



THE WINDSOR & MAIDENHEAD SOFTBALL LEAGUE

CONSTITUTION



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Document Control

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Dec 2001	Revisions to Code of Conduct. Addition of Dissolution clause	2.0
Feb 2003	Revised Club Teams conditions. Adoption of ISF Field rules	2.1
AGM 2003	Change of 4.5c to say that a club team can receive 1 male and 1 female player from another team. Detail of quorum relating to team members added	2.2
GM 2004	Addition to team requirements 4.2e. All teams in the league may receive 1 male and 1 female player from any team.	2.2
AGM 2005	Addition of Vice-Chairman, clarifying 1 league team in 4.1, adoption of league rules as constitutional, remove section 4.2e regarding player movement.	3.0
AGM 2006	All items not relating to the running of the WMSL Committee removed. Committee objectives made more comprehensive. Equal opportunity statement added. Reference to National Governing Bodies of Softball made non- name dependant and use of their guidelines recommended.	4.0
AGM 2008	Updated section 2.2 – Committee Officers to include new roles of Welfare Officer and Social Secretary. Also modified League Rep to Non Cub Team Rep	5.0
AGM 2012	Code of Conduct clarified and Disciplinary Hearing modified for instances where not enough committee members are eligible to vote.	5.1
EGM 2013	Revised layout. Removed Development Officer, PR Officer and Social Secretary Positions from Non-Executive area. Added 2 x General Officer Positions to Non-Executive area. Reworded 5.3 as per EGM 2013.	5.2
EGM 2015	Renaming of the League. New logo	5.3



Section 1: Format and Objectives

1.1 The Name

The organization will be called The Windsor and Maidenhead Softball League, hereafter called the WMSL

1.2 The WMSL

The WMSL shall be run by an executive Committee, which will be elected annually

The WMSL will be affiliated to the National Governing Body of Softball or anybody acting on their behalf

The WMSL will be run as a non-profit making organisation

1.3 Objectives

The objectives of the WMSL shall be:

1. To promote and further the interests of Softball within the WMSL area and Great Britain
2. To provide Softball coaching and training for teams, clubs and members
3. For the WMSL committee to administer the WMSL in the best interest of the teams involved
4. To promote the highest standards of Softball play and competition

These objectives shall be consistent with the development of Softball and shall offer comprehensive opportunities as per our Membership Policy and Equity Statement.

1.4 Statement of Liability

It is stated that all officers, representatives and agents of the WMSL and of any other parties, bodies, persons representing softball officially and with due authorisation, shall not be held liable for any damage, injury, loss or theft to persons or items, whether publicly or privately owned, under any circumstances whatsoever, and that advice is hereby given to all players and officials alike to ensure that they are adequately covered by relevant insurances and that we as an organising body expect that these insurances be taken out, and be suitable in nature for the sport and all reasonable consequences.

1.5 Reservations

The WMSL reserve the right to refuse entry of any club, team or person to the WMSL. Any refusal will be carried out in writing to the parties concerned. The decision of the committee to refuse entry to the League can be appealed via an appeal hearing (see Sect. 5.7).

1.6 Other Issues

For any issues raised, for which the Committee has no guidelines within this Constitution to advise or make decision on, then any relevant guidelines or advice of the National Governing Body of Softball should be sought.



1.7 WMSL Dissolution

In the event of the WMSL being wound-up and dissolved the standing assets of the WMSL will be distributed to like minded softball or associated organisations with the following priorities.

1. Other constituted Softball leagues within the Southern Region
2. Other constituted Softball leagues within the United Kingdom
3. Other constituted Baseball leagues within the United Kingdom

In all cases the recipient must be affiliated to the relevant National Governing Body and should have similar objectives to the WMSL and a similar dissolution clause.

Section 2: The Committee

2.1 The Committee

The Committee shall consist of the Committee Officers as laid out in Sect. 2.2 and Club representatives as laid out in Sect. 4.4 The Committee may co-opt additional members to assist them as necessary. Co-opted members shall not be entitled to a vote on the Committee, unless they have been co-opted to replace a member who has left the service of the committee. In this instance they shall hold office until they, or another candidate, are voted into the position by the membership at an EGM or the next AGM. It is expected that Committee officers will serve for three (3) years, starting as a non-executive and moving to an executive position. The normal term for a chairman is three (3) years and during the last year it is expected that the vice-chairman will shadow the chairman ready to take over when the Chairman retires. An officer, who by agreement of two thirds of the committee, has consistently failed to attend meetings or who seriously contravened the provisions of the constitution or who is deemed to be unsuitable to hold a committee position, shall be requested to submit their resignation from the Committee.

2.2 Committee Officers

Executive Officers and their duties:

Chairperson

- Chair All WMSL meetings and hearings
- Compile meeting agendas
- Co-Ordinate Committee Members
- Set and agree a Committee meeting schedule at the beginning of each season
- Liaise with the National Governing Body of Softball
- Attend meetings of the National Governing Body of Softball when required to do so
- Casting vote holder (see Meetings, Sect. 3.3)
- Should be a WMSL account signatory
- Co-produce the budget for the following year
- Monitor and produce proposals for Constitutional changes

Vice-Chairperson

- Deputise for the chairperson in their absence
- Support the Chairperson with day to day running of the WMSL
- Should be a WMSL account signatory



Treasurer

- Keep accurate and proper record of all financial dealings related to the WMSL
- Issue receipts for all income
- Obtain receipts for all expenditures
- Produce year-end accounts for approval at the AGM (see Meetings, Sect. 3.2)
- Co-produce the budget for the following year

Secretary

- Co-ordinate and record all official correspondence
- Minute all WMSL meetings
- Keep records of all WMSL staged events
- Maintain the WMSL history and archive
- Co-ordinate the production of the Yearbook
- Should be a WMSL account signatory
- Co-produce the budget for the following year
- Is the nominated committee member responsible for the maintenance of the WMSL Constitution

Registration, Fixtures & Results Officer

- Formulate and agree the WMSL, Divisional and Cup schedules as required
- Collation of all WMSL Registrations, Fixtures and Results
- Administer the WMSL Information Line
- Carry out "spot checks" regarding Club/Team/Player registration
- Provide WMSL information to governing and affiliated bodies
- Formulate the WMSL divisional team standings and make these available to the teams and the media
- Advise on the grading of WMSL teams for national tournament play

Non Executive Officers and their duties:

Tournaments Officer

- Organise WMSL tournaments
- Advise on the grading of WMSL teams for national tournament play
- Liaise with the National Governing Body of Softball Tournaments Officer
-

Umpire in Chief and Technical Officer

- Co-ordinate umpiring for Divisional, Cup and Tournament play
- Organise development of Umpiring within the WMSL
- Organise and run the pre-season Umpires meeting
- Represent the interests of the umpires when required
- Assist in the resolution of umpiring disputes
- Is automatically a committee member of the National Governing Body of Softball Umpires



Non Club Team Representative

- Represent and keep informed the players and teams not represented by a Club representative
- Co-ordinate with the committee regarding any issues or disputes occurring within non Club Teams

Welfare Officer

- Act as first point of contact for anyone who has a concern about a child and about poor practice of possible abuse by adults working with children
- Liaise with BSUK Child Protection Officer as necessary
- Be familiar with the contact details of the local statutory agencies
- Ensure the basic safeguarding procedures issued by the BSUK are maintained by the League and be familiar with the responsibilities of the Welfare Officer according to BSUK procedures
- Liaise with Club Welfare Officer to ensure procedures are being followed by each club

General Officers – Up to two (2) can be elected

- Assist with WMSL events and other matters
- Take on specific projects as determined by the Executive

2.3 Statement of Accountability

The above stated officers are accountable for their given responsibilities, but the Committee as a whole is responsible to the members for the overall running of the WMSL.

2.4 Expenditure

The WMSL shall maintain a bank account. All cheques drawn from this account must be signed by two (2) of the named signatories. All WMSL financial transactions must be reported to the Treasurer within four (4) weeks of the transaction. The Committee must pre-approve any single or accumulative expenditure over the value of £50. For any expenditure not pre-approved by the committee the committee reserves the right, if they feel it is not in the best interest of the WMSL, not to approve the expenditure and therefore not reimburse the claimant. The committee will decide a suitable minimum level of funds and the Bank account should be maintained above this level. If the account balance substantially exceeds the minimum level and there is no expected expenditure to reduce it then the Committee must decide on the best way to utilise this excess to benefit the WMSL.

2.5 Financial Responsibility

The WMSL account signatories are responsible for all WMSL financial matters. An up to date account statement should be produced and ratified at every Committee meeting. If this is impossible then it must be carried out within the following five week period.

2.6 Responsibility Statement

Responsibility for all property owned or leased by the WMSL and responsibility for the employment of paid staff and volunteers rests with the Executive Committee.



Section 3: Meetings and Hearings

3.1 WMSL Meeting and Hearing Formats

There are three (3) types of meetings:

1. Committee Meeting

These will be held at least six (6) times a year and will deal with the general running of the WMSL. Only attending Committee members and Club Representatives may vote at these meetings.

2. Annual General Meeting (AGM)

An Annual General Meeting will be held prior to 31 March

A minimum of twenty-one (21) days notice of the AGM will be given to members

The agenda shall be compiled by the Chairperson and contain the following items:

- a) Officers reports
- b) Approval of accounts
- c) Approval of the budget for the coming season
- d) Retiring Chairperson stands down
- e) Election of the Chairperson
- f) Retiring Committee stands down
- g) Election of Committee Officers (Non Executive posts do not have to be filled to form a Committee)
- h) Constitutional changes, amendments and additions
- i) Any other matters arising

3. Extraordinary General Meeting (EGM)

These meetings will be convened to cover issues arising that affect the WMSL and are outside the scope of a normal Committee Meeting. An EGM may be called by making a written application to the Committee stating the motion to be proposed. The application must be made by no less than three (3) Committee members or three (3) club representatives or ten (10) ordinary members. Once an application is made fulfilling these requirements the committee will schedule the meeting. Notice of the EGM shall be given to the members a minimum of fourteen (14) days prior to the event. The meeting date will be no sooner than fourteen (14) days after the application is received unless, the issue being raised is deemed by the majority of the committee and applicant of suitable importance that the meeting must be held sooner. In this instance the meeting shall be convened as soon as practicably possible after the membership has been informed of the proposed motion.

3.2 Meeting Records

All meetings are to be minuted by the secretary and, within twenty-one (21) days, copies issued to all present that were entitled to vote. Anyone else can obtain a copy from the secretary for the sum of £1.

3.3 Vote Entitlement

Each Committee member carries one (1) vote, a maximum of two (2) representatives from each team carry one (1) vote each and the Chairperson has a second casting vote in the event of a tie.



3.4 Required Attendance

At all meetings at least two (2) executive officers must be present. The Chairperson administers all meetings. In the event that the Chairperson is unavailable then the Vice-Chairperson will take their place and if the Vice-Chairperson is also unavailable the Committee will appoint a Chairperson for the duration of that meeting. At a Committee meeting one half attendance of the elected Committee will constitute a quorum. All other meetings will also require representation from a quarter of all teams to constitute a quorum. Where a vote is required, a quorum cannot exist if any one (1) team or club has the majority of the casting votes available. A member may only represent the team to which they are rostered within the WMSL.

3.5 Proposing a Motion

Motions can only be proposed when the required quorum is present to validate the meeting. Once a motion has been proposed it must be seconded. The motion is then opened for discussion and amendments to any motion put to the floor. These amendments must be voted upon, only then can a vote be taken to accept the motion. In the event of change, amendment, or addition to the constitution there must be a majority of two thirds in favour. All other votes just require a clear majority.

3.6 Elections

Elections may be held at an AGM or an EGM. All candidates must first be proposed and then seconded. If two (2) or more candidates are proposed then a vote must be taken immediately to determine the post – All candidates should leave the room whilst the voting takes place. If a position is not filled the Committee may co-opt a person to that post.

Section 4: Membership

4.1 Membership Policy and Equity Statement

Membership of the WMSL shall be open and (in accordance with the WMSL Equal opportunities statement) not unreasonably restricted on the grounds of ability, gender, race, nationality or of political, religious or other beliefs, to any team in the area who is prepared to accept and support the objectives of the WMSL. The WMSL shall adopt the Equity and Welfare Policies of the National Governing Body of Softball.

4.2 Team Requirements

Teams are required to register with the WMSL, in writing, by the deadline set by the Committee (usually two (2) weeks prior to the Captains meeting). Failure to do so may result in the loss of their league standing. Late registrations may be entered into the league at the bottom of the lowest division. New teams will be entered into the league/division in accordance with experience and ability, at the discretion of the Committee.

The following information and items are required from teams wishing to enter the league:

- a) Full team name (all names are subject to Committee approval)
- b) The names of three (3) team contacts, not living at the same address, which can act as team contacts (to include name, address and telephone number)
- c) A non-refundable deposit of an amount set by the committee



All teams will be registered with the National governing body of Softball.

Once entered the team will be listed in the Yearbook and included within the WMSL playing schedule. When informing the Membership of relevant issues, this will be done via the three team contacts given to the WMSL upon team registration.

4.3 Fees

The committee will set the team playing fees according to the budget produced for that season

4.4 Club Status

Any Teams wishing to affiliate together into a club, or any existing Softball Clubs, must notify the WMSL Committee, before the 1st of April of that year, of their application for WMSL club status and must provide the following to the Committee:

- a) A copy of the Club's constitution
- b) Full details of the Club's Committee members
- c) Name and expected grade of the teams belonging to the Club
- d) The long and short term objectives of the club
- e) A Club representative to join the WMSL Committee

Upon completion of the above conditions the Committee will decide whether Club status will be awarded and inform the teams, in writing, within fourteen (14) days.

Section 5: WMSL Structure

5.1 WMSL Structure

The WMSL structures relating to play in the WMSL are decided by the committee at the beginning of each playing season and will be published in a yearbook, which will be distributed to all teams before the start of the playing season.

5.2 Field Rules

Rules relating to play in the WMSL are decided by the committee at the beginning of each playing season and will be published in a yearbook, which will be distributed to all teams before the start of the playing season.

5.3 Off the Field Rules

All teams registered to the WMSL shall have access to the WMSL Constitution and shall abide by this Constitution.

5.4 Rule Infractions

Any players, teams or clubs failing to abide by the Rules of the WMSL and its Constitution may incur penalties at the discretion of the Committee.



5.5 Code of Conduct

The conduct of players and their supporters is the responsibility of the team to which they are representing. Acts of verbal abuse, threatening behaviour, violence, indecency, lawlessness or any other behaviour that may bring the WMSL or the sport as a whole into disrepute - that are committed by someone representing a WMSL team or whilst present at a WMSL event should be reported, in writing, to the Committee within seven (7) days. In the first instance this should be via either the Umpire in Chief, Chairperson or Vice-Chairperson. If these people are unavailable then it should be reported to any committee member.

The incident will then be referred to a Disciplinary Hearing (see below).

The National Governing Body of Softball's "Code of Conduct" will be used as a guideline for that of the WMSL.

Disciplinary Hearing

A disciplinary hearing will be convened in the event that an act in breach of the WMSL Code of Conduct is reported to the Committee. The hearing will be held no sooner than seven (7) days and no later than twenty-eight (28) days after the alleged act is reported. Notice of the Hearing date and all other relevant details will be given to the full Committee and to all other concerned parties. A minimum of five (5) voting Committee members must be present at the hearing. All conflicts of interest must be declared and any conflicted member is deemed a non-voting member.

In the event that there are not five (5) members eligible to vote then suitable impartial people may be co-opted to take part including voting and deciding suitable penalties.

The hearing shall listen to the circumstances regarding the alleged incident from all concerned and then adjudicate before imposing any such penalties as it sees fit. The outcome of the Hearing will be informed, in writing, to all parties within seven (7) days. The Committee may take advisement from any source they feel helpful when making their adjudication.

The Outcome of this Hearing may be appealed as laid out in Sect. 5.7

5.6 Protested Games

Upon receiving the protest the Umpire-in-Chief shall, within fourteen (14) days, render a decision based on the relevant rules of play issued by the Committee. If the team, or individual, remains dissatisfied with the decision of the Umpire-in-Chief, they must take the dispute to a Protest Hearing within five (5) days. To do this they must state in writing to the Committee why they are unhappy with the Umpire-in-Chief's decision.

Protest Hearing

This shall consist of a minimum of three (3) Members appointed by the WMSL Executive Committee. Members must not be connected with the teams or individuals concerned in the protest. Where possible the Umpire-in-Chief should also be appointed to the Committee. The Committee shall hear any protest within fourteen (14) days of it being lodged and the outcome of the Hearing will be informed, in writing, to all parties within seven (7) days. The Committee may take advisement from any source they feel helpful when making their adjudication.

The Outcome of this Hearing may be appealed as laid out in Sect. 5.7



5.7 Appeals Hearing

An appeal must be lodged with the committee within fourteen (14) days of the affected party being informed of the decision to be appealed. This shall consist of a minimum of three (3) Members appointed by the WMSL Executive Committee. Members must not be connected with the teams or individuals concerned in the appeal. The Committee shall hear any appeal within fourteen (14) days of it being lodged and the outcome of the Hearing will be informed, in writing, to all parties within seven (7) days. The Committee may take advisement from any source they feel helpful when making their adjudication. This decision may be appealed to the National Governing Body of Softball using their relevant grievance procedure, as laid out in Sect. 5.8

5.8 Referral of Issues to the National Governing Body of Softball

- a) If the WMSL Committee feels that a matter under consideration is sufficiently significant, it may refer its findings to the National governing body of Softball. If this matter is related to misconduct then, as they see fit, they may then impose further penalties at National or International level.
- b) Any penalty imposed by the WMSL may be appealed to the National governing body of Softball, which has the power to confirm or modify such penalty as it sees fit, including extending such penalty to National or International level.
- c) Significant failures in WMSL procedures in dealing with an issue, which might themselves constitute an unfair treatment of the team/individual involved, may be referred to the National governing body of Softball's Disciplinary Committee for review.

5.9 Fundraising

Any opportunity to raise funds at a WMSL event will be offered to interested parties in the following order of priority: WMSL, GB Softball, WMSL Club or Team, other Softball related, non-Softball related.