited to:

1. Warning.
2. Removal from the game.
3. Ejection from the game.

Effect: A player or team official ejected from the game for any reason will be suspended from the game, and the next scheduled game.

19.3 Players or individuals in any official capacity with a team shall not make disparaging, insulting, or obscene remarks prior, during or after a game, to or about opposing players, officials or spectators. The penalty for violation by a player, coach or manager is removal of the offender from the game and grounds. On the first offense, player, coach or manager may be warned, but on the second offense they are promptly removed from the game. The offender shall leave the grounds for the remainder of the game. Failure to do so will warrant a forfeiture of the game.

Effect: Umpires should note violation on the back of score sheet. Ejection from a game for any reason will result in the offender being suspended for at least the next scheduled game. This ruling will apply to all league and playoff games. Duration of the suspension shall be determined by the CMSA Appeals, Suspension & Discipline Committee. Playing a suspended player in any game will result in forfeiture of the game in question.

19.4 If during the course of a game, the conduct of the supporting fans of either team becomes objectionable, the umpire may suspend play for a suitable interval while an attempt is made to rectify the situation. If, after a suspension of play, there is no improvement in the situation, the umpire may, at his or her discretion, suspend the game, play to resume later at the point at which it was suspended.

Effect: If the game is suspended to a later date, play will resume at a time and place specified by the Division Coordinator or the Commissioner. On this occasion, should the supporting fans of the same team persist in the conduct which led to suspension; the game will be declared forfeit to the non-offending team.

19.5 Any player removed from the game for fighting will automatically be suspended for three (3) league games - i.e. the next three games his/her team involved in. A second such incident will result in automatic suspension for the rest of the season. Coaches and/or players involved in

such unsportsmanlike conduct shall be dealt with by the Appeals, Suspension and Discipline Committee.

- 19.6 Any coach who fails to meet the principles of fair play under Rule 10.2 or substitution rules under Rule 11 shall be reviewed by the Appeals, Suspension & Discipline Committee. If a coach is perceived to be miss-using the rules, such reports shall be made to the League Office in writing. Umpires on the field will not be expected to intervene during a game.
- Effect:** Where the Appeals, Suspension & Discipline Committee finds that a team and or its coach has been found in violation of this Rule, the minimum penalty for first offence will be forfeiture of the games played in question and a suspension of the responsible coach in violation.
- 19.7 The CMSA Appeals, Suspension and Discipline (ASD) Committee shall consist of five appointed Board members, which should include the Category Chairperson concerned.
- 19.8 Suspensions may be issued by any of the President, Commissioner or League Director to members of the CMSA or by the League Director to members of the respective Affiliated Organization for:
- Improper conduct on or off the playing field,
 - Districts or Coach's recruiting players from other Districts
 - Failure to pay fees due to the CMSA,
 - Having received money for his or her services while carrying out any duties or activities on behalf of the CMSA,
 - Failure to comply with Player Registration deadline.
 - Knowing and continuing violation of the operating rules of the CMSA.
- 19.9 The President, Commissioner, or League Director who has issued a suspension will forward a written report to the Appeals, Suspension & Discipline Committee immediately. This report will contain all pertinent information required for cause of suspension.
- 19.10 Suspensions will be effective until judged upon by the Appeals, Suspension & Discipline Committee which will be within seven (7) days from the date the suspension was issued.
- 19.11 The Appeals, Suspension & Discipline Committee will use best efforts to meet within 7 days from the date that the suspension was issued, or the date that the incident report was received by the Category Chairperson. Attendance at the Appeals, Suspension & Discipline Committee hearing shall be open to:
- member(s) under suspension or discipline
 - individual who filed the complaint
 - any team officials or witnesses to the issue
 - umpires
- 19.12 Notification procedure of the ruling from the Appeals, Suspension & Discipline Committee to the member(s) shall be a verbal notification and written notice.
- 19.13 A suspended individual will remain ineligible to participate in CMSA throughout the duration of the suspension.
- 19.14 Teams, players, coaches or managers that have been suspended may be reinstated by the Appeals, Suspension & Discipline Committee or by majority vote at an Annual or General meeting. Suspensions may be carried over from one season to another.
- 19.15 The CMSA will recognize all Calgary Minor Softball Umpires Association, Calgary and District Amateur Softball Association, GASP (Girls All—Star Program) Alberta Amateur Softball Association, and Softball Canada suspensions.

20.0 . DISTRICT ADMINISTRATION

Districts will form teams through an evaluation process. The process shall be deemed equitable and fair by the District board and the process shall be submitted to Calgary Minor Softball Association.

Districts will operate under the fair play philosophy with respect to player, coach and team evaluations.

Calgary Minor Softball Association will accept and register District teams at the Provincial A or B Category for Mites and Squirts, and at the Provincial B, C or D level for Peewee, Bantam or Midget levels.

	<i>District / Association</i>	<i>Contact</i>
1	<i>PSA</i>	www.psasports.ca/softball
2	<i>South Bow River</i>	www.southbowriversoftball.com
3	<i>Southfour</i>	www.eteamz.com/S4fastpitchsoftball
4	<i>West Hill</i>	www.westhillsoftball.ca
5	<i>West Valley</i>	www.calgaryminorsoftball.com
6	<i>Crowfoot</i>	www.crowfootfastball.ca
7	<i>Nose Creek</i>	www.nosecreeksoftball.ca
8	<i>Airdrie</i>	www.calgaryminorsoftball.com
9	<i>Crossfield</i>	www.calgaryminorsoftball.com
10	<i>Strathmore</i>	www.calgaryminorsoftball.com
11	<i>Indus/Bow Valley</i>	www.calgaryminorsoftball.com
12	<i>Okotoks</i>	www.calgaryminorsoftball.com
13	<i>High River</i>	www.calgaryminorsoftball.com
14	<i>Nanton</i>	www.calgaryminorsoftball.com
15	<i>Tsuu Tina</i>	www.calgaryminorsoftball.com
16	<i>Cochrane</i>	www.calgaryminorsoftball.com



Calgary Minor Softball Association Constitution and Bylaws

Article 1.0 GENERAL

- 1.0 The name of the society shall be Calgary Minor Softball Association, referred to hereafter as CMSA or the Association.
- 1.1 The boundaries of CMSA shall be within the boundaries of the City of Calgary.
- 1.2 The CMSA shall be affiliated with the Alberta Amateur Softball Association.

Article 1.1 Definitions and Terms

1.1.1 Member Association:

Member Association or Sports Association that is assigned to a geographical district for the purpose of organizing and administering a softball program.

Article 2.0 OBJECTIVES

- 2.0 The objectives of CMSA shall be:
 - 2.0.1 to conduct and regulate the game of minor softball in the City of Calgary;
 - 2.0.2 to promote the game of minor softball;
 - 2.0.3 to provide and maintain such facilities and equipment as may be required or obtained from time to time.
 - 2.0.4 to promote continuance of education of the youth involved on member teams, by the establishment of scholarships, trust funds, and/or educational programs for educational purposes as determined by the Board of Governors.

Article 3.0 DISSOLUTION

- 3.0 In the event of a notice for dissolution of the CMSA, all assets of the Association shall be sold and the net proceeds dispensed in accordance with the wishes of the majority of the members at a Special General Meeting called for such purposes.

Article 4.0 MEMBERSHIP

- 4.0 The following, upon payment of dues, are entitled to become regular members of the CMSA:
 - 4.0.1 properly constituted Districts;
 - 4.0.2 persons elected or appointed to the Board of Governors;
 - 4.0.3 persons appointed by the Board of Governors as League or category coordinators.
 - 4.0.4 persons elected or appointed as a Director of an affiliated organization as per Operating rules.
- 4.1 The following with the approval of the Board of Governors, and upon the payment of dues, may become associate members:
 - 4.1.1 properly constituted Community or Sports Associations outside the boundary of the City of Calgary;
 - 4.1.2 individual teams outside the City of Calgary boundary;
 - 4.1.3 individual teams representing youth groups within the City of Calgary;
 - 4.1.4 other teams, groups, or individuals that the Board of Governors from time to time may deem acceptable.

- 4.2 Any member of CMSA may voluntarily withdraw from membership by a notice in writing to the Board of Governors through the CMSA Secretary.
- 4.3 A member of CMSA may be suspended or expelled by a vote of three quarters of the Board of Governors present at a meeting, called for such purpose, for conduct which is determined by the Board of Governors to be improper, unbecoming, or likely to endanger the interest or reputation of the Association or for willingly committing a breach of the Bylaws.

Article 5.0 RESCINDING OF PRIVILEGES

- 5.0 Any member that is in arrears for fees or assessments shall have such membership privileges or renewals suspended or rescinded until such arrears are paid, with penalty.

Article 6.0 BOARD OF GOVERNORS

- 6.0 The affairs of CMSA shall be conducted by a Board of Governors (Board) elected by the members.
- 6.1 The day to day business of CMSA shall be conducted by the Executive Committee subject to such limitations as imposed from time to time by these Bylaws, the Board or the membership.
- 6.2 The officers of CMSA shall be the President, Vice President, Secretary, Treasurer, and Registrar elected by the members.
- 6.3 The Executive Committee shall be comprised of:
- Officers
 - Past President
 - League Director
 - Assistant League Director
 - Commissioner
 - Umpire in Chief
 - President of Girls Recreations Adult Divisional Softball (GRADS)
 - President of Calgary Minor Softball Umpires Association (CMSUA)
- 6.4 The Board of Governors shall consist of no more than twenty-five governors elected by the members including:
- The Executive Committee.
 - Two Representatives per district
 - The Representative directors from
 - The Representative directors from CMSUA
- 6.5 Vacancies on the Board of Governors, however caused, and as long as a quorum of, governors remain in office, may be filled by the Board by appointment. This appointment is subject to ratification for continuation to the end of term at the next general meeting of the Association
- 6.5.1 If a quorum of governors does not remain, the remaining governors shall forthwith call a meeting of the membership to fill the vacancies.
- 6.5.2 A Member of the Board who, without reasonable excuse is absent from three (3) consecutive meetings shall have the position declared vacant.
- 6.6 The number of appointees to the Board shall never exceed the number of elected members.
- 6.7 The governors shall have the power by a vote of three quarters of those present to suspend or expel any member or governor whose conduct shall have been determined by the governors to

be improper, unbecoming, or likely to endanger the interest of reputation of the Association or who willfully commits a breach of the Bylaws.

6.7.1 No member or governor shall be expelled or suspended without being notified in writing or without having first been given an opportunity to be heard by the governors at a meeting called for that purpose.

6.7.2 A member or governor may appeal an expulsion or suspension to the membership.

6.8 Questions arising at any meeting of the Board, Executive Committee or membership shall be settled by a majority of votes.

6.8.1 The President or Chairperson of Committees at those meetings shall only have a casting vote.

6.9 Members of the Board shall receive no remuneration from CMSA for acting as such.

6.9.1 Members of CMSA including the Board may be reimbursed for reasonable expenses, if attending a pre-approved activity on behalf of the Association and upon presentation of proper receipts.

6.10 Members are elected to the Board of Governors for a period of two (2) years.

6.11 The Standing Committee's of the Board shall be:

- a) Finance Committee
- b) Fund Raising Committee
- c) Development Committee
- d) Registration Committee
- e) Category Committee
- f) Appeals & Suspension & Discipline Committee
- g) Girls Recreational Adult Divisional Softball (GRADS)
- h) Calgary Minor Softball Umpires Association (CMSUA)
- i) League Committee

The Board may create such ad hoc committees as required.

6.12 All members of the Board Of Governors, or Executive Committee, or officers of CMSA and their heirs, executors, and administrators, and estate, and effects, respectively, shall at all times, be indemnified out of the funds of the CMSA from:

- a) All costs whatsoever, that the person incurred in any proceedings that is brought against the person for anything whatsoever, made, done or permitted by the person in the execution of the duties of the office, and
- b) All other costs that the person incurs in or relation to the affairs of the CMSA, except the costs occasioned by the person's own willful neglect.

6.13 All Executive, Governors, Members, and Committee Chairpersons and Committee Members have the duty to keep confidential information which has been acquired in circumstances where confidentiality was understood. Breach of confidentiality occurs when this information is used in an unauthorized manner by any of the above Members, causing harm to the person confiding the information.

- Information disclosed to CMSA Board Members and Affiliated Organizations during the course of verbal discussions shall be kept in confidence and all Members shall use safeguards to protect such confidential information. Such information shall be noted as confidential before any verbal discussions take place.

- No Member has any right to use any confidential information for personal, business or arms length transactions.
- When a Board or Committee Member resigns their position they shall return to CMSA all copies of any confidential information and other tangible material that is considered property of Calgary Minor Softball. The Board or Committee Member shall also destroy all copies (in whatever media) of any analysis, compilations, summaries, studies, investments or mailing lists prepared by Calgary Minor Softball or its representatives. The Board or Committee Member shall remove from all of their computer systems any Calgary Minor Softball software provided for the purpose of completing duties for Calgary Minor Softball. The Board or Committee Member shall thereupon certify in writing to Calgary Minor Softball that no information (including copies, summaries, analysis, studies, other documents based upon confidential information) remains in their possession.
- Obligations for this bylaw shall expire two years from the date of the Board or Committee Members resignation.
- The CMSA Confidentiality Agreement will be signed by the following
 - Executive
 - Governors
 - Committee Chairs
 - Committee Members

Effect: Breach of this article and failure to sign the Confidentiality Agreement may subject the member to suspension from the Association.

- 6.14 All Executive, Governors, Members, Committee Chairpersons and Committee Members have the responsibility to abstain from voting on issues where conflict of interest may occur. Conflict of interest occurs when any of the above Members participates in discussion or decision-making regarding an issue or matter which may benefit that Member, regardless of the size of the benefit. The conflict results when there is a direct or indirect benefit to the Member or someone with whom the Member has a close personal relationship.

Effect: Breach of this article may subject the member to suspension from the Association.

Article 7.0 DUTIES AND RESPONSIBILITIES

- 7.0 The duties and responsibilities of the Executive Committee, Board of Governors and members of committees shall include but is not to be solely restricted to the following

7.1 President

- shall be the Chief Officer and principal spokesperson for the Association.
- shall be the primary signing authority for all contracts, lease agreements, etc. made out in the name of the Association.
- shall chair all meetings of the membership, Board of Governors and Executive.
- shall be ex-officio member of all committees
- shall prepare, with the Secretary, the Agendas of all meetings of the membership, the Board and Executive.

7.2 Vice President

- shall assume the duties of the President in the absence of the President
- shall perform such other duties as decided by the Board.

7.3 Secretary

- shall attend and record the minutes of meetings of the membership, the Board and Executive Committee
- shall take receipt of minutes of Association Committees and document them for record.
- shall have charge of the "Seal of the CMSA" which, when used, shall be authenticated by the signature of the President and Secretary.
- shall have charge of all correspondence of the Association.

- shall issue notices of all meetings of the membership, Board and Executive.
- shall co-ordinate the inspection (by members) of all CMSA records when requested and approved by the president, and upon prior forty-eight hour written notice to the president.

7.4 **Treasurer**

- shall receive and account for all monies paid to and disbursed by the Association.
- shall chair the Finance Committee
- shall present a detailed account of receipts and disbursements to the Board when requested.
- shall instruct and supervise account holders in the accounting methods of the Association.
- shall prepare for submission to the membership a statement duly audited of the financial position of the Association.
- shall co-ordinate budget preparation from the committees.
- shall present the budget for the forthcoming fiscal year at the Annual Meeting.
- shall be the primary signing authority for the Association cheques.

7.5 **Registrar**

- shall ensure each team player is properly registered with CMSA and Alberta Amateur Softball Association.
- shall ensure each team is properly registered.
- shall receive team registration fees and account for same with the treasurer.

7.6 **Past President**

- shall provide continuity and guidance to the Board.
- shall be the Nominating Committee Chairperson to preparation for the annual election of the Board of Governors.

7.7 **Committee Chairperson**

- shall be responsible to the Board for the efficient operation of the committee
- shall orient the committee members regarding the objective for the committee.
- shall represent the committee on the Board of Governors
- with the Account Holders be responsible for the accounting of monies received and/or dispersed by the committee.
- prepares the budget of the committee.
- chairs the meetings of the committee.

7.8 **Category Chairs**

- In conjunction with the Executive Director and the League Director will determine the appropriate division for teams to be entered in during Seeding Round, Regular Season, and City Championships.
- Provides guidance to coaches with respect to the operation of the league
- Is a member of the ASD committee for activities that involve their specific category.
- As the first point of contact for many disputes, the Category chair will gather relevant information and pass it along to the Commissioner, League Director or Executive Director as appropriate.
- To represent CMSA in a professional and respectful manner, both on and off the diamond, demonstrating our mission of fair play and sportsmanship.
- Respect the confidentiality agreement at all times, taking care that discussions regarding teams, coaches, players, umpires or league business are done in a private setting, and only with people who are authorized to the information shared.
- Determine standings and placements of teams, based on collected scores, and provide this information to the CMSA office staff in the format requested to facilitate timely publication of schedules.
- Forward any communication from CMSA, including email, fax, voicemail or other information to the teams in their respective categories.
- Provide CMSA with scores received on a weekly basis, to be the permanent record of scores and standings

- Ensure that CMSA and/or the League Director have confirmed the content of all communications and instructions that are sent out, prior to sending. This is to avoid conflicting messages being sent from different categories.
- Participate in the Category meetings scheduled annually to help facilitate the atmosphere of cooperation and fair play.

Article 8.0 FINANCE

- 8.0 The fiscal year end of the Association shall be December 31st.
- 8.1 The membership shall appoint an independent auditor at the Annual Meeting for the forthcoming year.
- 8.2 The audited financial statement shall be presented to the membership at the next General Meeting, followed the fiscal year end.
- 8.3 The financial records of the Association are the property of the Association and shall be surrendered to the Association when requested by the Board of Governors.
- 8.4 The records of the Association shall be available at the CMSA office, for inspection by all members having given prior written forty eight hours notice to and received approval of the president.
- 8.5 Operating accounts may be established for any committee or routine operation of the Association. All other funds shall remain in the General Account.
- 8.5.1. The Treasurer and any one of the following shall be signing authority on the Association's account: President, Secretary.
- 8.5.2 The Finance Committee is authorized to assign securities or financial instruments held by the Association.
- 8.6 Any expenditure may be approved by acceptance of a budget, but the aggregate of such expenditure must not exceed that budget, without additional approval of the Board of Directors.
- 8.7 The Board may borrow a sum, not to exceed \$15,000.00 as necessary to carry out the objectives of the Association, any amount over \$15,000.00 must be approved by a special resolution of the membership.

Article 9.0 MEETINGS

- 9.0 The membership of the CMSA shall meet, at the call of the President, annually in the month of September.
- 9.1 The business of the Annual General Meeting is not limited to, but shall include the following:
- a) Approval of Agenda
 - b) Reading of Minutes of previous General Meeting
 - c) Reports for Committees
 - d) Appointment of Auditors
 - e) Elections
 - f) Amend Bylaws
 - g) Setting of Membership Fees
 - h) Motion to Adjourn
- 9.1.1 The quorum for the Annual General Meeting shall be six percent (6%) of the voting membership in good standing.

9.1.2 Notice of the Annual General Meeting shall be published in the local press giving no less than thirty (30) days notice.

9.2 A Special General Meeting of the membership shall be called by the President.

- a) Prior to start of the playing season;
- b) When the need arises;
- c) Upon the written request of nine (9) governors;
- d) Upon the written request of twenty five (25) members of the Association

9.2.1 No less than fifteen-(15) days notice in the press shall be given for a Special General Meeting.

9.2.2 A quorum at a Special General Meeting shall be four percent (4%) of the voting membership in good standing.

9.3 The Board of Governors shall meet regularly, monthly.

9.3.1 The Members of the Association may attend the regular meetings as observers. They may present requests and questions to the Board upon being placed on the agenda prior to the meeting.

9.3.2 A quorum at a regular meeting of the Board shall be thirty percent (30%) of serving Board Members, to be rounded down to the nearest whole number.

9.4 Voting at meetings of the membership shall be limited to regular members as follows:

- a) A representative from member Associations, one (1) vote
- b) a coach or manager from participating teams (registered via the team registration), one (1) vote
- c) those elected or appointed in accordance with paragraph 4.0 b) or c), one (1) vote each.

Article 10.0 AMENDMENTS TO BYLAW

10.0 These Bylaws may be rescinded, altered or added to by passing a special resolution at a general or special meeting.



There's a spot for you
on our team.

Calgary Minor Softball Umpires Association

By-Laws & Operating Rules

ARTICLE I MEMBERSHIP

- 1) **MEMBERSHIP** Shall be open to any resident of Alberta, or any person moved to Alberta who has current Softball Canada transfer documentation, providing they support the aims and objectives of the Association. To be eligible to vote you must be a member in good standing of the Association.
- 2) **ADMISSION TO MEMBERSHIP** Upon payment of the annual membership dues, anyone applying and meeting the requirements of Article 1 Section 1 may become a member, providing they attend the appropriate clinics and meet all of Softball Canada requirements for an umpire.
- 3) **DURATION** Membership shall be in effect from April 1st of the current year and shall expire on March 31st of the subsequent year providing no suspension and or expulsion was enacted during this time period.
- 4) **WITHDRAWAL FROM MEMBERSHIP** Any member who desires to withdraw from membership in the Association shall notify the Executive in writing within 30 days of the date of withdrawal. Withdrawal will become effective upon receipt of the notification by the Executive. No refund of dues will be granted on withdrawal of a Member from the Association.
- 5) **SUSPENSION** The Executive may expel or suspend any member from membership in the Association who, in the opinion of the Executive, may be deemed to be acting in a manner detrimental to the Association, providing such member is given the opportunity to have a proper hearing before the Executive. The Executive may also expel or suspend any member for failure to pay dues within the time frame required by these by-laws.

ARTICLE II OFFICERS

- 1) **OFFICERS** The Officers of the Association shall be defined as the President, Past President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Three (3) Category Directors. The Category Directors shall represent the Midget, Bantam and Pee Wee Divisions of the Calgary Minor Softball Association. In addition, the elected Executive may appoint up to five (5) Directors-at-Large who shall be accorded all the rights, privileges and responsibilities of an Officer of the Association.
- 2) **GOOD STANDING** Each Officer must be a member in good standing with the Association throughout the term of his/her office.
- 3) **DUTIES OF OFFICERS**
 - a) The President shall preside at all meetings of the Association and Executive. The President shall appoint such committees as are deemed necessary subject to approval of the Executive. The President shall be an Ex-Officio member of all committees except the nominating committee. The President shall perform such other duties as usually pertain to the office of President.
 - b) The 1st Vice-President shall, in the absence of, or at the request of the President, preside at all Association and Executive meetings and perform other duties as may be assigned by the President or Executive
 - c) The 2nd Vice President shall, in the absence of, or at the request of the President and 1st Vice-President, preside at all Association and Executive meetings and perform other such duties as may be assigned by the President or Executive.
 - d) The Secretary shall attend all meetings of the Association and keep accurate Minutes thereof. The Secretary shall be responsible for replying to correspondence of the Association. The Secretary shall be responsible for the maintenance of the Association Bylaws including a review of the bylaws every five (5) years. The next review of these bylaws must take place prior to the 2012 Annual General Meeting.
 - e) The Treasurer shall be responsible for collecting all dues, fees and other moneys of the Association and shall deposit Association funds as the Executive may direct. The Treasurer shall make

disbursements only upon authority of the Association. The Treasurer shall arrange for an audit of the books and records of the Association at the close of the fiscal year. The Treasurer shall present a financial report at each and every Executive meeting and at each Annual General Meeting.

f) Each Director shall represent the Midget, Bantam and Pee Wee Divisions of the Calgary Minor Softball Association and act as a liaison officer with the Division Chairperson. The Director shall not have any dealings with league representatives unless they have first communicated with the CMSA Division Chairperson.

g) Each Director-at-Large shall perform such duties as assigned by the Executive.

ARTICLE III EXECUTIVE

- 1) **MEMBERS** The Executive shall be comprised of the elected and appointed Officers of the Association. The position of Past President shall be held by a member in good standing who last held the position of President and who is not currently an elected Officer. The position of Past-President shall be accorded all rights and privileges of an elected Officer.
- 2) **POWERS** The Executive shall constitute the governing body of the Association with powers to disburse moneys, appoint committees and generally to perform all such acts of administration as may be deemed necessary or expedient for the proper function of the Association. All the powers of these bylaws shall be vested in the Executive subject to any directions given to the Executive by a majority vote of any annual general or special meeting. Any individual expenses in excess of \$250 which are outside the annual approved budget of the organization must be approved by a majority vote of the Executive.
- 3) **QUORUM** Six (6) members of the Association shall constitute a quorum for all meetings of the association, provided however that one-half (1/2) of the Executive is in attendance.
- 4) **NOTICE** A minimum of 7 days notice of all Executive meetings shall be given to all Executive members thereof.
- 5) **MEETINGS** Meetings of the Executive shall be held as often as the business of the Association shall require. A minimum of six (6) meetings shall be held per annum.
- 6) **ADDITIONS/DELETIONS** Any additions or deletions to the officers may be filled by the Executive subject to ratification at the next Annual General Meeting if the term of the filled position goes beyond the Annual General Meeting.

ARTICLE IV COMMITTEES

- 1) **COMMITTEE APPOINTMENT** The President, with the approval of the Executive, may appoint such committees as shall be deemed necessary for the Association.
- 2) **COMMITTEE DUTIES** The duties of each committee shall be determined by the Executive at the time of the formation of each and every committee and may be amended on an as required basis.
- 3) **COMMITTEE DISBANDS** All committees shall be considered disbanded as of the subsequent Annual General Meeting unless the term or service is specified otherwise by the Executive at the time the committee is formed. Directors-at-Large shall be appointed by an Executive order for a period not to extend past the next Annual General Meeting.

ARTICLE V NOMINATIONS & ELECTIONS

- 1) **ELECTION PREAMBLE** All Officers of the Association shall be elected at the Annual General Meeting of the Association. Any not elected at the Annual General Meeting may be appointed by the Executive at a later date subject to Article III Section 6.

- 2) **OFFICER'S TERM** The term of office for the Elected Officers shall be a period of Two (2) years and shall be done in the following manner: President, 2nd Vice President, Secretary and Directors from Bantam and Pee Wee elected one year and the 1st Vice President, Treasurer and Midget Director elected in the alternate year.
- 3) **ELECTION SEQUENCE** Officers shall be elected in the following order: In the first year, President, 2nd Vice-President, Secretary, Bantam and Pee Wee Directors. In the second year, 1st Vice-President, Treasurer and Midget Director.
- 4) **NOMINATING COMMITTEE** A nominating committee, which may be a Nominating Chairperson acting alone and/or comprised of member or members of the Association shall be appointed prior to the Annual Meeting and shall conduct the elections at the Annual Elections.
- 5) **NOMINATIONS** Nominations may be made from the floor providing the nominee is present or has given written consent to his/her nomination. All nominees must be members in good standing of the Association.
- 6) **SECRET BALLOT** Elections shall be by secret ballot. If there is only one nominee, the nominating committee chairperson shall declare that Nominee the winner by acclamation, and so recorded. Written proxies are not allowed.
- 7) **MAJORITY VOTE** A majority of those in attendance and entitled to vote shall be required to elect anyone to office. In the case of a majority vote not being obtained on the first ballot, the candidate having the least amount of votes shall be dropped from the list of nominees and the ballot shall be taken again. This procedure shall be repeated until one candidate has the majority of votes required. Only members nominated shall be eligible for elections.
- 8) **ASSUME OFFICE** Officers elected at the Annual Meeting shall assume office within One (1) month of the date of their election.
- 9) **RESIGN CURRENT OFFICE** Any member of the Executive wishing to run for another office must first resign their current position.

ARTICLE VI MEETINGS

- 1) **ANNUAL MEETING** The Association shall hold an Annual Meeting within Ten (10) months after its fiscal year end.
- 2) **SPECIAL MEETINGS** Special Meetings may be called at any time by the Executive. The Executive Shall, upon written request of one-third (1/3) of the members, call a Special Meeting for the consideration of any matter specified in such request.
- 3) **NOTICE OF MEETINGS** All Members of the Association must be given 30 days notice of all Special or Annual General Meetings.
- 4) **VOTING AT MEETINGS** Every Member in good standing shall be entitled to One (1) vote at any meeting of the Association. Members must be present at the meeting to be entitled to vote.
- 5) **QUORUM** Six (6) of the active Members in good standing shall constitute a quorum for the Annual General Meetings provided one-half the executive are in attendance. Seventy-five (75) percent of Active Members in good standing shall constitute a quorum for Special Meetings.

ARTICLE VII REVENUE

- 1) **MEMBERSHIP DUES** The annual membership dues of the Association shall be such sum as is approved by the Executive from year to year.

ARTICLE VIII FINANCE

- 1) **FISCAL YEAR** The fiscal year of the Association ends March 31st in each and every year.
- 2) **SIGNING AUTHORITY** The Association may operate such bank accounts as may be deemed necessary and signing Officers shall be any Two (2) of Three (3) of the Executive named by the Executive, but the President and Treasurer shall be Two (2) of the Three (3) so named by the Executive.

ARTICLE IX BOOKS AND RECORDS

- 1) **BOOKS AND RECORDS** The books and records of the Association may be inspected by any member of the Association at the Annual General Meeting of the Association, or at any time upon giving a minimum of 14 days written notice to the Executive and arranging a time satisfactory to the Officer or Officers having charge of same.

ARTICLE X REMUNERATION

- 1) **OFFICER REMUNERATION** Officers and Members of the Association shall not receive any remuneration for their services on behalf of the Association unless authorized by the Association at the Annual General Meeting.
- 2) **ASSIGNOR AND UIC REMUNERATION** The assignor and the Umpire In Chief will be compensated for game assignments as laid out by the Executive.

ARTICLE XI AMENDMENTS

- 1) **CHANGE IN BYLAWS** These By-Laws may be rescinded, altered or added to by a Special Resolution passed by a majority of not less than Seventy-five (75%) of such members entitled to vote as are present in person at an Association meeting of which Thirty (30) days notice specifying the intention to propose the Resolution as a Special Resolution has been duly given. See Article 2 Section 3 for bylaw revision responsibilities and schedule.

ARTICLE XII AFFILIATION WITH PROVINCIAL ASSOCIATIONS

- 1) **ASSOCIATION** It shall be a policy of the Association to affiliate each year with the Alberta Amateur Softball Umpires Association or any successor Association with similar objectives and with the Alberta Amateur Softball Association or any successor Association with similar objectives.
- 2) **MEETING ATTENDANCE** Delegates to Annual or Special Meetings of the Associations noted in Article XIII Section 1 shall be appointed by the Association or by the Executive. Provisions for partial or full expenses of such delegates may be approved by the Executive.

ARTICLE XIII DISCIPLINE

- 1) **DISCIPLINE COMMITTEE** Upon completion of the officer election, a committee to deal with discipline shall be put in place until the following election. The purpose of this committee is to deal strictly with members who willfully violate the Code of Ethics or in the opinion of the Executive, may be deemed to be acting in a manner detrimental to the Association.
- 2) **DISCIPLINE COMMITTEE COMPOSITION** The committee will consist of: President, a Category Director and the Commissioner of the league so affected. Any decision suspension or fine will be binding. Any member not conforming to these decisions will be suspended indefinitely.

ARTICLE XV GENERAL

- 1) **INAPPROPRIATE BEHAVIOUR** Any inappropriate or demeaning behavior illustrated by any team or league official shall be reported to the governing body of that team or league.

Operating Rules of GRADS

(Girls Recreational Adult Division of Softball)

We promote the continuation of sportsmanship, team play and fun for adult women through a recreational Fastpitch Softball program.

1.0 Principle Statement and Objectives:

The GRADS League was started in 2005 by a group of young adult women who wished to continue playing fastball at a competitive but recreational level. Both individual players and teams are welcome to register with GRADS.

Objectives of GRADS:

- To increase participation for women who are not longer eligible to participate in minor softball programs
- To provide a league that is challenging, competitive, enjoyable and allow the opportunity to develop new skills
- To ensure a team is available for each player who wishes to play in the league

An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing any coach, player, certified or volunteer umpire, league volunteer, office staff or spectator.

2.0 Fees

- Player registration fees are set annually.
- Teams will affiliate with Alberta Amateur Softball through CMSA
- Payment of any fees must be made payable to GRADS.
- Fees will include insurance as set out by Softball Alberta (AASUA). Insurance DOES NOT cover property damage. Any damage is the responsibility of the player.

3.0 Rotational Election & appointment of Committee Members

The Annual General Meeting will elect the Officers of GRADS:

- the President, Vice-President¹, Treasurer and League Director for two year terms in odd numbered years.
- the Vice President, Secretary, Registrar and Commissioner for two year terms in Even numbered years.

In the event of a position becoming vacant, the Board may appoint a Board member to that position.

GRADS Committee will appoint a liaison to

- Calgary Minor Softball Association
- Calgary Minor Softball Umpires Association

4.0 GRADS Officials - Duties and Responsibilities

GRADS Committee Responsibilities

These are the roles, duties and responsibilities for the operation of the GRADS program.

President

- shall be the Chief Officer and principal spokesperson for the Association.

- shall be the primary signing authority for all contracts, lease agreements, etc. made out in the name of the Association.
- shall chair all meetings of the GRADS Committee and the membership
- shall prepare, with the Secretary, the Agendas of the GRADS Committee and the membership
- will be a voting member of the CMSA Executive committee

Vice President

- shall assume the duties of the President in the absence of the President
- shall perform such other duties as decided by the Board.

Secretary

- shall attend and record the minutes of Committee and membership meetings
- shall have charge of all correspondence of the Association.
- shall issue notices of all meetings of the membership, Board and Executive.
- shall submit a copy of all GRADS meeting minutes to CMSA

Treasurer

- shall receive and account for all monies paid to and disbursed by the Association.
- shall chair the Finance Committee
- shall present a detailed account of receipts and disbursements to the GRADS Committee and to CMSA when requested.
- shall co-ordinate budget preparation from the committees.
- shall present the budget for the forthcoming fiscal year at the Annual Meeting.
- shall be the primary signing authority for the Association cheques.

Registrar

- shall ensure each team player is properly registered with CMSA and Softball Alberta (Alberta Amateur Softball Association).
- shall ensure each team is properly registered.
- shall receive team registration fees and account for same with the treasurer.

Past President

- shall provide continuity and guidance to the Board.
- shall be the Nominating Committee Chairperson to preparation for the annual election of the Board of Governors.

Commissioner / Assistant Commissioner

- The Commissioner shall be responsible to the members of GRADS ensuring that the GRADS Playing Rules are followed.
- The Commissioner, in conjunction with the GRADS committee, shall have the power to issue a suspension to any member, player, coach, or member of the leagues of divisions, in accordance with the suspension rules.

League Director

- The League Director shall be responsible to the members of GRADS by organization of divisions and developing playing schedules.

Umpire Liaison - CMSUA

- The Umpire Liaison shall act as a consultant to the Committee on the interpretation of playing rules, serve as liaison to the Calgary Softball Umpires Association (CSUA) and other roles as deemed necessary.
- This is a non-voting, advisory position.

CMSA Liaison

- The CMSA liaison shall act as a consultant to the committee on the interaction between CMSA and GRADS.
- This is a non-voting, advisory position.

TEAM Liaison

- Each team in the league shall have a representative whose responsibility it is to communicate league information to the team, and to represent team opinion to the Committee.
- This is a non-voting position in the operation of the league.

5.0 FINANCE

- An interim financial statement shall be prepared for presentation along with the audited financial statement to the membership at the Annual General Meeting.
- The interim financial statement is to include the period from the fiscal year end (December 31st) to the Annual General Meeting.
- Any expenditures exceeding \$250.00, must receive approval by the Executive Committee unless prior approval was granted via acceptance of a budget.
- Cheque signing authority: All cheques must have 2 signatures from the following:
 - One from the GRADS committee, either the Treasurer, the First Vice President or the President
 - One from CMSA executive: either the Treasurer, Secretary or President.
- Any cheque made out to an individual may NOT be signed by that individual.

6.0 DISSOLUTION

- In the event of a notice for dissolution of GRADS, all assets of the Association shall be sold and the net proceeds dispensed in accordance with the wishes of the majority of the members at a Special General Meeting called for such purposes.

7.0 MEETINGS

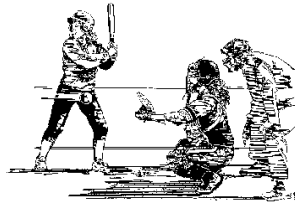
- The membership of GRADS shall meet, at the call of the President, annually in the first quarter
- The GRADS committee shall meet at least 4 times annually at the call of the President

8.0 PLAYER ELIGIBILITY

- Players must at least 18 years of age
- A player who was a registered CMSA player at any time, who is eligible to register with a CMSA district team (i.e. 18 or 19 years old), must obtain a release from their assigned district to be eligible.
- A player who has never played with CMSA does not require a district release.

9.0 PLAYING RULES & PROCEDURES

As per league affiliation



Calgary Minor Softball Association Policies

I. CONFLICT OF INTEREST

Definition:

A conflict of interest occurs when a Calgary Minor Softball Member has the potential to financially gain/lose through a decision of the Board or where there is a conflicting obligation to another organization and Calgary Minor Softball; where a member, therefore, has a personal or private interest, sufficient to influence or even appear to influence the objective and open-minded loyal exercise of their function as a Board Member. Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to Calgary Minor Softball Association This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgment could be influenced. Personal involvement includes, but is not limited to, a team that his or her child plays on, a team or division on which a family member is part of the coaching staff, or any situation with which they or members of their immediate families are involved

All members will, by all honorable means, advance the interest of Calgary Minor Softball and will not express opinions contrary to the decisions or initiatives of the Board.

The Board shall decide whether or not the member should be excluded from discussion and/or voting

In cases in which conflict of interest arises, the member in conflict will remove themselves from the Board of Directors or Committee meeting until the issue has been resolved.

Every Director and Officer of the Association must respect the confidentiality of matters brought before the Board for consideration

Failure to disclose a conflict will result in removal from the organization.

DISCIPLINE COMMITTEE

- a) All game protests must be submitted, in writing to the Disciplinary Committee within forty-eight (48) hours after the end of the protested game. .
- b) The Calgary Minor Softball Association Disciplinary Committee may discipline a player (whether or not the player is disciplined by Softball Alberta) upon consultation with the team coach and manager; and A player is suspended until the decision of the Disciplinary Committee is made; and A copy of the Calgary Minor Softball Association decision is to be sent to the Softball Alberta Executive Director.
- c) Any decisions made by the Disciplinary Committee may be appealed within forty-eight (48) hours. The appeal board shall consist of the Calgary Minor Softball Association Board of Directors; and The appeal shall be in the form of a written letter, along with a one hundred dollar (\$250.00) retainer (refundable if appeal is successful) and shall be given to the President; and The appeal shall be dealt with in a reasonable length of time; and during the appeal, players, coaches or managers will not participate in games or practices.
- d) Coaches, managers or trainers consuming or displaying alcohol will be dealt with by the Disciplinary Committee.
- e) It is the responsibility of the coach and manager to control the team. Failure to control the team may result in the coach and/or manager being suspended.
- f) The Disciplinary Committee may suspend a team player, coach, other team official for unbecoming conduct by such a team or person on or off the diamond.
- g) The Disciplinary Committee may in its discretion, impose such terms and conditions as it considers desirable with respect to the future conduct of the person or team including, for

example, placing a person or team on probation requiring attendance at clinics, making restitution, giving apologies or providing undertakings.

- h) The Disciplinary Committee shall sit at such times and such places as are necessary to deal with suspensions on a timely basis.
- i) Reasonable notice of a suspension hearing shall be given as follows:
If a team is subject to suspension, then notice shall be given to the coach, and the Calgary Minor Softball President; Category Chair and/or Softball Alberta. If a coach, manager or other team official is subject to suspension, then notice shall be given to the individual concerned and Calgary Minor Softball Association President; Category Chair and/or Softball Alberta and if a player is subject to suspension, then notice shall be given to the player concerned, to his coach, the parents and Calgary Minor Softball President; Category Chair and/or Softball Alberta and if a game official is subject to suspension, then notice shall be given to the game official concerned and to the President, UIC and/or Softball Alberta.
- j) The Disciplinary Committee may request any player, coach, manager or other team official or game official to appear before it. Failure to attend without reasonable excuse, to appear at the time and place indicated may result in disciplinary action against the person failing to attend the hearing and automatic suspension.
- k) Notice of any hearing by the Disciplinary Committee may be given in person, by telephone or electronically or by registered letter addressed to the person to be notified.
- l) The Disciplinary Committee will ensure that reasonable time limits will be given to all parties requested to attend a hearing.
- m) Notice of the decision of the Disciplinary Committee shall be given to all persons to whom notice of the hearing was required to be given, first by phone followed up by a letter.
- n) The Disciplinary Committee shall retain on file with Calgary Minor Softball Association, copies of all documentary evidence considered and record names, addresses and telephone numbers of persons having given evidence to the Committee.
- o) A suspension based on a number of league or playoff games, shall prohibit the suspended person from participating in any tournament or exhibition games during the suspension period and such suspension shall be enforced from one playing season to another. A violation of this rule may result in further suspension.
- p) The rules regarding suspensions are intended to extend to conduct of players, coaches, managers or other team officials during exhibition games or tournament games.
- q) The chairperson of the Disciplinary Committee shall report to the Board of Directors, the particulars of: of the suspension of a coach, player; and the suspension of any team; and where relevant, the reinstatement of any player or team.
- r) A suspended player may continue to practice with his/her team.
- s) Any player, coach or executive member who falsifies his birth date, place of residence or a signature on a registration form or any coach or manager certifying such form, shall be automatically suspended indefinitely.
- t) Any player or team official assessed to be harassing or threatening a game official shall be automatically suspended until a hearing is held by the Discipline Committee.
- u) Any team using an ineligible player shall forfeit all games in which such player was used and the Discipline Committee shall automatically suspend the coach from further competition until a hearing is held by the Disciplinary Committee.

II. WEATHER POLICY

“If you can see it, flee it; If you can hear it, clear it”

The Weather Network Channel or website (www.theweathernetwork.com) will be used as the guide for Calgary Minor Softball.

Games may be called by Calgary Minor Softball when the weather is below +4 degrees Celsius including the wind-chill.

The 30/30 rule (rule 1 and 2) says to shut down when lightning is 10 km's away. Use a “flash to bang” (lightning to thunder) count of five seconds equals 1.2 km's. Keep an eye on the sky. Note when skies darken or gusty winds develop. Have a place of shelter in mind, and a plan to get there.

Rule 1: When you can count less than 30 seconds between the lightning strike and the thunder, the storm is **less** than 10 km away. There is an 80% chance the next strike will happen within that 10 km. It is time to take cover. But, often, it's hard to remember to count off seconds, or how many, and keep tally of the score too, and pay attention to the game, and watch the sky, and so on. Too confusing! So, here's the trick. Sound can carry great distances when the atmosphere is stable and quiet, like early mornings. But sound doesn't travel nearly as far during a stormy afternoon. Essentially, if you can hear the thunder, you're in the strike zone. Take cover!

Rule 2: Wait 30 minutes after the last clap of thunder before resuming your activity. Naturally, watch for broken tree limbs, fallen power lines or flooding that may have been caused by the storm.

Move to a safe location:

A large permanent building or metal vehicle is best.

Unsafe places are near metal or water; under trees; on hills, near electrical/electronic equipment.

Lightning likes power lines, metal, electrical conductors, high places, prominent or tall objects. It looks for the easiest or shortest path to the ground.

Safe places are homes and buildings. Close windows and doors then stay away from them. Lightning can go through both. It can strike through walls too, so stay away from outside walls if you can. Most cars and trucks are safe too. The metal body shields the interior (the tires have no affect). If you're caught in the open, try a valley or ravine. Get low. If you're in a wooded area, hide near a small tree or shrub.

If no shelter is available, crouch down, feet close together with head tucked down. Don't lie flat. If you're in a group, spread out, so that individuals are several meters apart.

Don't be the tallest object around. Stay away from the tallest objects too. Don't carry softball bats, or an umbrella. Don't wear metal cleats. Don't go under a tree or by a metal fence. Don't take cover in a stand-alone shed.

More Canadians are killed or injured by lightning than by any other summertime weather event, and most of those affected are involved in a sporting event of some kind. Remember that even a small-for-his-age-nine-year-old is very tall when he is standing alone in centre field.

Remember that lightning victims can be revived with CPR even when there is no pulse. These people have received an electrical shock, but do not carry an electrical charge. They can be

handled safely. Of course, victims often suffer from burns and shock and should receive medical attention immediately

III. RECRUITING POLICY

Calgary Minor Softball upholds a strict no recruiting policy; no person may recruit players from other districts.

A person can be charged with tampering which can result in the league conducting a hearing and most likely suspending that coach. If the coach and/or District initiates the conversation of recruiting, then he could be accused of tampering with another team's player.



IV. LEAGUE COMMITTEE POLICY

This policy statement outlines the membership, roles, responsibilities, duties and authority of the League Committee (League Committee).

Membership

The League Committee is a standing committee of the CMSA Board of Governors.

- ✦ The chairperson of the League Committee is the League Director and shall be responsible to the Board of Governors for the running of the Committee
- ✦ The Members of the League Committee are the Category Chairpersons, who are members of the Board of Governors, and appointed to a category
- ✦ The Executive Director of CMSA is an ex-officio member of the League Committee

Roles

1. **League Director:**
 - a. Oversees the organization of the leagues and the divisions
 - b. Assists in decisions regarding placement of teams in all rounds of play
 - c. Approves divisions proposed by the Category Chairs
 - d. Facilitates dispute and conflict resolution
 - e. Is a standing member of the Appeal, Suspension and Discipline (ASD) committee
2. **Category Chairperson:**
 - a. In conjunction with the Executive Director and the League Director will determine the appropriate division for teams to be entered in during Seeding Round, Regular Season, and City Championships.
 - b. Provides guidance to coaches with respect to the operation of the league
 - c. Is a member of the ASD committee for activities that involve their specific category.
 - d. As the first point of contact for many disputes, the Category chair will gather relevant information and pass it along to the Commissioner, League Director or Executive Director as appropriate.
3. **Executive Director**
 - a. Coordinates and validates all communications from League Committee Representatives
 - b. Arranges for schedules and standings to be available on the CMSA website



Responsibilities

1. To represent CMSA in a professional and respectful manner, both on and off the diamond, demonstrating our mission of fair play and sportsmanship.
2. Respect the confidentiality agreement at all times, taking care that discussions regarding teams, coaches, players, umpires or league business are done in a private setting, and only with people who are authorized to the information shared.

Duties

1. Determine standings and placements of teams, based on collected scores, and provide this information to the CMSA office staff in the format requested to facilitate timely publication of schedules.
2. Forward any communication from CMSA, including email, fax, voicemail or other information to the teams in their respective categories.
3. Provide CMSA with scores received on a weekly basis, to be the permanent record of scores and standings
4. Ensure that CMSA and/or the League Director have confirmed the content of all communications and instructions that are sent out, prior to sending. This is to avoid conflicting messages being sent from different categories.
5. Participate in the Category meetings scheduled annually to help facilitate the atmosphere of cooperation and fair play.

Authority

The League Committee will have the authority to place a team in a division as they see fit, based on team performance, geography and any special considerations agreed to by the committee.

The League Committee and its members will not have the authority to punish, discipline or suspend teams or coaches for non-compliance with requests for scores or information. This is the responsibility of the ASD committee.

Members of the committee who do not or will not abide by this policy will be asked to resign their position.

V. TEAM/PLAYER ROSTER REGISTRATION POLICY

Calgary Minor Softball shall enforce the player registration deadline as set annually by the Executive. **Effect: Failure to comply with this registration date will result in Suspension of the team and/or players until all player eligibility requirements have been met.**

Procedure: All Player/Team rosters accompanied by the required documentation must be presented to the CMSA office on the yearly assigned registration date fully completed. **Failure to do so will result in the immediate suspension of player or coach.** Suspensions will be lifted immediately upon receipt of required information.

Mandatory Documentation/Information Required:

- **Proof of Age:** Copy of Birth Certificate, Baptismal, **Alberta Health Care Number**, Adoption Papers, Legal Band List Document, Drivers License, Notarized Letter or Statement signed by a Commissioner of Oaths.
- **Player Registration Number:** We recommend that coaches obtain a copy of accepted proof of age in case a registration number is not found to avoid suspension.
- **Coaches Certification Number:** All coaches must provide an NCCP Certification number or a CMSA Coaches Orientation Number. The master list will be available to view on Registration day. **Exception** will be given to coaches who are registered to attend the CMSA Coaches Orientation Class.
- **Player Information:** All fields must be filled out on the player roster registration form. Registration is considered incomplete if any information is not filled out in player field. We require e-mail addresses to keep all players and coaches informed of all softball activities.
- **Player Release Forms:** All required player release/transfer forms must be attached to rosters. Please refer to the CMSA Handbook for league policies on Player Release. Registration is considered incomplete if release forms are missing.

Provincial Roster:

The Calgary Minor Softball Player Roster will be used as the basis for the Provincial Roster submitted to Softball Alberta unless otherwise agreed to by the League Director of CMSA. All Provincial Rosters must be legible.



VI. TEAM SEEDING & PLACEMENT POLICY

This policy outlines the criteria by which teams are placed in categories and divisions during the league rounds of play. This policy will align with and be reflected in the CMSA Handbook.

The authority of the league committee as defined in the League Committee Policy is to place a team in a division as they see fit, based on team performance, geography and any special considerations agreed to by the committee.

Travel within City

Calgary Minor Softball Association is a city wide league thus games are played on a city wide basis. All teams registered with Calgary Minor Softball may be required to travel throughout the city for games. When at all possible Calgary Minor Softball will try and keep travelling long distances to a minimum. The goal of Calgary Minor Softball is to ensure that all divisions are competitive. The Category Chair and/or the League Director will have final say on Division Placement.

Definitions

Category is an age grouping of the Association for the purpose of playing softball. There are six categories: Mite, Squirt, Pee Wee, Bantam, Midget and Young Men (YMFL). Each category may have three divisions (tiers).

Division is the rating or level of teams in each category. There may be up to three Divisions (tiers) in each category:

- ✦ Division 1 (top 6-8 teams in the city)
- ✦ Division 2 (average/intermediate teams)
- ✦ Division 3 (beginner teams)

Seeding Round – first round of play, usually over a 2-3 week period.

Regular Season – second round of play, usually over a 6 week period. Regular season will be set in 2 schedules.

City Championships / Playoffs – final round of play, usually a double knockout format to determine a first place and second place team per division.

Provincial Play – teams may choose to enter in the provincial championship sponsored by Alberta Amateur Softball Association. This round of play is governed by AASA. Teams can enter any category recommend by CMSA. See CMSA Entry Guide.

Special Circumstances

Categories are generally set by age grouping. If necessary to facilitate a reasonably competitive level of play, teams may be required to move up a category. For example, a team with no reasonable competition in their defined category, will be requested to move to a higher category.

Team Placement – CMSA

Seeding Round

Teams are seeded for this round based on

1. Level indicated by the Division Coordinator registering the team. Each registered team shall be deemed a Division 1, 2 or 3.
2. Geography: Where the number of teams permits, i.e. more than 5, city quadrant location will be taken into consideration.

Regular Season – Round A

Divisions are determined for this round based on

1. Team performance during seeding round
2. Geography: Where the number of teams permits, i.e. more than 5, city quadrant location will be taken into consideration.

Note: points earned in this round will be part of a team standing in determining playoff standings. If a team moves to a new division, they are entitled to earned points

Regular Season – Round B

Divisions will be re-aligned if necessary by the Category Chair. This may result in:

1. complete re-alignment of divisions
2. movement of individual teams in or out, based solely on performance. Geography will not be a factor for re-aligning a division.

City Championships / Playoffs

Ranking: the final standings in league play shall be established using:

- ✦ Win/Loss records; if still tied, then
- ✦ Winners of games between tied teams; if still tied, then
- ✦ Difference of Plus or Minus total runs scored, in games between tied teams (only full innings are used).
- ✦ Tie Breaking: the above criteria shall be used except for the last playoff position or where subject tied teams have not played one another, then:
 - ✦ If two (2) teams are tied, they will play a sudden death playoff game.
 - ✦ If three (3) teams are tied, a bye shall go to the team ranked highest who will play the winner of a game between the other two.
 - ✦ If four (4) teams are tied, then ranking shall be used to determine pairing for the two semi-final games.
 - ✦ All other positions will be settled with a coin toss.

Game standing awards:

Win: 5 points

Tie: 3 points

Loss: 1 point

Forfeit: 0 Points

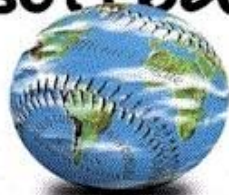
Team Placement – Provincial Round of Play

New rosters of combined Teams – Teams may be formed by combining one or more teams. CMSA will not endorse or support players registered on teams being dropped from rosters in order to combine teams to make a better team. If a district wishes to create a house league or rep team for provincial play, the opportunity for tryouts must be given to all players in the Category in that District. CMSA reserves the right to approve the level of play that a team made of CMSA registered players will be registered at.

2008 CMSA CITY DIVISION WINNERS AND FINALISTS

Category	Champions		Finalist	
Mite Girls	Team	Coach	Team	Coach
Division 1	Southfour 1	Ed Jackson	South Bow River 1	Gary Hoogeveen
Division 2	West Valley 1	Tanya Wagner	West Hills 1	Mike Vacey
Division 2 Blue	Nosecreek 1	Ted Knight	Crowfoot 1	Douglas Nowell
Division 2 Red	Okotoks 2	Anita Brown	South Bow River 3	Kirby Nishikawa
Division 3	Nosecreek 4	Roy Cleveland	Nosecreek 2	Michaela Hashiguchi
Mite Boys				
Division 1	Nosecreek 1	Kevan Van Velzen	Nosecreek 2	Robin Mitchell
Division 2	PSA	Jackie Cummings	Crowfoot 1	Martin Rude
Squirt Girls				
Division 1	South Bow River 2	Kyle Ostermann	Nosecreek 1	Neal Harlos
Division 2A	Westvalley 1	Greg Keller	Westvalley 2	Adrien Maillot
Division 2B	PSA	Albert Kolomeitz	West Hills	Pam Gillham
Division 3A	Southfour	Steve Cooke	Airdrie	Glen Demmon
Division 3B	Westvalley 3	Jacqueline Skeet	Bow Valley/Indus	Alisia Lickiss
Squirt Boys				
Division 2A	Southfour 2	Jon Nickerson	Crowfoot 1	Heather Finch
Division 2B	Nosecreek	Pat Cummings	Tsuu T'ina	Mandi Dodginghorse
Pewee Girls				
Division 1	Crowfoot	Roxane McGonigal	Airdrie	Carrie-Ann Gibson
Division 2A	Nosecreek 2	Brent Rathgeber	Nosecreek 1	Kelly Schwartz
Division 2B	Strathmore	Lanky Johnson	Southfour 1	Peter Allan
Division 3	Crowfoot 2	Jeffrey Church	Southfour 2	Madison Armstrong
Pewee Boys				
Division 1	Crowfoot	John Piera	South Bow River	Wes Peters
Bantam Girls				
Division 1	South Bow River 1	Bob McQuitty	Crowfoot	Tim Madden
Division 2	West Valley 2	Bob Lee	Southfour	Charlene Karvonen
Midget Girls				
Division 1	Southfour 1	Ian Strachan	West Valley	Craig Dunbar
Division 2A	Okotoks	Gilles Durand	PSA	Kelly Wenstrom
Division 2B	Nose Creek	Gordon Russell	South Bow River 2	Brad Crocker

Softball



The Greatest Game on Earth