

**CANNING SOFTBALL ASSOCIATION (INC.)  
BY-LAWS**

**SECTION 2**

**BY-LAWS**

**CANNING SOFTBALL ASSOCIATION (INC.)  
SECTION 2 - BY-LAWS – GROUP A**

Changes to By Laws

5	Various amendments	
A	Powers and Duties of Office Bearers	September 2006
B.2	Life Members	September 2006
7	Smoking – Drinking	September 2006
C. 30.	Finance	August 2010
B. 2.	Life Members	August 2011
30.	Code of Conduct	August 2018
	Various changes made adding recommendations requested by the Department of Recreation and Sport	August 2018

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**A. ROLE OF OFFICE BEARERS:**

**Powers and Duties of Office Bearers:**

Whenever possible, any member queries should be dealt with by the committee member responsible for the area pertaining to the query.

Financial benefits to Committee members in any one year will only be provided to those members who attend 75% of the committee's monthly meetings in that same year, at the discretion of the committee.

**1. President:**

The President shall:

- a. Act as Chairman of any meeting of the Association, Committee or Executive Committee and any authorised Sub-Committee at which he/she is in attendance.
- b. Represent the Association as required.
- c. Be an authorised signatory of the Association's banking.
- d. Have a casting vote on all matters of the Executive Committee.
- e. **Assist and support social activities held throughout the year**
- f. **On occasions through the year provide duties associated with the end of the playing day, including confirming bar records and securing the oval**
- g. **Perform the duties of absent committee members at Executive meeting when required.**
- h. **Perform ad-hoc duties as require.**

**2. Vice Presidents:**

The two Vice Presidents shall:

- a. In the absence of the President from any meeting, act as Chairman of such meeting.
- b. Represent the Association as required in the absence of the President.
- c. The Vice Presidents have a vote on all matters of the Executive Committee.
- d. Be an authorised signatory of the Association's banking.

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In the absence of the President and the Vice Presidents from any meeting another member of the Committee shall be chosen to act as Chairman of such meeting.

The Chairman of any meeting of the Association, the Executive Committee or any authorised Sub-Committee shall:

- a. Ensure that such meeting is run in accordance with the accepted rules of debate and meeting procedure and,
- b. Have a casting vote only.

**3. Secretary:**

The Secretary shall:

- a. Convene all meetings of the Association and Committee.
- b. Give due notice, as provided for in the Constitution, for the calling of all meetings of the Association and Committee.
- c. Attend all meetings of the Association and Committee.
- d. Keep a true and correct record of the proceedings of all meetings of the Association and Committee.
- e. Attend to, keep and answer all correspondence and submit it to Committee meetings.
- f. Perform such other duties as may be assigned by a meeting of the Association and any duties necessary to give effect to the Constitution and,
- g. Be an authorised signatory for the Association's banking.
- h. Have a vote on all matters of the Executive Committee.

**4. Assistant Secretary:**

The Assistant Secretary shall execute any part of the Secretary's duties as may be specified by the Committee from time to time and in the event of the Secretary's absence due to any cause, perform all of his/her duties. Also, the Assistant Secretary shall have a vote on all matters of the Executive Committee.

**5. Treasurer:**

The Treasurer shall:

- a. Keep in appropriate accounting records a correct record of all monies received and expended by the Association together with date of receipt and expenditure.

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- b. Have charge of the Association accounting records and produce them for inspection at all Committee meetings and for spot checks by the President, the Committee or Auditor.
- c. Examine and present all accounts to be authorised for payment to the Committee and make all authorised payments from the funds of the Association.
- d. Issue and receive proper receipts for all monies paid to and by the Association. All payments to the Association are to be in the form of cheque, money order or direct deposit, excepting those from bar takings
- e. Submit the accounting records, accounts and receipts annually or more often as required or directed by the Committee or Auditor.
- f. If required, assist the Auditor during auditing of the accounting records of the Association.
- g. Prepare an Annual Balance Sheet, Annual Statement of Income and Expenditure for submission to the Annual General Meeting of the Association, and the same to be audited by 30<sup>th</sup> October the same year.
- h. Be an authorised signatory of the Association's banking.
- i. Have a vote on all matters of the Executive Committee.

**6. Registrar:**

The Registrar shall:

- a. Keep a complete and accurate record of each playing member, including the member's surname, given names, home address, date of birth and any other information as may be deemed necessary.
- b. Ensure that each person taking part in an Association fixture is a paying member of the Association.
- c. Draw up weekly ladder and arrange fixtures and finals prior to each season and submit for approval by Executive Committee.
- d. Have a vote on all matters of the Executive Committee.
- e. Have the power to invoke penalties to any teams in breach of by-laws.

**7. Property Officer:**

The Property Officer shall:

- a. Have control of all Association playing equipment and submit an inventory of such equipment at each Annual General Meeting or as required by the Executive Committee.
- b. Have a vote on all matters of the Executive Committee.

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**8. Social Secretary:**

The Social Secretary shall:

- a. Have the power to raise money for any purpose authorised by the Executive Committee and may do so by any lawful means not in conflict with the Constitution but shall not commit the Association to any expenditure or debt in that regard unless recommendations have previously been approved by the Executive Committee.
- b. Have a vote on all matters of the Executive Committee.
- c. Organise a suitable roster for the association raffle.
- b. Coordinate all social functions on behalf of the Executive Committee

**9. General Representatives:**

The General Representatives shall

- a. Act as a liaison between teams in their representative division and the Executive Committee.
- b. Have a vote on all matters of the Executive Committee.

**10. Signatories:**

All cheques or direct transfer bank payments are to be authorised by any two of President, Vice President, Secretary or Treasurer.

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**B. OTHER MANAGEMENT MATTERS:**

**1. Emergency Committee:**

An Emergency Committee shall consist of any three (3) officers of the Association, including the President or a Vice President and shall have the authority to authorise anything to be done in case of an emergency where time does not permit the calling of an Executive Committee Meeting to deal with the matter in question. Any decision of the Emergency Committee is to be ratified by the Executive Committee.

**2. Life Members:**

A nomination for Life Member is to be submitted to the Executive Committee and if 80% of the committee present agree to the nomination, then Life Membership will be bestowed at the Annual General meeting or Annual Wind-up.

Life members will be presented with a plaque upon confirmation of life membership. They will thereafter be accorded full voting rights at the Association's Annual General Meeting (each year). Financial benefits to Life Members in any one year will only be provided when that life member is actively involved with the association during the current or last playing year. The approval and nature of financial benefits will be at the discretion of the committee.

To become eligible for Life Membership a member shall;

- a. have provided exemplary service to the association for a period of ten (10) years of which at least five (5) years must have been served on the Executive Committee. That service should be more than the duties expected of the role performed by the nominee.

OR

- b. have given outstanding service to the Association other than on the Executive Committee for a period of at least fifteen (15) years.

The nomination must be submitted to the Executive Committee and should clearly demonstrate the nature of the service provided to the association by the person being nominated, should include the length of time that service was provided and should outline the benefits obtained by the association because of that service.

**3. Umpires Sub-Committee:**

The Chief Umpire may select an Umpires Sub-Committee unless a formal Sub-Committee for the whole season has been selected.

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**4. Representative Teams:**

The uniform of any Association Representative Team will be chosen by the Executive Committee of the Association in conjunction with the Team Coach. The Coach shall be the Coach of one of the reigning Premiership Clubs or otherwise decided by the Executive Committee.

**5. Member Club:**

All Clubs seeking admission to the Association must apply in writing by the end of February for the following season, advising:

- a. Name of Club
- b. Name, Address and Telephone Number of Manager and Delegate
- c. Colour and full description of the uniform.
- d. Which competition the Club intends to join.

Any changes to Club Officials and/or uniform colours must be notified in writing to the Secretary. All current member Clubs must also renominate their teams for the following season by the above date.

Any member of a team, after having played three games in any season, fails to wear the team's full nominated uniform in a game shall result in the team be penalised \$25.00. This clause does not apply to borrowed players.

**6. Annual Fees:**

Fees for Existing, Social, New Members and/or Member Clubs or Teams including nomination fee shall be determined by the Executive Committee. No person will be allowed to play unless they are a member of a financial Club or Team.

**7. Fund Raising:**

Fund Raising shall be subject to approval by the Executive Committee of the Association. Not less than seven (7) days notice is to be given in writing by those wishing to raise funds.

Each club is entitled to run a minimum of one raffle during the season. Any remaining raffles may be run by the CSA and the funds raised placed into general revenue to offset future costs.

**8. Guests:**

The maximum number of guests per member per day for the purposes of Section 48(4)[b] of the Liquor Licensing Act 1988 is four (4).

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**C. GENERAL:**

**1. Umpires:**

Umpires for each game shall be as per the fixtures.

Plate Umpires shall upon completion of the game sign completed score sheets.

All Umpires must be at assigned diamonds at least ten (10) minutes prior to commencement of the game.

Failure to do the above will result in a penalty of the loss of two premiership points and a team fine of \$50.

Teams failing to provide umpires during the finals series shall be penalised \$100.00 and will forfeit two premiership points for the following season. The fine must be paid before the commencement of the following season or the team shall continue to forfeit points until such time as the fine is paid.

**2. Proper Marking of Diamonds:**

A tender process will be used to outsource the line marking.

**3. Home Club Responsibilities:**

Obtain bases, flags/domes, nets, pitching mats, pegs and ropes. Set out gear ready for play. After the last game on that diamond for the day, collect all the above gear and return to storage place.

Hand in correctly completed score cards, signed by the umpires, to the canteen immediately following the game.

Failure to hand in a correctly completed scorecard as above will result in a fine of \$20.00.

**4. Away Club / Bye Club Responsibilities:**

Duties may be assigned to away teams or bye teams at the discretion of the committee.

**5. Questioning of Umpire's Decision:**

The calling of "Time" to question the umpire's interpretation of a rule as applicable to his decisions may only be made by the Coach or Club Manager to the Plate Umpire. The plate umpire may confer but cannot over rule the base umpire

**6. Smoking - Drinking:**

No smoking is permitted inside the pass ball line.

Any member or non-member of the association that is observed consuming alcohol outside of the designated area or bringing their own alcohol to the grounds may, at the discretion of the committee, result in the member's team being penalised. The team supported by a non-member that breaches this by-law will be responsible for that person/s' actions and will incur the same penalty as if that person/s were a member.

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**7. Scorers:**

Each Club shall provide a Scorer who should be positioned behind the net. In the event of a dispute in scores the Scorer who is positioned behind the net shall be deemed to be correct.

**8. Base Coaches:**

Any playing member of the Association or person over the age of eighteen (18) years may act as Base Coach. It is not compulsory that Base Coaches wear Club uniforms, but suitable footwear must be worn.

**9 Obstacles in the Playing Area:**

When the ball is hit and touches any natural or permanent obstacle in the playing field the umpire shall declare a two (2) base hit to the batter. The fielder must make a reasonable effort to field the ball and not deliberately allow the ball to touch an obstacle.

**10. Balls Entering the Playing Area of Another Game:**

The batter receives a two base hit if the ball is touched by any member of another game or spectator.

**11. Registration of Members**

All players that are listed on the scorecard must be registered. Penalty of loss of two (2) premiership points will apply to teams which play unregistered players.

All teams may register a maximum of 20 for their team nomination fee. Further players may be registered as an additional player throughout the season, as necessary, at a fee of \$25.00 per additional player.

Extra player registration forms and fees must be received by the association no later than 5.00pm on the day the extra player/s take part in competition. Extra players are considered unregistered until the extra player fee is paid. Teams which play unregistered players will forfeit all games in which the unregistered player/s took part.

There will be no ability to deregister a player once that player has played 1 or more games for that club.

**12. Transfer of Members Between Clubs:**

During the season members may transfer from one Club to another provided the transfer is received and approved by the Executive Committee before the 30th June, or by special application to the Executive Committee.

**13. Borrowing of Members From Another Team in Same Division:**

A team short of members MUST HAVE a minimum of seven (7) of its own players to start the game and will be allowed to borrow a maximum of two (2) members from another team in the same grade to make up a team of nine (9), or to replace a member injured or otherwise unable to finish a game. If the original team's members turn up the borrowed players must be removed from the game.

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The Coach of the opposing Team has the right to veto the fielding position of any borrowed player before the game commences if he considers the member or members will give an unfair advantage to the Team borrowing. The score card must note the team to which the borrowed player is registered.

**14. Borrowing of Members From Another Division:**

A team short of members MUST HAVE a minimum of seven (7) of its own players to start the game and will be allowed to borrow a maximum of 2 members from their own or another team's upper or lower grade teams to make up a team of 9, or to replace a member injured or otherwise unable to finish a game. If the original team's members arrive, the borrowed players must be removed from the game. Borrowed players from upper grade teams must meet the age requirement of the grade in which they will be borrowed players.

The Coach of the opposing Team has the right to veto the fielding position of any borrowed player before the game commences if it is considered that the member or members will give an unfair advantage to the Team borrowing. The score card must note the team to which the borrowed player is registered.

The borrowing of members from one division to another can only be effected in the first twelve (12) weeks of each season.

Borrowed players can move up to any division but can only move down one division. With the agreement of both coaches prior to the game, exceptions can be granted by the committee. The coaches' agreement MUST BE noted on the scorecard and signed by both coaches.

Players can play two games in the same day as long as the games are not scheduled for the same time.

Teams may only borrow underage players with permission from the opposing team coach.

Members must be nominated in a team by the sixth week of the season.

Players can only play 5 games out of their nominated division. If they play more than 5 games in another division, they are then deemed to be permanent members of that division.

Female players may not be borrowed for male teams and male players may not be borrowed for female teams

Teams may not borrow players for finals games

**15. Forfeiting of Games**

Any team that forfeits a game must have notified the opposition team and rostered umpiring team prior to 6pm on the Friday before the game. Failure to provide the required notice will result in a \$25.00 fine.

**16. Protests and Disputes**

a) **Lodging a Protest**

1. The plate umpire and opposing coach must be informed immediately.

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2. Details (including the incident innings and time) must be entered on the score card and both score books.
3. The umpire must sign the score card and both score books.
4. The team making the protest must contact the Secretary in writing within 24 hours to enable the P & D Tribunal to be arranged.

**\* All four steps must be followed for a protest to be lodged correctly.  
Failure to do so will result in the protest not being accepted.**

b) **Protests and Disputes Committee**

The Protests and Disputes Committee shall be appointed by the Executive Committee and shall consist of 3 players that are current members of the CSA or are recently retired players. The Protests and Disputes Committee shall have the right to appoint other members of the Association to the P & D as required. The Secretary or the Assistant Secretary will attend any hearing and take minutes for the report to the Executive Committee and to keep official records.

c) **Standing Orders for Protests and Disputes Committee Hearing:**

All persons involved in the dispute will be requested to be available for the hearing, i.e. Umpires, Players, Advocates if required, Witnesses, etc. (In the absence of any requested attendees the P & D may still proceed.)

Umpires Report to be submitted to the Protests and Disputes Committee.  
Players and/or Advocates to put forward their version of the incident. Players / advocates cannot question Umpires. However, clarification of any issues raised may be requested through the Protest and Disputes Committee.  
Protest and Disputes Committee members are the only persons with the authority to question any persons involved in the dispute.

Protests and Disputes Committee will consider the evidence and hand down decisions and any penalties.

Any player or team may lodge an appeal within two days of any penalty being imposed by the Committee, the P & D Committee or registrar by making an application in writing to the Executive Committee and paying a fee of \$50.00 (fifty dollars) to the Treasurer. The committee shall consider the application within seven days and notify the player or team of their decision. The fee is refundable **only** if the appeal is successful.

The Executive Committee's decision will be final.

Any fines imposed by the P & D committee, the executive committee or the registrar must be paid in full prior to the next playing fixture for that team or the team shall forfeit any premiership points until such fine is paid.

d) **Finals P&D**

If a dispute arises during a final game and is lodged in the proper way, then the protest will be heard immediately. The game will stop and the Protest and Disputes Committee (P&D) will be called. All games that the P&D members have to leave will stop until the protest has been heard and judged.

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The P&D's decision on the day will be final and no correspondence will be entered into.

**17. Pitching:**

Pitching for the men's competitions will be as per Rule 6 - Pitching Regulations (Modified Pitch) of the Official Playing Rules of Softball

Amendment to Sec. 3 – Legal Delivery of Rule 6 – Pitching (Modified Pitch)

Part e) is now to read as follows: 'The pitcher must not use a windmill or slingshot-type pitch, and the back swing must stop at the horizontal (i.e. the pitchers arm parallel to the ground).'

**18. Time Limit on Qualifying Games:**

Games will have a scheduled start time and a scheduled finish time. The scheduled duration for all early games and ladies late games is ninety (90) minutes and for men's late games is two (2) hours.

At the umpire's discretion the game start can be delayed up to ten (10) minutes. This delay will not affect the scheduled finish time.

A new innings will not start if the previous innings finishes later than five (5) minutes before the games scheduled finish time. At the scheduled finish time an innings will continue to be played until the home team (i.e. second at bat) is ahead, or the innings has finished. Scores will stand as at the finish of the game.

Drawn games after seven (7) innings, if time permits, play International Tie Breaker for a result or if time expires the draw stands.

Tie Breaker rule - last batter out in the previous innings starts on 2nd base - no outs.

**19. Time Limit on Final Round Games:**

The game shall consist of 7 innings and shall be played out to competition. The mercy rule as per rule (21) shall apply for all Ladies games.

If the game is still tied after seven (7) innings the International Tie Breaker Rule is to apply.

**20. Suitable Conditions for Games:**

The Canning Softball Association (the Association) recognises that there is a risk of injury, illness and in extreme cases, possible death, in participating in softball activities during extreme weather conditions. Accordingly, the Association has adopted the following policy and procedures, to apply to all Association competitions and activities. This policy applies to all members, administrators, officials, coaches, umpires, players and visitors of the Association when participating in softball. The Association may issue cancellations of games however we are a winter sport and programmed games will continue unless there is a major risk of danger to players.

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When the conditions for the commencement of play are doubtful due to inclement weather (Severe weather warning issued for Perth by Bureau of Meteorology) or other reason, the Committee (minimum 5 members including at least the president and/or 1 vice president) shall meet 1 hour prior to the scheduled game commencement time and shall make a decision on whether the games shall commence based on the available weather conditions, forecast (from various weather sources) and ground conditions.

The announcement of the decision will be made via the association's facebook group, email to club delegates and announcement at the ground.

In the event that a scheduled game time slot is cancelled due to inclement weather or ground conditions, the game result will be a Nil all (0-0) draw.

Once a game has commenced and extreme weather is experienced during the game, the Plate Umpire and two Coaches shall decide whether the game shall continue. Play may be suspended until the extreme weather clears, taking into account the time limit for each game time slot. In the event a game is called, a completed game shall consist of at least 2 completed innings. If that threshold is not reached, the game will result in a nil all (0-0) draw.

**21. Mercy Rule:**

In the female competitions only, the game shall be called if:

- a) the second team at bat is fifteen (15) runs or more in front after the other team has batted in the fifth or more inning, or
- b) the first team at bat is fifteen (15) runs or more in front at the completion of innings five or more.

**22. Cut Off Date for Incoming Players:**

Player movement between teams of different competitions, but within the same club, is allowed up to the sixth week of the season. This movement is strictly for the purposes of grading new players and exploitation of the rule will not be tolerated.

By week 6 all players must be nominated in an individual team with movement to another competition, other than borrowing, only after Committee approval.

Cut Off date for new players being added to team registrations is thirtieth (30th) June. The only exemption to this By-Law will be if any Team that has been severely depleted by illness, injury or any other relevant matter applies to the Executive Committee for extra players.

**23. Equipment Distribution By Association To Clubs:**

All equipment distributed to Clubs belongs to the Clubs and it is their responsibility to maintain and replace the equipment as necessary.

All Catchers and Umpires must wear throat guards.

Helmets are compulsory in line with Official Softball Rules.

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**24. Grading**

a) **Men's Teams**

**A Grade** is for players with extensive playing experience of softball or baseball. Extensive experience is considered 5 or more years at a level above C grade in any WABA, WASA or independent competition, including School, Juniors or Colts. Players must be aged 16 years or over at 1<sup>st</sup> January of any playing year.

**B Grade** is for players that have not played softball or baseball at a level of B Grade or above in any WABA, WASA or other independent competition. However, players with such experience may play in the B Grade Competition if, through advancing age or health reasons (long term injury / illness), they would be unable to safely or competitively compete in the A Grade competition. Players must be aged 18 years or over at 1<sup>st</sup> January of any playing year.

**C Grade** is for players with little or no playing experience of softball or baseball and those players who through advancing age or health reasons (long term injury/illness) would be unable to compete safely at B Grade or above. C grade should provide an environment of safe, achievable competition for those players who may otherwise have considered retiring from the game. Players must be aged 18 years or over at 1<sup>st</sup> January of any playing year.

The committee reserves the right to move any player to a higher or lower grade if their skill level is deemed by the committee to be well above or below the standard generally accepted as being safe in any Grade. Objections about skill levels of players must be made in writing to the Division Representative. He/she will investigate and assist the committee in its deliberations.

The committee may elect to amalgamate divisions if there are insufficient teams to form three grades. When this occurs, the rules for the higher-Grade competition shall apply for the combined grade. In the event that the A and B Grade competitions are combined then the rules for the B Grade competition shall apply for the C Grade Competition.

b) **Ladies Teams**

Players must be aged 16 years or over at 1<sup>st</sup> January of any playing year. Teams can nominate for any grade at the beginning of each season. The committee reserves the right to promote or relegate any team prior to the season commencing or during the season.

**25. Finals Qualifying Games:**

For a player to be eligible to compete in Finals, the player must have played six (6) games for his/her nominated team in that playing year. In case of injury or prolonged absence of player, special application may be made to the Executive Committee for consideration.

**26. Trophies:**

All trophies won by any Club are perpetual and remain the property of the Association unless the Executive Committee has given prior consent.

**Men's**

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Division A premiers will be awarded the *John Knox Premiership Cup*.  
Division B premiers will be awarded the *Brian Hodge and John Watkins Memorial Cup*.  
Division C premiers will be awarded the *Cameron Matson Memorial Shield*.

**Ladies**

Division A premiers will be awarded the *Elefsen Cup*.  
Division B premiers will be awarded the Neil Atkinson Cup  
Division C premiers will be awarded the Rob Burgess Cup

**27. Batting Line Up:**

The Batting Line Up must consist of all players present at the commencement of the game. All players in the line up must bat unless retired injured, at which time they will be deleted from the line up and may not re-enter the game. No automatic outs will be imposed until the line up is reduced below nine (9) batters or a player is removed or ejected from the game by the umpire.

Any player receiving medical attention due to the “Blood Rule” may re-enter the game at the umpire’s discretion. No penalty will be applied to the batting line up.

**28. Misconduct Reporting:**

After the ejection of a player if the umpire wishes to report that player for misconduct, it is necessary for the umpire to submit a written report to any member of the Executive Committee within 72 hours of the incident. The Executive Committee will then refer the report to the P & D Committee, refer By-Law 2.C.16, for adjudication and imposition of any penalties.

**29. Finance**

The Association’s Annual General Meeting shall be held on the day of the last qualifying game of each year or a date as close to this time as possible, as agreed by the committee. The Association’s financial year will end at the period end date of the 30<sup>th</sup> (thirtieth) of June each year. Financial statements shall be prepared for the Annual General Meeting and they will reflect the financial situation as at that date.

**30. Code of Conduct**

1. Players
  - 1.1. Play by the rules and with the intent of the rules
  - 1.2. Don’t argue with official or players but remain positive and approach disagreements through the appropriate channels, coaches, team managers, and player committee representatives.
  - 1.3. Act in a manner that will benefit the association and reflect sportsmanship.
  - 1.4. Play in a manner that will not bring the sport into disrepute.

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- 1.5. Refrain from any form of abuse towards others (including violence, harassment, foul language and discrimination) by any means including any type of social media
  - 1.6. Respect the rights, dignity and worth of all participants regardless of their gender, ability, religion or culture/ethnic background
  - 1.7. Treat all others as you want to be treated yourself.
  - 1.8. Be familiar with current softball rules.
  - 1.9. Play for the fun of it.
2. Officials/Coaches
- 2.1. Modify rules and regulations to match the skill levels
  - 2.2. Compliment and encourage all participants.
3. Administrators
- 3.1. Make decisions to the benefit of the greater majority of members.
  - 3.2. Ensure that all registered players are treated equally with equal voice
  - 3.3. Set an example of behaviour to all involved in the sport.
  - 3.4. Fulfil the duties to which you have been appointed.
  - 3.5. Ensure that everyone involved in Softball emphasizes fair play.
4. Violation of any of the above requirements may result in your suspension or deregistration from the Association.

- END -