



Cardiff Softball Association

Constitution v1.4

Last Revised September 2026

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1. Organisation

- 1.1. The Organisation shall be called the **Cardiff Softball Association** and hereinafter shall be referred to as the **CSA**.
- 1.2. The **CSA** shall consist of all affiliated adult league teams, Co-ed and Single Sex Tournament teams and **CSA** umpires.

2. Affiliation

- 2.1. The **CSA** and its member teams shall be affiliated to the British Softball Federation or anybody acting on behalf of the BSF.
- 2.2. Teams may be admitted to the **CSA** at the discretion of the **CSA** Committee.
- 2.3. Each member team shall appoint one representative to attend designated league meetings and act as primary team contact.
- 2.4. All member teams, except those within their first year of affiliation (New Teams), must provide at least two skilled umpires available for league games. Bar New Teams, member teams who are unable to provide umpires for league games on 2 (two) or more consecutive occasions, may be subject to sanctions imposed by the Committee.

3. Aims, Objectives and Values

- 3.1. To promote softball in the Cardiff Region
- 3.2. To raise a positive profile of the **CSA** at a national level
- 3.3. Arranging and managing league games for affiliated teams
- 3.4. Upholding high standards of competence and safety
- 3.5. Creating and promoting a respectful, safe, and inclusive environment for all.

4. Communication

- 4.1. All formal matters must be communicated in writing to the League Head. These will be shared to the Committee as appropriate. Confidentiality will be respected in these matters; hearsay can taint the issues and will need to be addressed by the League Head.

5. Membership

- 5.1. Players of all adult affiliated league teams, Co-ed and Single Sex Tournament teams and **CSA** umpires will be considered members of the **CSA**.
- 5.2. All members registered to an affiliated **CSA** team will need their details to be submitted to the **CSA** via the online registration platform (TamilNet) within 24 hours of their first game.
- 5.3. By registering to an affiliated **CSA** team, each person agrees to abide by the constitution of the **CSA** and the rulings of the **CSA** Committee.
- 5.4. Members must be at least 18 years old.
- 5.5. All members must adhere to the CSA Constitution, Standing Orders, the [safeguarding policies](#) and code of conduct set out by the BSF and BSUK.
- 5.6. All members of **CSA** agree to adhere to the following values:
- 5.7. Creating and promoting a respectful, safe, and inclusive environment for all.

6. Membership Fees

- 6.1. The **CSA** Committee shall stipulate membership fees, distinguishing between each group of players as it deems fit.
- 6.2. Annual membership fees due date will be decided upon by the Committee at each AGM, and fees are payable to the **CSA**.
- 6.3. The Committee may decide upon other charges or subscriptions, at its discretion.
- 6.4. Membership fees must be presented and have cleared in full by the date set by the **CSA** Committee. Game points are void until fees are paid in full, and any Team in breach may face expulsion from the league.

7. Committee

- 7.1. The management of the **CSA** shall be vested in the Committee.
- 7.2. The Committee shall act for the members of the **CSA**.
- 7.3. The Committee shall consist of any member voted to the following posts:

For the purpose of this Constitution, “Committee” means the elected CSA Committee members. “Team Representative” means the representative of each affiliated CSA team, normally the Captain. “CSA Members” means all registered members of the Association, including Committee members and Team Representatives.

- League Head
- Secretary
- Fixtures Officer
- Treasurer
- Umpire in Chief
- Regulations & Governance Officer
- Social Media Officer
- Development Officer
- Tournament Team Co-Ordinator



- Cardiff Tournaments Officer
- Social Secretary

Each Tournament Officer role is a separate Committee position. Where the roles are held by separate people, each person is entitled to their own Committee vote.

- 7.4. The Committee shall act upon pressing issues within the CSA and may make decisions without wider consultation where urgent action is required, subject to any voting requirements set out in this Constitution.
- 7.5. No one person may hold multiple positions on the Committee.
- 7.6. Elections for the **CSA** Committee will be held every two years, being elected at the Annual General Meeting.
- 7.7. Should there be vacancies in voting positions, Committee members may temporarily support vacant responsibilities as deemed necessary by the Committee. Any person supporting more than one responsibility shall still only have one Committee vote. Where an elected Committee position is held by a Team Representative, a representative from that Team Representative's affiliated league team is permitted to attend the AGM and cast the team vote.
- 7.8. If a position becomes vacant during the year for any reason, the Committee may vote someone into that position for the rest of the year.
- 7.9. All members of the Committee are entitled to one vote each in **CSA** Committee matters.
- 7.10. No members of the **CSA** Committee shall receive any remuneration from the **CSA** in respect of their Committee position.
- 7.11. The quorum at any meeting shall be 75% of those members of the Committee entitled to vote.
- 7.12. The League Head will convene meetings of the Committee minimally twice a year.
- 7.13. Every question at a meeting of the Committee shall be determined by a majority of the vote of the members present, with every voting member having one vote. In the event of an equality of votes, the League Head shall have the casting vote.

8. Finance

- 8.1. All monies raised by or on behalf of the **CSA** shall be applied to further the objectives of the **CSA** and for no other purpose.
- 8.2. Proper accounts shall be kept of all sums of money received and paid out by the **CSA**.
- 8.3. A statement of accounts shall be presented at the Annual General Meeting of the **CSA**.
- 8.4. The funds of the **CSA** shall be lodged at a bank or building society in an account in the name of the **CSA**.

9. Annual General Meeting and Other Meetings

- 9.1. The Annual General Meeting (AGM) of the **CSA** shall be held every year before the commencing league, when the Annual Report for the previous season of the Committee and the Statement of Accounts up to the end of the financial year shall be presented.
- 9.2. CSA members must be notified of the date and location of the AGM no less than 28 days prior to the AGM.
- 9.3. The Chairperson will run the AGM with the Secretary taking minutes to help keep the CSA fair and these minutes shall be posted for all members to see.
- 9.4. The League Head may receive nominations for officers at any time, including during the AGM. Nominations shall require two votes (nominated and seconded). Nominations can only be accepted from persons eligible to vote at the AGM.
- 9.5. An Emergency General Meeting (EGM) shall be called by an application in writing to the League Head signed by no less than 20 (twenty) members. The Committee shall have the power to call an EGM by decision of a simple majority of its members.
- 9.6. Motions should be in writing and given to the League Head or Secretary at least 14 days before the AGM is due. No new motions shall be presented at the AGM with a vote decision within the same meeting.
- 9.7. Voting members shall be limited to Committee members and Team Representatives of affiliated league teams only. Each voting member shall be entitled to one vote per motion. Where a Team Representative also holds a Committee position, that Team Representative may nominate one proxy from their affiliated league team to attend and vote on behalf of the team.
- 9.8. A motion shall be carried by a simple majority of those present and voting, except where the motion is a Constitutional amendment. A Constitutional amendment shall require a two-thirds majority of voting members present and voting at any properly convened meeting at which the amendment is considered.
- 9.9. The Committee may convene an emergency in-year meeting where urgent CSA business or operational requirements mean that a decision cannot reasonably wait until the next AGM or EGM. Notice of an emergency in-year meeting shall be given to voting members as soon as reasonably practicable, together with the proposed motion and supporting rationale, but should not be less than 48 hours.

10. Property and Staff

- 10.1. Responsibility for all property owned or leased by the CSA and for the employment of paid staff and volunteers rests with the Committee.

11. Review of the Constitution

- 11.1. This Constitution shall be open to review at any time.
- 11.2. Amendments to the Constitution may be agreed at the Annual General Meeting, an Emergency General Meeting, or another properly convened meeting at which the constitutional amendment has been properly proposed and considered.
- 11.3. Additions to, or alterations of, the Constitution shall be submitted to the League Head no less than 14 days before the date of the meeting at which they are to be considered. No resolution involving an amendment to the Constitution may be proposed, changed,



or introduced for the first time during that meeting unless it has been submitted in accordance with this clause.

- 11.4. In the event of a proposal for amending the Constitution being received in writing prior to the meeting, the League Head shall inform the Committee of the proposed motion no less than 3 days before the meeting.
- 11.5. Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the League Head at any time before the General Meeting.
- 11.6. Any alteration to the Constitution shall require a two-thirds majority of voting members present and voting, being Committee members and Team Representatives of affiliated league teams only, at any properly convened meeting at which the alteration is considered.
- 11.7. In the event of any question or matter arising that is not provided for in the Constitution, the Committee, whose decision shall be final, shall deal with such question or matter.