



HOUSELEAGUE

MISSION STATEMENT

The Waterloo Minor Girls' Softball Association has several important objectives for the operation of its Houseleague:

- To provide a safe and fun experience for all participants at every age level.
- To create an environment of friendship, sportsmanship and competition that every player can enjoy.
- To provide guidance to coaching staff that will assist them in teaching the fundamentals of softball.
- To make our Houseleague as enjoyable as possible so that every player will return, year after year.

BY-LAWS & POLICIES

1. DESCRIPTION

A By-Law relating generally to the conduct of the affairs of the Houseleague division of the Waterloo Minor Girls Softball Association. Any item not covered in this document will be governed by the WMGSA Association By-Laws & Policies.

2. STRUCTURE OF THE HOUSELEAGUE DIVISION

The affairs of the Houseleague division shall be managed by a Houseleague Committee comprised of the following: Vice President, Houseleague; Convenors; Director of Special Events, Houseleague. The Committee shall meet regularly, as needed, in order to govern the Houseleague division. The Umpire-in-Chief may also attend Houseleague Committee meetings, either by his/her choice or by request of the committee.

If a Convenor vacancy exists, the Houseleague Committee will recommend a candidate to the Board. The Board will vote with the prospective Convenor not in the room.

In order to meet the division's objectives, each member of the Houseleague Committee has important responsibilities that he/she must follow:

A. VICE PRESIDENT, HOUSELEAGUE

- The Vice-President, Houseleague may not coach in the Houseleague division
- Persons running for this position must have served as a member of the Houseleague Committee, the Rep Committee or the Board of Directors in the preceding year
- Should there be no person that fulfills this requirement willing to take on the position of Vice President, Houseleague, a member may be elected to fill this role, following proper voting procedures.
- Duties are as follows:
 - Attend Board of Directors meetings
 - Call and chair all Houseleague Committee meetings
 - Inform all convenors of their duties and responsibilities
 - Be the liaison between the Houseleague Committee and the Board of Directors
 - Ensure that all information is handed out and coaches/parents are informed

- Recruit to fill Convenor vacancies or take over division responsibilities
- Work with Director of Special Events, HL
- Oversee and attend equipment handout
- Work at spring registration
- Ensure that the Houseleague division operates as mandated by the Board of Directors

B. CONVENORS

- Optimally, there will be one convenor per division
- A convenor may not coach in the division which he/she convenes
- At the direction of the Vice President, Houseleague, Convenors' duties are as follows:
 - Attend all Houseleague Committee meetings
 - Work at spring registration
 - Work at equipment handout for his/her division
 - Run a coaches' meeting at the beginning of the year, generally in conjunction with equipment handout; this meeting will serve the purpose of disseminating information, handing out team lists, providing association rules and answering questions
 - Uphold and communicate all WMGSA rules and regulations
 - Must be available to attend division games to ensure that his/her division is running smoothly
 - Must keep track of division standings
 - Handle complaints/issues in his/her division according to the WMGSA By-Laws and Policies
 - Disseminate information from the Vice President and/or the Board in a timely manner

C. SPECIAL EVENTS, HOUSELEAGUE

- Shall be responsible for Final Days
- Shall be responsible for the Friendship Cup
- Shall be responsible for other special events, as determined by the Board of Directors

3. DISCIPLINE COMMITTEE

There shall be a Disciplinary Committee chaired by the President of the WMGSA and the following four members of the association: Vice President, Houseleague; Vice President, Representative; Umpire-in-Chief, and the Convenor of the Division where the action originated. The President shall vote only to break a tie.

4. SELECTION OF TEAMS (HOUSELEAGUE)

A blind draft will be held for all players from Mite age and up, based on player evaluations. For all ages below Mite, teams will be assigned by a process of appointment based on age.

The Association will consider reciprocating player requests. Requests will only be honoured if team parity can be maintained.

Non-resident players will be welcomed into the WMGSA houseleague program, provided that there are adequate facilities and city guidelines are met. WMGSA reserves the right to limit registrations.

5. SELECTION OF COACHES (HOUSELEAGUE)

League coaches will be selected by the Houseleague Committee, in conjunction with the Director of Player & Coaching Development, based on completed coaches' applications. The Houseleague Committee will use a screening process which may include reference checks, parent/player comments and feedback, and other information in selecting coaches. All coaches selected are subject to the approval of the Board of Directors.

6. SELECTION OF COACHES/TEAMS (TOURNAMENT/SELECT TEAMS)

A. Tournament/Select coaches will be chosen from the houseleague division (when there is the required interest) by The Coaching Selection Committee which shall consist of the following 3 people:

- Vice President, Houseleague
- Vice President, Representative
- Director of Coach and Player Development
- The President shall be the first alternate in case of a conflict

If any member of the Committee is also applying for a coaching position, has a child eligible to play Select in that division, or has any other personal conflict of interest, he/she shall declare a "conflict of interest" and step down from the committee for that division only. Members who step down will be replaced by alternates appointed by the Board of Directors, with the President to be the first possible alternate. There must be a minimum of three people on the Committee.

B. Players will be chosen from the houseleague division.

C. It is the intent of WMGSA to encourage Tournament/Select teams when the numbers warrant it.

D. The existence of Tournament/Select teams shall not be detrimental to the league team(s) of the players selected. Houseleague play is the priority.

E. A Tournament/Select player must play $\frac{3}{4}$ of all league games in order to maintain Tournament/Select eligibility. Absences due to health are not considered in eligibility calculations.

7. UMPIRES

A. The Umpire-in-Chief will schedule and supply a plate and base umpire, where necessary, determined by the Houseleague Committee.

B. Plate Umpires shall wear the protective equipment provided by the WMGSA. Failure to do so may result in suspension without pay, as determined by the Umpire-in-Chief.

C. Coaches shall choose qualified mature persons to officiate as base umpires, only if no base umpire is provided, and both coaches must be in agreement.

D. No coach may umpire in any game in which their team is playing, except in emergency situations as deemed necessary by the Umpire-in-Chief.

E. No Umpire shall consume alcoholic beverages before, at, or during the game. Failure to comply will result in instant dismissal.

F. If an Umpire does not show in a reasonable amount of time, a parent/spectator may become the Umpire, if so agreed by both teams.

G. Umpires, who fail to show for an assigned game without adequate notification (1 hour), will be disciplined by the Umpire-in-Chief who may suspend the offending Umpire from future games or fine them a one-game fee.

H. Dress code: all Umpires will wear long dark pants or "walking" shorts, a blue shirt tucked in and shoes. Failure to comply with the dress code could result in being fined a one-game fee.

- I. No member of the Board of Directors or any WMGSA Committee, with the exception of the Umpire-in-Chief, shall stop a game, enter the playing field, or otherwise interrupt a game being played. Only the Umpire-in-Chief, shall inform the umpires of rule changes; all such changes shall be explained to the Umpire(s) before ground rules are discussed.
- J. Complaints about umpires should be detailed and directed **in writing** to the umpire-in-chief.

8. COACHES' RESPONSIBILITIES

- A. All coaches agree to abide by the WMGSA Constitution and all other By-Laws, rules, regulations and Board decisions.
- B. All teams must abide by the schedule laid down by the Association and games must be played on dates set. Inclement weather will be the only exception. Teams failing to field a team will forfeit the game, and the score will be as follows:
 - for Mini-Mite and Mite, the score will be 5 – 0
 - for all other divisions, the score will be 7 – 0
- C. It is recommended that each team select a Parent Representative and a Player Representative who will serve as liaisons between the team members and the coaching staff.
- D. If a player is forced to leave the game due to injury the coach must complete an official injury report form and submit to their Convenor (or Vice-President, HL if the Convenor is unavailable) within two (2) days.
- E. The coaches of all teams shall be responsible for the discipline and behaviour of the members and spectators of his/her team before, during, and after the game. Effect: The warning to the coaches re: arguing with Umpires and fan conduct and the Coaches' responsibilities shall be given to both Coaches and their respective Captains at the start of the game along with the ground rules of the game. Coaches must relay the information to their players and spectators.

Should abuse occur during the game:

 - 1. One further warning will be given.
 - 2A. Further abuse by a coach will result in removal from the park. Should the coach not leave the park, the game will be forfeit.
 - 2B. Further abuse by a spectator will result in the fan being asked to leave the park. Should the fan not leave the park, the game will be forfeit.
 - 3. Further coach or spectator abuse will result in the game being forfeited.
- F. There is no smoking by coaches on school/city property.
- G. It is strongly recommended that coaches be on hand at least 30 minutes before game time and coaches must remain after the game or practice until all players are clear of the playing field and have departed. No coach shall be alone with a player or players at any time, but will ensure that another adult (preferably female and not coach's spouse) is always present.
- H. Teams must be ready (diamond laid out, ground rules explained) to start on time, with a fifteen (15) minute extension only if absolutely necessary. The home team Coach is responsible for laying out the bases; however, if he/she is late, the visiting team Coach should go ahead and get started.
- I. A coach must conduct himself/herself in a manner conducive to good sportsmanship. All coaches shall promote fair play at all times.
- J. No coach shall consume alcoholic beverages before, at, or during a practice or game.

- K. Coaches are responsible for the well-being and return of all WMGSA-issued equipment. If any equipment is broken or lost, the Director, Equipment must be notified as soon as possible.
- L. No member of a coaching staff, or helper, who is also a member of the Board of Directors or any WMGSA Committee, will wear his/her Executive shirt during any game.
- M. All coaches are encouraged to have or be enrolled in the N.C.C.P. clinic, designed for House League coaches, as a minimum. Effective year 2007, one approved coach/team must have N.C.C.P. clinic designed for House League coaches. If a coach is not certified, he/she can apply for a one-year exemption. The association will reimburse the coach for such (and other pertinent coaching clinics) as follows:
 - 50% to be paid by coach and reimbursed by association upon completion of course
 - 50% paid by coach and reimbursed by association after one season of coaching
- N. All coaches (head and assistant) must have a valid, current police records check. Starting in the 2010-2011 season, all coaches must get a NEW police check. New coaches must get a police check once they have been approved by the Board of Directors. All police checks must be renewed every three (3) years. Should any coach not produce a valid police check or a receipt to indicate that the police check process is in progress, he/she will not be allowed to take part in any indoor workouts, outdoor practices, or games until the police check has been provided.

11. THE GAME

- A. The Houseleague season will start at the beginning of May and conclude with the Final Days (See Appendix) tournament on the second weekend in July, as per City of Waterloo guidelines and field availability.
- B. All Houseleague teams will participate in the Final Days playoff tournament. The schedule will be determined based on a round robin basis.
- C. All players on each team are to play as close to an equal amount of time in each game as is possible. Deficits are to be made up in the following game.
- D. In case of rain, should the Convenor/VP, Houseleague decide to cancel games in his/her division, said person will call the coaches by 5:30 pm to notify them of the cancellation and the game(s) will be rescheduled in consultation with the Umpire-in-Chief. If the decision cannot be made by 5:30 pm, the coaches and umpire(s) will make the decision to play or to cancel the game by 6:30 pm at the field. Once the game has begun, the decision to stop is the umpire's sole responsibility.
- E. The home scorekeeper will be the official scorer. Scorekeepers MUST check with each other between innings.
- F. The umpires' decision shall be FINAL. NO protests will be considered.
- G. WMGSA encourages special needs children to participate and allowances will be made accordingly. Coaches and umpires should discuss this before the game and advise all players of the allowances.
- H. WMGSA t-shirts must be worn for each game; coaches, as well as players, are always expected to wear their current-season team shirts.
- I. All players must wear facemasks on their batting helmets.
- J. The winning team must report the score to the division convenor within 24 hours. Coaches must keep all score sheets in case of discrepancies.
- K. Any **player** ejected from a game will receive:

- 1st time: an automatic additional one-game suspension
- 2nd time: an automatic additional two-game suspension. As well, she must meet with the UIC, Division Convenor, and VP, Houseleague before returning
- 3rd time: an automatic suspension for the rest of the season

Any **coach** ejected from a game will receive:

- 1st time: an automatic additional one-game suspension
- 2nd time: an automatic additional two-game suspension.
- 3rd time: an automatic suspension for the rest of the season

Any WMGSA coach who is ejected from a game must submit a report to the Vice President, Houseleague prior to the team's next playing date. The coach is suspended from participation until the report is received and a determination is made as to whether the ejection was of a nature to warrant referral to the Rules & Discipline Committee. In addition, the umpire will be required to submit a written report of the incident to the Umpire-in-Chief immediately following the game.

- L. T-BALL, MINI-MITE & MITE:** It is the intention of the WMGSA to encourage both defensive and offensive play at these levels, and accordingly, coaches, parents and players are reminded that aggressive base running should be discouraged. Aggressive base running is considered to take place when runners are sent solely to force errors. At this level, we are encouraging defensive skills and batting skills. Coaches who continue to be aggressive will be warned and, on repeated occurrences, may be ejected from the game.

APPENDIX: FINAL DAYS

FINAL DAYS RULES

All regular WMGSA Rules apply with the following exceptions:

- Home team for all games will be decided by the umpire with the toss of a coin.
- No new inning will start after the 1 hour and 20 minute mark.
- The umpire will announce the official start time after the first pitch has been thrown. The home team will record it.
- Teams must be ready and available at least fifteen (15) minutes prior to game time.
- The winning team will report the score to the Head Scorekeeper following the game. If the game ends in a tie, the home team will report the score. All scores must be reported.
- If the time limit has been reached and the home team is ahead and at bat, the game ends immediately.
- In the last inning of play (caused by curfew or maximum innings reached,)
 - If the home team is ahead, they do not bat.
 - If the Home team is batting and scores the winning run, the game ends immediately.

T-Ball

- Each T-Ball team will play a minimum of two games.

Squirt – Midget

- For non-championship games, innings 1, 2, and 3 will have the “per inning” run limit and innings 4 through 7, if played, will be open.
- Championship games will follow the regular season per inning rules.
 - Mini-Mite championship games will have a one hour and thirty minute curfew.
 - Mite and Squirt championship games will have a one hour and forty-five minute curfew.
 - Novice through Midget championship games will play a full game, as per Softball Canada regulations.
 - If a game is tied after curfew or regulation game, the Tiebreaker rule as determined by Softball Canada will be in effect.
 - After curfew, or when tiebreaker is being used, pitching limits will be cleared.
 - The “ten-run differential after five innings or fifteen run differential after three innings” rule will be in effect for all games.

Tie-Breaking Format

1. Team with the most wins
2. Head to head
3. Least runs against (among all tied teams within the pool)
4. Best run differential (runs for divided by runs against)

NOTE: In cases of a multiple-team tie, the first tie is broken and then the process starts from #1 again.

Scheduling Games – subject to diamond and umpire availability

- **3-team division:** Round Robin; 1st place gets a bye to championship; 2nd and 3rd play to determine who advances
- **4-team division:** Round Robin; Semi-Finals (1st plays 4th; 2nd plays 3rd); winners advance to championship
- **5-team division:** Round Robin; 1st place plays 2nd place in the championship game
- **6-team division:** Round Robin; 1st place plays 2nd place in the championship game
- **7-team division:** Divide teams into 2 pools based on regular season standings: Pool A – 1st, 3rd, & 5th; Pool B – 2nd, 4th, 6th, & 7th; Round Robin (Pool A – 2 games; Pool B – 3 games); in Pool A, 1st place advances and 2nd & 3rd play off; Semi-Finals (Pool A 1st vs Pool B 2nd; Pool B 1st vs Pool A 2nd); winners advance to championship
- **8-team division:** Divide teams into 2 pools based on regular season standings: Pool A – 1st, 3rd, 5th & 7th; Pool B – 2nd, 4th, 6th, & 8th; Round Robin (each team plays the other teams in their pool once); Semi-Finals (Pool A 1st vs Pool B 2nd; Pool B 1st vs Pool A 2nd); winners advance to championship