

GLEN ABBEY LADIES SLO-PITCH LEAGUE GUIDELINES

These Guidelines relate generally to the transaction of the affairs of the Glen Abbey Ladies Slo-Pitch League (G.A.L.S.), hereafter to as the “League”.

ARTICLE 1 - MANAGEMENT

1. The Executive

- a) The affairs of the League shall be managed by Executive Officers, hereafter referred to as the “Executive”.
- b) The Executive shall consist of thirteen (13) or fourteen (14) members (depending on the inclusion of a Past President), as follows:
 - i) President
 - ii) Immediate Past President (ex officio)
 - iii) Vice President
 - iv) Secretary
 - v) Treasurer
 - vi) Social Director
 - vii) Eight (8) Team Captains
- c) Each member of the Executive, excluding the Immediate Past President, shall have one vote at all Executive or General Meetings. In the case of Team Captains, a designate with voting rights may attend in order to assure representation of each team.
- d) For the purpose of reaching a decision on some issues, the vote of the President will act as tie-breaker.
- e) In matters pertaining to team conflict, only Team Captains OR Team Designate may vote in order to assure that there will be one vote only from each team in deciding the outcome. Should a tie-breaker be necessary, the highest ranking member of the Executive NOT on of the team(s) in conflict, shall cast the deciding vote.
- f) The executive may appoint a league commissioner to manage specific areas of concern with regard to running the league, the league commissioner will in turn inform the 13 executive members of all decisions reached in the areas following the guidelines.

2. Selection and Terms of Office

- a) The Executive shall be elected for one-year term at the Annual General Meeting.
- b) The Executive shall be eligible for successive re-election without limitations.
- c) Should an Executive member not be able to complete a term, her replacement shall be appointed by the Executive without vote by the League with the exception of President or Captain whereby the Vice President or Assistant Captain respectively shall assume the position.

3. **Responsibilities of the Executive**

- a) The Executive shall be responsible for and have control of all policies, administration and programming of the League. No obligation shall be binding except under authorization of the Executive.
- b) The Executive shall purchase and utilize equipment as is necessary to carry out the operation of the League.
- c) Disposal of used League equipment shall be determined by the Executive. The first right of refusal shall go to the whole of the League membership by draw or subsequently by holding annual Equipment Sales with proceeds going back to the League.
- d) League Minutes and Financial Records shall be open to the scrutiny of any and all League members at any time.

4. **Responsibilities of Individual Executive Positions**

- a) **The President shall:**
 - i) schedule + preside at all League executive and AGM meetings, as well as Captain's rating meeting + Draft
 - ii) supervise the general administration and management of the League
 - iii) supervise tasks assigned to members of the Executive and ensure that all League Guidelines, operating rules and policies are respected
 - iv) schedule games and play-offs
 - v) review equipment requirements and order as required
 - vi) participate in the ratings of new ladies
 - vii) order league jerseys and order trophies
 - viii) arrange for umpires and ensure contract is signed
 - ix) maintain a binder to be passed on to subsequent presidents to include contact names, current year of all paperwork and 3 years of meeting minutes
- b) **The Immediate Past President shall:**
 - i) be an ex-officio member of the Executive and, therefore, be a non-voting member
 - ii) acts as advisor with benefit of past experience of Presidential position.
- c) **The Vice President shall:**
 - i) perform all the duties of the President in her absence and such other duties as are delegated to her
 - ii) should the President not complete her term, the Vice President shall assume her position
- d) **The Secretary shall:**
 - i) ensure that full minutes are kept of all meetings including a record of attendance
 - ii) conduct the correspondence of the Executive.
 - iii) maintain the waiting list
 - iv) attend executive and AGM meetings, as well as Captain's rating meeting + Draft
 - v) write letters to Sponsors
 - vi) help organize the League registration
 - vii) attend ratings of new Gals
 - viii) vote on issues at Executive Meetings

- e) **The Treasurer shall:**
- i) be responsible for the funds of the League and shall secure deposit of same in the name of the League in a bank designated by the Executive
 - ii) develop a clearly defined budget prior to the season's first played game to incorporate all facets of League operation for that current season
 - iii) be responsible for Petty Cash in an amount not to exceed \$100.00
 - iv) make a financial report at each Executive Meeting
 - v) co-sign all cheques along with the signature of one other member of the Executive
 - vi) be responsible for the adoption of a method of accounting according to generally accepted accounting principles
 - vii) present the financial report at the Annual and other General meetings
 - viii) assure that the financial records and petty cash reconciliation are open to the scrutiny of any member of the League at any time.
 - ix) attend executive and AGM meetings
- f) **The Social Director shall:**
- i) be the "Chair" of the Social Committee
 - ii) as soon as possible after the yearly formalization of teams, it is mandatory that each team delegate one member to act as its representative on the Social Committee
 - iii) attend executive and AGM meetings
 - iv) the duties of this committee shall be to arrange all League Special Events, including arranging locations for Draft Announcements, 7th Inning Stretch, Banquet
 - v) arrange fund-raising as needed including 50-50, auction items, door prizes, etc.
- g) **The Captain shall:**
- i) have one vote at all Executive and General Meetings
 - ii) have the responsibility of choosing her team in the annual draft
 - iii) choose a Coach, whose wife (if a player) will automatically be a member of her team
 - iv) choose an Assistant Captain, if so desired
 - v) act as liaison between the Executive and her players
 - vi) ensure the ball diamond is set up when they are the home team (1st base bench)
 - vii) stimulate her team to the best of her ability promoting camaraderie and sportsmanship
 - viii) acts as liaison between her players and the umpire(s) during game incidents
 - ix) ensure that her team adheres to all League Guidelines, operating rules and policies.
 - x) attend executive and AGM meetings, as well as Captain's rating meeting + Draft

The next two items, while in the Guidelines are not considered Guidelines as they were voted on at an Executive Meeting. They are simply the Executives' and Captains' interpretations

Interpretation by 2016 Executive & Captains

Further Explanation

- xi) *the Captain shall advise the Executive (13) when a player has missed 5 games. The captains must remind a player who has missed 6 games that a letter must be written to the Executive explaining her absences and why she is going to miss a 7th game. If there are any questionable reasons, then the Executive must meet and read the letter and decide whether the player should be removed immediately or should not be invited back to play in the next season.*

AMENDED at Executive Meeting, January 26, 2016)

*Interpretation by 2018 Executive & Captains
Further Explanation*

- xii) Captains **MUST** advise the executive when a player has missed 5 games. In writing (email). The reasons for the absences should be included as well as the players intention to not exceed missing 6 games. Amended January 17, 2018 Executive Meeting

ARTICLE II - MEETINGS

1. Annual Meeting

The Annual Meeting of the League shall be held within 60 days of the close of the League year. All voting members shall be given due notice of and invited to attend said meeting.

2. Special Meetings

Special meetings of the members may be called by the Executive by sending a "Notice of Special Meeting" to each voting member stating the purpose for which the meeting is being called.

3. Executive Meetings

Executive meetings shall be held as regularly as possible throughout the year. All league members are welcome to attend said meetings at any time as observers and should call any member of the Executive for the time and location of the next meeting. The observer may not take part in the meeting; however, should a query, suggestion, or complaint occur, the observer may approach her Captain following the meeting as to the appropriate action.

4. Agenda

- a) An agenda shall be followed at each Executive or General Meeting as follows:
 Opening
 Minutes of previous meeting (read and approve)
 Business arising out of minutes
 Treasurer's report
 Committee reports
 New business: At an executive meeting, no items under new business will be voted on until the next meeting, unless urgent, to allow consultation with other team members or to look at paperwork.
 Adjournment
- b) Minutes of the previous Executive or General meeting shall be available to all those who attended the meeting and to any prospective attendees.

5. Quorum

- a) Seven (7) members of the Executive shall constitute a quorum.

b) At General and Special League meetings, a vote shall pass by a two-thirds majority of those present. A quorum shall not be necessary. Proxy votes may be accepted (see Article IX-4).

ARTICLE III - ELECTION PROCEDURE

1. Self-Nominations

Members may indicate their willingness to hold office by depositing their names into labeled receptacles.

2. Nominations from the Floor

Nominations will be accepted from the floor providing the member nominated agrees to have her name stand.

3. Voting

All members will be eligible to vote once by secret ballot for each position.

4. Acclamation

Should only one member indicate an interest in a position, that member shall be elected by acclamation.

ARTICLE IV - MEMBERSHIP

1. Eligibility

a) Those women eligible to play in the League must:

- i) live in Oakville. (AGM November 14, 2020)
- ii) be over the age of twenty-five as of registration date of any upcoming playing season.
- iii) be the daughter of a current or a past member of GALS, we will waive age restrictions to a minimum of 21 as well as boundary restrictions for these players.

b) Any woman playing in this League has the freedom to play in any other League of her choice as long as she attends the minimum number of GALS games required and gives her GALS teammates due consideration in order to promote team playing effectiveness and camaraderie.

2. Fees

a) A set League fee will be paid annually by each League member.

b) Should a member be replaced during the season, the new player will pay a prorated fee, as follows:

May - full amount	eg: \$175.00	July - ½ amount	\$87.50
June - ¾ of amount	eg. \$ 131.25	August - ¼ amount	\$43.75

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AMENDED AGM November 14, 2019

- c) A Player leaving the League during the season shall receive a prorated refund providing :
1) she is being replaced by another player who has paid a prorated portion of the League registration fee, and 2) that she has returned her ball shirt in good condition.

3. Teams

- a) The League shall consist of eight (8) teams of thirteen (13) GALS per team.
- b) Eight (8) Captains shall be elected annually at the Annual General meeting. Each Captain may choose an Assistant Captain and a Coach prior to the annual draft. If not chosen prior to the draft, a Coach must be chosen as soon after as possible. Should the Coach's wife be a member of the League, she will automatically be on her husband's team.
- c) Registration will be accepted annually, on a date to be chosen by the Executive, with the right of first refusal going to the players from the previous year.
- d) Rules for Open Draft
 - i) The draft will proceed in a numerical sequence. The ratings of the 3 pre-designated players per team will be totaled. The team with the lowest total will draft first, proceeding up to the team with the highest total drafting in the eighth spot. It will then reverse and go back – numbers 9 through 16 and will reverse each round.
 - ii) The number of spaces in each rating level will be marked with the ratings of each group. (Example: If there are 2 players in the league rated at 9.5, then 2 spaces are marked 9.5; 6 rated at 9, then 6 spaces marked 9, etc.)
 - iii) The pre-designated members will be the last pick in at each of their rating levels.
 - iv) When it is your turn to choose, you may stay within the rating group, or you may take a player from a different rating group.
 - v) Two members of each team may be present to assist in making selections. We have approximately 2 hours to complete the draft, so you will have only 1 minute per selection.
 - vi) Once the draft is complete, there should be no discussions regarding the selections and draft, other than the team grouping (three pre-designated players and coach). That means every detail from who was picked first through to last. We do not wish to have this information made available to anyone outside the draft. PLEASE keep this information in confidence.
 - vii) Sponsors are determined in this order. If you have one sponsor on your team, that is automatically your sponsor. If you have more than one sponsor, the names are drawn to determine your sponsor. If you have none, the remaining names will be drawn until each team has a sponsor.

4. Player Ratings

All players shall be rated on a scale of one (1) to ten (10) determined by League statistics and Captain and Coach input. New players shall be rated by a committee as the Executive sees fit.

Players acting as replacements or those on the waiting list need to be rerated before they play if they have not played full or part-time in the league within the last 3 years.

AMENDED AGM, Nov. 2012

5. Expansion

Any possibility of the League expansion must be formally presented to the general membership indicating all repercussions and changed only after a League vote.

6. Waiting List

- a) Open positions shall be filled by names on a waiting list which shall be formed by ladies showing interest in playing in the League in the order in which their names were submitted. To be placed on the waiting list, a prospective player must contact the secretary of the league, submitting full name, address, phone number and email information. Should a person on the waiting list become eligible to play and no follow-up documentation has been submitted, their name is removed from the list and the next person will be contacted. The prospective player will then be accepted as an active member of the waiting list on the date the secretary receives this document.
- b) The first 25 ladies on the waiting list will be rated for the upcoming season. Should a vacancy occur at any time during the playing season, captains must report the vacancy immediately. The terminated person will be replaced with the FIRST available person on the waiting list at the terminated person's rating level. If there is no one on the list at the required level, the first person within ½ point (either higher or lower) of the required rating will be chosen. This process will continue by ½ points until a replacement is found up or down to a maximum of two points. (e.g.: if a 6 terminates, then the first available 6 is chosen; if a 6 is not available 5 ½ or 6 ½; if a 5 ½ or 6 ½ is not available, then find the first available 5 or 7, etc.) If there are at any time less than 10 rated ladies on the waiting list, another rating season will be held. The Captain of the team involved will be informed and then the whole executive will be informed.
- c) Should a prospective player be contacted and wish not to play that season, her name may remain on the waiting list in the same order if she so desires, but will be removed from the list should she defer a second time.

7. Failure to Play

- a) In order to be placed on the leave of absence list, which will take priority over the replacement players and general waiting list, a player must inform the executive of her leave in writing as soon as possible. She will not lose her right to register the following year but only if space is available. In essence, her name is placed at the top of the waiting list. This letter must be acknowledged with a letter from the league as confirmation, or the player will be deemed to have resigned. These lists are maintained for one year only. Subject to executive approval, a leave may be extended for a second consecutive year upon receipt of a written request.
- b) If a player misses 7 games, the executive has the right to remove the player from the league and that player can put her name on the bottom of the waiting list for the next year. (Also see Article V part a, section iv)

AMENDED Nov. 21, 2012, AGM

Interpretation of Rule 7b by 2018 Executive and Captains

With respect to 7b, if a player misses 7 games, the captain must immediately notify the president and a special executive meeting will be held as soon as possible (before the team's next game) and a vote will be held to decide if the player will be removed. The player may submit a written explanation to make her case to remain.

All players sign the registration form which states, under Terms & Conditions #2, "you must participate in a minimum of 15 of the 21 scheduled league games." ***Voted on at Executive Meeting January 15, 2018***

- c) If a player knows at the beginning of the season that she will be missing more than the allotted games, she must take a leave of absence. Her name will be placed at the top of the waiting list for the following year.
- d) In the event of unforeseen circumstances (e.g. illness, injury, crisis) causing a player to miss a game, and should that failure to play put her over the game limit, she must inform the Executive in writing within 2 weeks of the absence.

8. Injury

- a) An the event a team loses a player during regular season, due to illness, injury, family responsibilities, etc., the team MUST at that time take an EQUALLY RATED player from the waiting list based on the formula set out in Section IV 6, part b).
- b) Should the injured player return to play the following season, and should no player have left the League in the meantime, the "replacement" player will go to the top of the waiting list and the injured player shall resume her standing in the League.
- c) If a player has a debilitating medical condition or illness (such as broken bones or torn ligament) and will miss more than four (4) consecutive games, then an equally rated player must be placed on the injured player's team for the time it takes for her to participate again or a maximum of 6 weeks. The injured player must decide within 2 weeks to either return or take a replacement player. The total number of weeks for the injured player and the replacement players is not to exceed 6 weeks and can include playoff weekend. If the injured player misses 6 weeks and she is unable to return to play, the temporary player assigned to that team is re-assessed by the Captains to see if she is rated appropriately to be a permanent replacement. ***Amended AGM on November 15, 2017.***

Interpretation of Rule 8c by 2018 Executive and Captains

Addendum to 8c)

The implication is that a replacement player is to be guaranteed 4 games. Given that the maximum time to miss in the case of injury is 6 weeks, then the player must declare the injury within 2 weeks. Otherwise, the replacement player cannot be guaranteed 4 games and thus will not be called up. The team, then, will be playing short for the duration of the recovery (up to the 6 week maximum). Any extension due to injury results in the replacement (after re-rating) becoming a permanent replacement and the injured player placed at the top of the waiting list.

An injured player unable to return after 6 weeks must be permanently replaced as stated in rule 8c. The "6 allowed absences" cannot be used to extend an injury. Voted on January 17, 2018 Executive Meeting

- d) Any team that requires a subsequent replacement player, then that team must look at players who are equally rated to the injured player or a lower or higher rated player within 2 points, depending on the previous replacement player's rating. If that player's rating was high, try to go lower for the subsequent replacement.
- e) At no time is a replacement player to be put in permanently for an injured or resigning player until after the 4-6 week period, at which time an assessment (re-rating) of the temporary player will be made. Amended AGM November 18, 2015

7. and 8. Note:

The 6 game absences (vacation/other commitments) allowed is separate from, and thus in addition to, the 6 weeks injury time (with temporary replacement) allowed.
AGM November 7, 2018.

9. Player Resignations

Any player resigning from the League during the season must be replaced by the next available player on the waiting list of equal rating based on the formulas set out in Section IV 6. part b). If no player is available within 2 rating points, the team does not have to replace the resigning player.

AMENDED AGM November 24, 1999

10. Practices

A member should try to attend all practices in consideration of her team.

11. Team Awards

The following team awards have been voted to remain:

- 1. Awards remaining:
 - Playoff weekend MVP voted by team coaches
 - Highest batting average
 - Most RBI's
 - Most Homeruns

The following team awards have been voted to be removed.

- Awards removed:
- Season MVP
 - Defensive Player of Games and Year
 - Service Gift Awards (years of play)

Amended at AGM November 15, 2017

ARTICLE V - GAME FORFEITURE AND RESCHEDULING

1. Each team may field ten (10) players per game. If a minimum of eight (8) players are not present, the team MUST forfeit their game. No rescheduling will be permitted in this instance. If nine (9) players are available to play a game, that team may not request the aid of a catcher from the opposing team. They may do so if only eight (8) players are available.
2. A team must have sufficient players fifteen (15) minutes after the scheduled starting time to commence the game.
3. All games SHOULD be played as scheduled with the exception of natural elements.

a) **Natural Elements**

i) TEAMS MUST REPORT TO THE FIELD NO MATTER THE WEATHER. In the case of extremely foul and/or dangerous weather, the umpire shall call the game at his/her discretion. When the umpire calls the game, it will be rescheduled. In the event the umpire does not call the game, and both team captains (after discussing with their team) agree that it is unsafe (due to field or weather conditions) for their teams to take the field-the game will be rescheduled as per normal rescheduling rules.
Amended at AGM November 7, 2018.

ii) If a minimum of 8 players of one or both teams are not present (15) minutes after the scheduled game starting time, one or both teams shall default the game, even if the game is postponed due to weather conditions. When considering the number of players (minimum of 8) to field a team, injured players or players not in uniform should not be considered in the head count.

iii) Rainout and 'Parked closed' games must be played prior to the MONDAY BEFORE the League Tournament Weekend or be considered "lost" games.

iv) Players missing from an originally scheduled game counts as an absence i.e. no absence is counted for missing a rescheduled game.

v) A rainout game must be played at the first available practice, a week later (a week away on the Friday evening or Sat. morning). If a team is unable to field enough players, the first available practice (the first Friday evening or Sat. morning) can be considered, but only if both captains agree. If the game is not completed within this time frame, the game is forfeited by the team not able to field enough players for the second week's game. These games must be played at our park only.

AMENDED AT Exec Meeting Feb. 2014

4. Spare Guidelines for Players and Pitchers – Voted on at AGM- November 24, 2021 and Executive Vote on January 26, 2022.

Definitions:

Player Spare (keep term separate from replacement players) – defined as “any GAL that is currently registered to play or on leave who wishes to spare for another team if the need arises”.

Pitcher Spare – defined as “any GAL that is currently registered to play or on leave who wishes to spare pitch for another team if the need arises”.

Spare Player & Pitcher Guidelines:

A spare will only be able to play one extra game per week, the spare will be responsible to decline any additional requests.

Spare Use – regular season games only

A spare pitcher must be filled prior to applying the spare player guidelines

Spare Pitcher Guidelines:

- Spares can be requested if the team’s primary pitcher is away.
- The captain may choose anyone from the spare pitcher list to contact.
- Ratings will not be taken into consideration.
- The captain must cc. the President on each email request.

Spare Player Guidelines:

- A spare can only be requested if the team has less than or equal to 8 players. The team can only ask for enough spares to get to a maximum of 9. If a pitcher needs to be requested, they need to be requested first.
- After a spare has accepted, if the team’s regular players schedule changes and the team can now field 9 players, the captain must cancel the spare player as soon as possible, at a minimum of the day before the game. If one of the originally absent players shows up at the park the day of the game, they will not be allowed to play if the team has 9 or more. (Captains are to communicate this to their team prior to requesting spares.)
- If a team meets the spare requirements, the captain is to send a note to the non-captain core executive (Pres/VP/Secr) with the names of the GALS that will be absent and their ratings.
- The member of the executive will start with the highest rated missing player +/-1.0 that rating, to fill the spot. If unsuccessful, they will select the 2nd highest rated missing player +/-1.0 that rating to fill the spot. They will continue this until a player has been located to spare for the team.
- A non-captain, executive, President, Vice President or Secretary will find spares.
- If a team has a spare player (not pitcher) and plays the game, in whole or in part, with 10 players, which is in violation of Guideline Article V 4, the team will forfeit the game. **Amended at AGM on November 23, 2022**
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Pitcher Spares

Pitcher Spare Guidelines:

- Pitcher Spare – defined as “any GAL that is currently registered to play or on leave who wishes to spare pitch for another team if the need arises”.
- A spare will only be able to play one extra game per week, the spare will be responsible to decline any additional requests.

- Spare Use – regular season games only
- A spare can be requested when the main pitcher is missing.
- A spare pitcher can be rated as to whomever is available
- The captains want control on which pitcher they can locate for a game where their main pitcher will be away. The captains will copy the President with their request to a pitcher.
- If a player is missing from the game as well as others, the pitcher is the first player to be replaced with a spare. 9 players will avoid a forfeit.

ARTICLE VI - THE SEASON

1. The Season

- a) Regular season play commences approximately the beginning of May
- b) Each team plays twenty-one (21) league games during the season
- c) The season ends with a Play-Off Tournament in September to be followed by the final playoffs the following week

(c) Home team will set up the field for play.
 Games will begin at 6:30 pm for the month of May
 - home teams have infield warmup from 6:00-6:15 pm
 - away teams from 6:15-6:30 pm

Games will be begin at 7:00 p.m. for the months of June and July
 - home teams have infield warmup from 6:30 – 6:45 p.m.
 - away teams have infield warmup from 6:45 – 7:00 p.m.

Beginning August 1st, games will begin at 6:30 pm
 - home teams have infield warmup from 6:00-6:15 pm
 - away teams from 6:15-6:30 pm

Beginning September 1st, games will begin at 6:15 pm
 - home teams have infield warmup from 5:45-6:00 pm
 - away teams from 6:00-6:15 pm

Exec Vote by Email April 13, 2013

- d) The home team is the first team shown on the official schedule and occupies the bench on the first baseline
Exec Vote by Email April 13, 2013
- e) An Awards Banquet will be held as early as possible after the end of the season

ARTICLE VII - OFFICIALS

1. The executive will hire a carded umpire-in-chief to arrange scheduling of carded umpires for the season. If an umpire fails to show and a volunteer acceptable to both captains agrees to umpire the game, he/she will receive the umpire's remuneration.

ARTICLE VIII - SPONSORSHIP

1. Offers of sponsorship shall be considered on a first come, first served basis. Requests by sponsor must be made in writing and will be acknowledged in writing by the league. A list of prospective sponsors will be maintained by the secretary.

ARTICLE IX - AMENDMENTS

1. To seek an alteration or amendment to this and any future Guidelines, a League member must sign a written request, accompanied by five (5) supporting (League member) signatures, for submission to the Executive. The deadline for submission of amendments shall be 2 weeks before the general meeting to be determined by the Secretary.
2. Upon Executive consideration and approval, the request shall be formulated into "Motion" moved by requestee, and seconded by one of her supporters. The Motion will then go before League members for formal vote on the next General or Special meeting agenda.
3. The alteration or amendment will pass with a two-thirds majority vote of the voting members present at a regularly constituted and properly announced meeting of the League. There shall be no necessary quorum.
4. Proxy votes may be accepted but must be in writing and signed by the member voting. Proxy votes must be received prior to meeting time.

President

Secretary