

# OPERATING PROCEDURES

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## 1. PROTESTS

### *League Play*

- 1.1 No protests are allowed at league games. The umpires' decision is final.

### *Play-offs*

- 1.2 The notification of intent to protest must be made immediately before the next pitch. The spokesperson for the protesting team shall immediately notify the plate umpire and the opponent that the game is under protest. The plate umpire shall notify the Umpire-in-Chief, scorekeepers and the Tournament Convenor. All protests will be handled by the Protest Committee, before the next pitch.
- 1.3 Protests shall be considered only for the following:
- a) Misinterpretation of a playing rule.
  - b) Failure of an umpire to apply the correct rule to a given situation.
  - c) Failure to impose the correct penalty for a given violation.
- 1.4 Protests are not to be allowed if they are based solely on a decision involving the judgment of an umpire.
- 1.5 The plate umpire shall not have the authority to reject any protest submitted in the proper manner.
- 1.6 Protest Fee: For any protest to be considered, the protesting party shall pay a fee of \$25.00. If the protest is not upheld, the fee must be paid at the conclusion of the game or before playing another game in the Championship.

## **2. SUSPENSIONS**

- 2.1 The OIWFA reserves the right to suspend any team, coach, manager, or player, for unsportsmanlike conduct, or conduct detrimental to the OIWFA. When a team is suspended, its scheduled games will be forfeited to the opposing team(s).
- 2.2 Teams using suspended coaches, managers, or players shall automatically forfeit the games in which the suspended persons participated.

## **3. ELIGIBILITY OF PLAYERS AND COACHES**

- 3.1 Players are eligible provided they are registered as "full-time" by the academic regulations of their respective institutions, or are registered in a minimum of three courses during the OIWFA playing season (fall semester).
- 3.2 Co-op and graduate students are eligible to play, providing they meet the criteria.
- 3.3 Any number of players may be on the roster; however, only 17 players may dress for a game.
- 3.4 The roster for each team shall consist of a player's full name, student #, course of study, and year. Said information will be kept on file strictly for OIWFA use.
- 3.5 The names of coaches, trainers and managers must be on the roster. Note: there is no deadline for adding coaches to the roster but the roster must be submitted to the OIWFA and to the Provincial Women's Softball Association, for insurance purposes, within 24 hours of first participating with the team. Certified coaches must include their NCCP number and certification level.
- 3.6 Final rosters must be submitted to the OIWFA, and to the Provincial Women's Softball Association (see Insurance below), no later than the Friday preceding the last scheduled weekend of league play. No players may be signed after this date.
- 3.7 A player must be in the lineup a minimum of 5 league games to be eligible for the playoffs. The line-up cards for each game must be completed and signed off by both teams. Up to a maximum of 17, only players that are on-site, dressed in uniform and on the bench may be included on that roster.
- 3.8 All OIWFA teams will use Game Changer for the purposes of scorekeeping and tracking player eligibility. Up to a maximum of 17, only players that are on-site, dressed in uniform and on the bench may be included in the Game Changer "line-up card/roster" for any given game.
- 3.9 All teams must have one (1) NCCP Certified Coach in Competition-Introduction, Softball or equivalent. This coach must be on the roster before the first game of the season.

- 3.10 All OIWFA coaches are required to submit vulnerable sector checks prior to the first regular season game.
- 3.11 All OIWFA coaches will provide sign-off to the OIWFA Executive to attest to reading and understanding the NCCP Code of Ethics prior to the first game of the season.
- 3.12 The OIWFA has a Trans Inclusion Policy for student-athlete eligibility and can be found on the OIWFA website.

#### **4. INSURANCE**

- 4.1 All teams must obtain liability and accident insurance. Insurance must be obtained prior to the first game, exhibition or otherwise.
- 4.2 If insurance is purchased from the Provincial Women's Softball Association, in order to cover the athletes at tryouts and practices, rosters must be submitted to the Provincial Women's Softball Association within 24 hours of an athlete first participating with the team. Athletes are not covered by insurance unless they are on the roster received by the Provincial Women's Softball Association. Additions and deletions can be made at any time; however, final rosters must be submitted by the Friday preceding the 2<sup>nd</sup> scheduled weekend of league play.
- 4.3 The OIWFA Executive is to obtain Director's Insurance on an annual basis.

#### **5. AWARDS**

- 5.1 The OIWFA has a series of annual awards including Outstanding Contribution Award, Athlete of the Week, Coach of the Year, Doug Parry MVP, and League All-Stars, all of which are outlined on the OIWFA website for criteria and applications.
- 5.2 Two all-star players from each team are to be picked by their respective coaches and their names are to be submitted to the OIWFA by the **Tuesday** prior to the Championship weekend. A total of **26** players will be named as OIWFA League All-Stars and the list of All-Stars will be announced during the OIWFA Championship weekend.

#### **6. REPORTING OF SCORES**

- 6.1 Each team is to email or text the President their team's scores immediately following each individual doubleheader. Teams that fail to report their scores by the deadline will not be allowed to make any corrections and must accept the score as reported by their opponent. If both teams fail to file on time, the score will be reported as 0 – 0 and neither team will be awarded points.

## **7 RAIN DATES**

7.1 Rained out games should be rescheduled if possible. If they cannot be rescheduled, no points for these games will be awarded. Team rankings will revert to percentages (total points won/available points).

7.2 Every effort must be made to reschedule.

## **8 FORFEITS**

8.1 If a team must forfeit, then the other team should be notified at least 48 hours prior to the scheduled game. If the game cannot be rescheduled, the game shall be considered a forfeit by the offending team and the score shall be reported as 7 – 0.

8.2 If a team forfeits, without having notified the other team at least 48 hours prior to the scheduled start, the offending team will be fined \$50.00 plus the cost of the ball diamonds and umpires. The game will not be rescheduled and the score will be reported as 7 - 0.

8.3 No forfeit can be declared if a team is in transit and is unable to make the start time. When the team arrives, the coaches should modify the schedule for the time available, taking into consideration the park permits, weather, availability of umpires, sufficient warm-up time and travel time. It is acceptable to play 5 inning games or to cancel the game. The intention is to make every effort to play ball.

8.4 All teams that are delayed shall call the other team as soon as possible so that umpires and spectators can be made aware of the schedule change. Furthermore, all delayed games will be reviewed by the Executive to see if the problem can be avoided in future schedules.

8.5 If a team is on the field, the game must start within 15 minutes of the agreed to scheduled time. (Playing Rule 2.2 still applies – i.e.: there must be a minimum of 25 minutes between double headers)

8.6 No team will be permitted to forfeit any OIWFA sanctioned tournament. Any team doing so will be subject to a fine of \$50 per guaranteed game, as well as the entry fee for the tournament, and any other fees incurred as a result of the offending team.

8.7 All forfeits will be reviewed by the Executive. A team forfeiting for the third time in a season will have their OIWFA membership reviewed at the next AGM.

8.8 Should a team fold, before the beginning of the OIWFA season, all games will be cancelled and removed from the schedule with no points awarded.

8.9 Should a team fold, at any point during the current season, all games with said team will be treated as 7-0 forfeits. Games played prior to the team folding are also treated as forfeits.

## **9 PLAYING RULES FOR LEAGUE AND CHAMPIONSHIP GAMES**

9.1 All League and Championship games will be governed by the “Official Fast Pitch Rules of Softball” as contained in the current Softball Canada Official Rule Book, except for the exceptions and changes noted in the Playing Rules section and the Championship Rules section.

9.2 All games need to be completed by the last regular season scheduled weekend.

## **10 RULE ENFORCEMENT**

10.1 Teams found to be in violation of OIWFA By-Laws and/or Playing Rules shall be subject to the following:

- a) 1<sup>st</sup> offence: Written warning from the Executive for each violation.
- b) 2<sup>nd</sup> offence and subsequent offenses: Loss of one point in the League standings for subsequent violations of the same offence.

10.2 Appeals to the punishments may be submitted to the Executive in writing no later than 24 hours after being informed of a violation. An Ad-Hoc committee will be appointed by the President to hear the appeal with a decision returned prior to the next weekend of league play.

## **11 FINES AND FEES**

11.1 Teams will be fined \$250 if they fail to attend the AGM without giving the Executive at least 1 week prior notice.

11.2 League fees and Championship fees will be invoiced by June 1<sup>st</sup> and are due by September 1

11.3 CCSA fees of \$20 will be added onto the yearly amounts due by September 1

11.4 All OIWFA fines are due within 5 days of written notification. This applies to the following OIWFA fines:

- Late league fee payment - \$50
- Failure to give one week’s notice of not attending AGM - \$250
- Failure to give 48 hours notice of a forfeit - \$50 + costs to opposing team of diamonds & umpires

11.5 If fees or fines are not paid by the due date, membership will be suspended until the outstanding money is received.

- While suspended:
  - 1) All scheduled games will be forfeited.
  - 2) Teams will be disqualified from any tournaments.
  - 3) Teams will not be allowed to vote on league matters.

11.6 Refund cheques for teams not qualifying for the Championship Tournament will be distributed at the AGM and they must be cashed by March 31st following the season