



# WESA

## Governing Manual

*A compilation of the governing and supporting documents of the*  
**West End Slo-pitch Association**  
Vancouver, British Columbia

The **WESA Constitution and Bylaws** are established and approved by the **WESA Membership**.  
The **League Appendices** and supporting documents are established by the **WESA Commission**  
and operate in accordance with the Constitution and Bylaws.

Each section of this manual is independent from the others.  
As new or revised content is created and approved, the **WESA Governing Manual** will be updated accordingly.

**Last compiled and formatted:** 13 December 2025

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# **WESA Governing Manual**

## **Chapter 1**

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### **WESA Constitution**

# WESA Constitution

Published as of April 22, 2005.

1. The name of the league is the West End Slo-pitch Association, hereinafter called the League.
2. The purpose of the League is to operate as a non-profit organization and in particular, to further the following objectives:
  - a. Provide and protect the opportunity for individuals who support the bonds of lesbian and gay fellowship to play amateur slo-pitch softball in an atmosphere of friendly competition, free of discrimination on the basis of sexual orientation, race, creed, gender and ability;
  - b. Foster, develop, promote and regulate the play of amateur slo-pitch softball and provide the proper safeguards in accordance with the spirit of true sportsmanship; and
  - c. Undertake fundraising activities and other social events for the betterment of the lesbian and gay community.
3. No member, group of members or team has the right to use or register the name “West End Slo-Pitch Association” or “WESA” without the written consent of the full Commission.
4. In the event of dissolution or winding up of the League, all of its remaining assets, after payment of liabilities, shall be distributed to one or more recognized charitable organizations serving the lesbian and gay community in the City of Vancouver. This provision is unalterable.

# **WESA Governing Manual**

## **Chapter 2**

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### **WESA Bylaws**

# **WESA ASSOCIATION BYLAWS**

As of October 25, 2022

## **1. MEMBERSHIP**

The League shall consist of Members in the following categories who have paid the annual dues as decided by the Commission:

- a. Full Member is entitled to participate as a regular player in league and play-off games;
- b. Associate Member is not entitled to participate as a regular player in league and play-off games;
- c. Lifetime Members are entitled to participate as a regular player in the league and playoff games and no fees or dues are collected; and
- d. Membership shall be valid from the scheduled day of draft in the current year to the day prior to the scheduled day of draft the following year.

## **2. SPONSORS**

The League Commissioner shall solicit Team and League sponsors as approved by the Commission.

## **3. ANNUAL FEES**

- a. The annual fees for various categories of Membership and Sponsorship and the fees for Substitute Players shall be decided each year by the Commission and set out by the League. The annual fees of Membership, Sponsorship or Substitute Players may not be used to subsidize tournament teams or WESA rep teams. These monies may only be used to benefit the entire Membership of the League;
- b. Annual Membership dues must be paid forty-eight (48) hours prior to the scheduled start of the annual player draft;
- c. Any Member whose dues are in arrears shall forfeit their good standing and shall be removed from the Membership role; and
- d. Annual Membership dues are non-refundable forty-eight (48) hours prior to the scheduled start of the annual player draft.

## **4. VOTING RIGHTS**

- a. Only Full, Associate and Lifetime Members in good standing may vote and each Member shall be entitled to one (1) vote;
- b. In the event that a Member belongs to more than one category of Membership, only one (1) vote per Member shall be permitted. For clarity, this means that should a Full Member also be a Lifetime Member, that Member only has the right to cast one (1) vote on any matter brought before the Membership; and

- c. There shall be two (2) classification of votes:
  - a. A ballot cast for Commission elections; and
  - b. A vote cast for or against an Ordinary or Special Resolution during an Annual General Meeting or Special Meeting of Members.

## **5. ELIGIBILITY TO HOLD OFFICE**

Eligibility to hold office or serve as a Commissioner, except where otherwise specified in these Bylaws, shall be limited to Voting Members of the League who are in good standing.

## **6. MEMBERSHIP TERMINATIONS**

- a. Resignations – any Member may terminate their connection with the League by sending their resignation, in writing/email to the Commissioner and their name shall be removed from the Membership role;
- b. Expulsions – any Member whose name has been brought to the attention of the Commission, in writing/email on charges of:
  - i. Unsportsmanlike conduct or conduct otherwise deemed to be unbecoming of a Member of the League may be expelled from the League by the Commission; or
  - ii. Failing to show up to team practices/games and not communicating this to their Team Manager may result in expulsion.
- c. The Commission, in reviewing a written/emailed complaint, will seek representation from all parties concerned;
- d. The Member in question may have a representative of their choice present at the review providing fourteen (14) days written/emailed notice indicating the name of the representative;
- e. The Commission will notify the Members, in writing/email, of a decision to expel the Member in question from the League;
- f. The Commission will advise Team Managers of any Membership terminations; and
- g. The Commission's decision may be appealed at a Special Meeting of the League.

## **7. MEETINGS**

- a. An Annual General Meeting shall be held each Fall;
- b. The Commission shall determine the time and place of the Annual General Meeting;
- c. Fourteen (14) days notice shall be required for an Annual General Meeting;
- d. General Meetings can be called by the Commission at any time;
- e. General Meetings may be requested by the Members at any time;
- f. Special Meetings of the Membership may be called by the Commission at any time;

- g. Special Meetings of the Membership will be called by the Commission upon receipt of a petition signed by 10% of the Voting Members;
- h. A petition for a Special Meeting must include a Special Resolution to be voted on at the meeting;
- i. A quorum at a General or Special Meeting shall be 10% of the total number of Voting Members or fifteen (15) Voting Members, whichever is less:
  - i. If, within thirty (30) minutes of the time set for holding a General Meeting, a quorum of voting members is not present, the meeting is cancelled and rescheduled; and
  - ii. If, at any time during a General Meeting, there ceases to be a quorum of voting members present, business may continue in accordance with the quorum established at the beginning of the General Meeting.
- j. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any of the Members entitled to receive notice does not invalidate proceeding at the meeting; and
- k. Voting by Proxy is not permitted.

## **8. THE COMMISSION**

- a. The elected/appointed officials of the League as defined in 8(b) shall constitute The Commission and be titled Commissioners;
- b. The Commission will comprise a:
  - i. League Commissioner;
  - ii. Vice-Commissioner;
  - iii. Membership Commissioner;
  - iv. Rules & Regulations Commissioner;
  - v. Special Events Commissioner;
  - vi. Secretary Commissioner;
  - vii. Treasury Commissioner;
  - viii. Technology Commissioner;
  - ix. Communications Commissioner; and
  - x. Equipment Commissioner.
- c. A current Member may hold more than one position defined in 8(b) if the position remains vacant and the Member is willing and able to fulfill the responsibilities of the position as appointed by the Commission;



- d. The League Commissioner will determine the responsibilities of individual Commissioners as set out in the League Appendices;
- e. Commissioners, with the exception of Treasury Commissioner and Technology Commissioner, shall be elected by ballot. The Treasury Commissioner and Technology Commissioner shall be appointed by the other Commissioners;
- f. All positions of the Commission shall assume office following the close of the Fall Annual General Meeting;
- g. The following positions shall hold office for a period of two (2) years and their respective terms shall begin on EVEN calendar years:
  - i. League Commissioner;
  - ii. Membership Commissioner;
  - iii. Technology Commissioner;
  - iv. Special Events Commissioner; and
  - v. Communications Commissioner.
- h. The following positions shall hold office for a period of two (2) years and their respective terms shall begin on ODD calendar years:
  - i. Vice-Commissioner;
  - ii. Rules & Regulations Commissioner;
  - iii. Treasury Commissioner;
  - iv. Secretary Commissioner; and
  - v. Equipment Commissioner.
- i. In the event that a Commissioner is unable to complete a term of office, the Commission may appoint any eligible Voting Member of the League to hold office for the remainder of that Commissioner's term;
- j. The Past Commissioner will be an appointed position by the League Commissioner of the day as a Non-Voting Member of the Commission responsible to the Membership to oversee programs and policies set forth by the Commission for a one (1) year term. The duties and responsibilities shall include, but not be limited to:
  - i. Serves as an Advisor to the Commission;
  - ii. Oversees Special Projects of the League sanctioned by The Commission;
  - iii. Supports and defends policies and programs adopted by The Commission; and
  - iv. Chairs nominating Committee.

In the absence of a Past Commissioner, the League Commissioner of the day can select either a former predecessor of the Past Commissioner or a past Vice Commissioner to fill

the position. The League Commissioner of the day can also leave the position vacant, if choosing.

## **9. DUTIES & POWERS OF THE COMMISSIONERS**

- a. The League Commissioner shall preside at all meetings of the League and Commission;
- b. The League Commissioner shall not be entitled to vote at any League or Commission Meetings, except to break a tie;
- c. The Vice Commissioner shall, in the absence of the League Commissioner, perform the duties of the League Commissioner and when so acting, shall have all the powers and be subject to all the responsibility hereby given or imposed upon the League Commissioner;
- d. In the absence of the League Commissioner and the Vice Commissioner, the Commissioners may select a Chair for the meeting upon motion approved by 50% of the Commissioners in attendance. The Commissioner selected to Chair the meeting shall not have the right to vote with respect to any business discussed at the meeting, except in the case of a tie;
- e. The Commission will decide the League playing schedule, decide procedures for the selection and management of teams and decide rules of play for the League, as set forth in the League Appendices;
- f. League policies and processes should be set out and defined in the League Appendices;
- g. The Commission has the authority to modify the Appendices as required on a regular basis;
- h. No Commissioner shall receive remuneration or other financial benefits for their services performed to the League, regardless of the type of service performed; and
- i. The Commission will approve the annual financial statement of the organization by resolution prior to submission for the Annual General Meeting for ratification by attending Membership.

## **10. COMMISSION MEETINGS**

- a. The Commissioner may call a meeting of the Commission at any time;
- b. The requirement for official quorum for a meeting of the Commission shall be 50% of Commissioners holding office; and
- c. All resolutions moved at a meeting of the Commission require a majority vote of over 50% of the Commissioners present to be passed.

## **11. TEAM MANAGERS**

- a. The number of Team Managers required for each season will be determined by the Commission;
- b. Team Management will be appointed by the Commission and will hold office for a period of one (1) year;

- c. Team Management is responsible for ensuring that they and their Team Members are familiar with and abide by the League Constitution and Bylaws and the Team Managers Manual; and
- d. In the event that a Team Manager is unable to fulfill the duties and responsibilities of the position, the Commission may appoint any eligible Voting Member of the League to the position of Team Manager.

## **12. REMOVAL FROM OFFICE**

- a. Any Commissioner or Member of Team Management whose name has been brought to the attention of the Commission, in writing/email, on charges of failure to abide by the League Constitution and Bylaws, to adequately fulfill the duties and responsibilities of the position to which they were elected, conflict of interest or conduct otherwise deemed to be unbecoming of a Member of the League, may be removed from office by the Commission;
- b. The Commission, in reviewing a written/mailed complaint, will seek representation from all parties concerned;
- c. The incumbent in question may have a representative of their choice present at the review by providing fourteen (14) days written/mailed notice indicating the name of the representative;
- d. The Commission will notify the incumbent, in writing/email, of a decision to remove them from office; and
- e. The Commission's decision may be appealed at a Special Meeting of the League.

## **13. CONDUCT OF MEMBERS**

- a. All Members must wear their current team jerseys during games;
- b. Unsportsmanlike conduct towards any Member, umpire and/or scorekeeper, whether playing a League game, play-off game or during a practice will not be tolerated; and
- c. Infractions of Article 13.(b) may result in a penalty or penalties as set forth in the League Appendices.

## **14. BORROWING POWERS**

The League shall not exercise borrowing powers.

## **15. POLITICAL AFFILIATIONS**

The League shall not have political affiliations.

## **16. CHANGES TO THE CONSTITUTION AND BYLAWS**

- a. No bylaw shall be approved that contravenes the League Constitution or the League Bylaws;
- b. No League Appendix policies shall be approved that contravene the League Constitution or the League Bylaws;
- c. The Constitution and Bylaws of the League shall not be altered or added to except by a Special Resolution of the League passed by a majority of not less than 60% of the Voting Members present at an Annual General or Special Meeting for all business, except any business that affects the voting rights of any category of Membership which would be 75% of participants at an Annual General or Special Meeting; and 50% of Members in the category affected who are at an Annual General or Special Meeting; and
- d. Notice to propose a Special Resolution shall be deemed to be duly given if signed by a proposer and seconder, both of whom shall be Voting Members and delivered to the Commission not less than twenty (20) days prior to the Meeting and the Commission has notified Voting Members via mail/email not less than fourteen (14) days before the General Meeting at which it will be dealt with.

## **17. RULES OF ORDER**

Robert's Rules of Order Newly Revised (9th edition), where not inconsistent with these Bylaws, shall be used so far as applicable at all meetings of the League.

# **WESA Governing Manual**

## **Chapter 3**

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### **WESA League Appendices**

Appendix A: Membership

Appendix B: Commission Responsibilities and Meetings

Appendix C: Team Formation and Management

Appendix D: Rules of Play

Appendix E: International Pride Softball

Appendix F: WESA Lifetime Membership Criteria

Appendix G: League Etiquette

Appendix H: Skills Assessments

Last revised on  
13 December 2025

## WESA League Appendices — Introduction

The WESA League Appendices complement our Constitution and Bylaws by detailing how the league operates, plays, and grows. They're more than policies — they embody our community spirit. From team formation and gameplay to member, sponsor and volunteer involvement, each section reflects WESA's commitment to friendly competition.

These pages provide the framework for a safe, organized, and welcoming environment — whether you're playing, volunteering or representing WESA in the broader softball community.

Our goal is simple: ensure every member has a place to play, contribute and belong. These Appendices bring our shared values to life — every season, every team, every game.

### APPENDIX A: MEMBERSHIP

In accordance with Section 3 of the Association Bylaws, the Commission has set the following annual fees:

#### MEMBERSHIP FEES:

**A1. Full Member:**

- (a) Member of the Association/League;
- (b) Entitled to one (1) vote during Annual General Meeting and Special General Meetings;
- (c) Actively playing participant in league games; and
- (d) Fees: \$175.00 regular rate.

**A2. Associate Member:**

- (a) Member of the Association/League;
- (b) Entitled to one (1) vote during Annual General Meeting and Special General Meetings;
- (c) Non-playing participant in regular season games but may spare in a maximum of three (3) regular season games including WESA Cup; and
- (d) Fees: \$80.00, regardless of registration date.

**A3. Lifetime Member:**

- (a) Member of the Association/League;
- (b) Entitled to one (1) vote during Annual General Meeting and Special General Meetings;
- (c) Actively playing or non-playing participant in league games;
- (d) Appointed by Commission based on criteria which may include the person's considerable contributions to the league over time, length of membership, merit, etc.; and
- (e) Fees: Waived.

#### **SPONSORSHIP FEES:**

- A4.** Diamond Sponsor: \$3,600.00
- A5.** Platinum Sponsor: \$3,000.00
- A6.** Gold Sponsor: \$1,200.00
- A7.** Silver Sponsor: \$400.00
- A8.** Levels of sponsorship will be determined by the Commission based on sponsorship fees, in-kind donations, promotional value, etc. as required.

#### **NON-WESA MEMBER SPARE FEES:**

- A9.** \$30.00 flat fee for a maximum of three (3) regular season games and \$30.00 flat fee for WESA Cup.

## APPENDIX B: COMMISSION RESPONSIBILITIES & MEETINGS

### B1. LEAGUE COMMISSIONER

- (a) Chief Officer of the Association, responsible for League operations and will determine the responsibilities of individual Commissioners;
- (b) Collaborate with each Commissioner on League operations as needed;
- (c) Solicit and liaise with WESA Sponsors as approved by Commission;
- (d) Plan and stage the League's Annual Awards Celebration;
- (e) Responsible for ordering League jerseys;
- (f) Primary International Pride Softball delegate representing Vancouver;
- (g) Is responsible for coordination and approval of skills assessments of players for league play and maintaining the Vancouver account of the International Pride Softball database, including player ratings;
- (h) Is responsible for maintaining the WESA account of the Slo-Pitch National (SPN) database;
- (i) Shall be the Chair of the Skills Assessment Committee or responsible for ensuring the work is completed;
- (j) Is responsible for approving and collaborating with other Commissioners on website content to promote the league's goals and inform members;
- (k) Is responsible for the solicitation, tracking, and co-coordination of league volunteers in tandem with other Commissioners including, but not limited to, volunteers for the WESA Coach Squad – Team Managers/Coaches, Lead Clinic Coaches, scorekeeping and event assistance;
- (l) One (1) of three (3) signing authorities on cheques; and
- (m) Aid other Commissioners as needed.

### B2. VICE-COMMISSIONER

- (a) Plan and stage the association's Annual Pacific Cup International Softball Tournament;
- (b) In the absence of the League Commissioner, assume the duties of the League Commissioner and when so acting, shall have all the powers and be subject to all the responsibility hereby given or imposed upon the League Commissioner;
- (c) Is responsible for ensuring the league skills clinics are scheduled and coordinated;
- (d) One (1) of three (3) signing authorities on cheques or other official WESA documentation, if needed, and one (1) of two (2) auditing officers for monthly treasurer reporting;
- (e) Shall be responsible for updating the SPN database and verifying SPN waivers or any other governing body waivers that need to be signed by members;
- (f) Shall be a member of the Sponsorship Committee; and
- (g) Aid other Commissioners as required.

### B3. TECHNOLOGY COMMISSIONER



- (a) Collaborate with the Communications Commissioner and League Commissioner to maintain, administer and update the league's website, set up registration, import schedules, set up teams and players, as well as maintain reference documents online;
- (b) Monitor and maintain online access and help; set-up user roles, permissions and troubleshooting for the League website and email platform;
- (c) Provide any reporting as needed or requested to Commissioners in a timely manner;
- (d) Recommend and implement and new technology updates including MS Office and TeamLinkt (i.e., website features, email/communication services, responsive/mobile platforms); and
- (e) Aid other Commissioners as required.

#### **B4. SECRETARY**

- (a) Ensuring Commission, General, and Special Meetings are effectively organized and maintained by working with the League Commissioner (or designate) to:
  - i. Plan meetings;
  - ii. Receive agenda items from Commissioners;
  - iii. Circulate the agenda and any reports;
  - iv. Check if quorum has been reached at meetings;
  - v. Take minutes or notes from the meeting;
  - vi. Check the action items are carried out; and
  - vii. Circulate minutes post-meeting;
- (b) Acting as custodian of the League's governing documents, which includes the League Constitution, Bylaws and Appendices;
- (c) Collecting reports from Commissioners for presentation at the Annual General Meeting;
- (d) Maintain a list of Lifetime Members and annual list of Commissioners;
- (e) Archives the history of WESA including keeping a record of any of the League's publications;
- (f) Member of any disciplinary or appeal committees as upholder of the Leagues Constitution, Bylaws and Appendices;
- (g) Holder one (1) of three (3) keys for the League mailbox; and
- (h) Aid other Commissioners as required.

#### **B5. TREASURER**

- (a) Maintain accurate records of all monies received and dispersed by the League;
- (b) Prepare annual Budgets and Financial Statements;
- (c) Prepare Monthly Financial Statement for Commission;
- (d) Prepare a Financial Report for all General Meetings;
- (e) One (1) of three (3) signing authorities on cheques; and
- (f) Aid other Commissioners as required.

#### **B6. RULES AND REGULATIONS COMMISSIONER**

- (a) Enforce the SPN and League laws, rules and regulations;
- (b) Maintain a Team Management Guide online;

- (c) Set the schedule of regular pennant season and WESA Cup tournament;
- (d) Arrange for umpires for all regular pennant season and WESA Cup tournament games;
- (e) Obtain field permits for all regular pennant season and WESA Cup tournament games as well as any other tournament hosted by the league;
- (f) Solicit, train and schedule Scorekeepers and the game data input for statistics;
- (g) Maintain league statistics;
- (h) Responsible for game cancellation advisements to the membership;
- (i) Shall be an alternate iPride Softball Representative representing Vancouver, if required;
- (j) Shall be the WESA Cup tournament director.
- (k) Shall be a member of the Skills Assessment Committee; and
- (l) Aid other Commissioners as required.

#### **B7. MEMBERSHIP COMMISSIONER**

- (a) Solicit Association Members and new people to become Members;
- (b) Keep an accurate and up-to-date Membership List;
- (c) Organize the Player Draft, including pre-season player skills assessments and any Supplemental Player Drafts;
- (d) Shall be an alternate iPride Softball representative representing Vancouver, if required;
- (e) Maintain the Spare Player List and the Waiting List;
- (f) Shall be a member of the Skills Assessment Committee; and
- (g) Aid other Commissioners as required.

#### **B8. SPECIAL EVENTS COMMISSIONER**

- (a) In collaboration with the League Commissioner, plan, organize, coordinate and direct special events for the League with the Special Events Committee (i.e. WESA Pageant, Picnic in the Park, etc.);
- (b) Set-up and negotiate contracts with vendors for Special Events within budget requirements as approved by the Commission;
- (c) Maintain records on event activities, progress, status, and post-event summary;
- (d) Archives the history of all league and special events;
- (e) In cooperation with the League Commissioner, act as event liaison between the League and sponsors for league and special events; and
- (f) Aid other Commissioners as required.

#### **B9. COMMUNICATIONS COMMISSIONER**

- (a) Managing and directing the organization's internal and external communications;
- (b) Facilitate posting details for league happenings including events, news, etc. via various social media vehicles;
- (c) Coordinate webpage maintenance—ensure that new and consistent information (article links, stories and events) is posted regularly;
- (d) Shall be a member of the Special Events Committee;
- (e) Creating public relations and marketing materials such as press releases, blog posts and newsletters; and

- (f) Aid other Commissioners as required.

**B10. EQUIPMENT COMMISSIONER**

- (a) Controlling, maintaining, purchasing, repairing, transporting, storing, cleaning and liquidating all League equipment, including automated external defibrillator equipment and first aid kits at facilities);
- (b) Key holder of storage facility and maintaining the locker;
- (c) Aid the League Commissioner in acquiring league jerseys; and
- (d) Aid other Commissioners as required.

**B11. MEETING QUORUM**

A quorum for Commission meetings shall be 50% of the total number of Commissioners in office.

**B12. STANDING COMMITTEES**

The Commission may form the following standing committees of WESA Members to assist in league operations:

- (a) Skills Assessments Committee to help prepare player skills assessments for the league and ratings submissions to iPride Softball in accordance with Appendix H;
- (b) Special Events Committee to assist in the planning, preparation and execution of special events;
- (c) Ethics Committee to advise the Commission on topics concerning conduct and policy, including disciplinary actions;
- (d) Sponsorship Committee to advise the Commission on topics concerning sponsorship; and
- (e) Other Committees that the Commission believes will assist the league in achieving its goals.

Non-members may be utilized under special circumstances, as approved by the Commission. All Committee Members must follow the WESA Code of Conduct.

## APPENDIX C: TEAM FORMATION AND MANAGEMENT

### DIVISIONS DEFINED

#### C1. ASSIGNING PLAYERS

Players will be assigned to divisions of play using the Skills Assessment outlined in Appendix H.

#### C2. DIVISIONS OF PLAY

WESA has three (3) divisions of play, each designed to reflect a range of experience, pace and play style. Below are the qualifications to play in each division.

##### Tier 1 (T1)

WESA SQ Range: 1–5 (no player with Question #3 may play in Tier 1).

Description: **Recreational–Competitive Division**

This division offers a welcoming and supportive space for new or developing players who are learning the game, as well as experienced players who want a slower-paced, mentorship-focused environment.

It's the perfect place to explore softball, build confidence and enjoy a relaxed, social atmosphere.

##### Tier 2 (T2)

WESA SQ Range: 6–7 (must have at least one question scored in each of the four skill categories).

Description: **Competitive–Recreational Division**

Tier 2 players have established competency in batting, throwing, running and fielding, along with the softball IQ needed for a medium-paced, dynamic game. This division blends competition and camaraderie, giving players a balanced challenge while supporting development and teamwork.

##### Tier 3 (T3)

WESA SQ Range: 8–11+ (players who have previously played in Tier 3 may be offered a return spot, even if their current SQ is slightly outside the range).

Description: **Fast-Paced Competitive–Rec Division.**

This division is ideal for those who love an efficient, fluid game that pushes the limits of teamwork and performance.

#### C3. LEAGUE STRUCTURE

The Commission determines:

- (a) The number of teams per division;
- (b) The season schedule; and

- (c) The minimum roster size for each team based on the total number of registered players before the player draft each season.

#### **C4. ALLOWANCES & EXCEPTIONS**

WESA's top priorities are safety, fairness and inclusion.

While skill assessments guide player placement, the Commission may make thoughtful exceptions where needed to support these values.

##### **Masters Allowance**

Players aged 50 or older (in the calendar year) may request to play one division lower than their assessed skill level, provided it does not compromise safety or competitive balance.

##### **Exceptions:**

Exceptions are subjective and case-by-case and are not precedent-setting.

##### **Examples include:**

Team Management Needs - To support league operations, Team Management exceptions may be made; however, at least one member of Team Management must meet the standard SQ for that division.

##### **Limit on Exceptions:**

A team may have no more than one player competing in that division under an exception, unless otherwise approved by the Commission.

#### **(d) Sparing Guidelines**

Sparing rules and SQ-related sparing eligibility are detailed in **Sections D29–D30**.

#### **C5. SPONSOR ASSIGNMENTS/TEAM MANAGEMENT/COACH SQUAD**

Managers and Coaches are assigned to sponsors based on the following criteria:

- a) All Team Managers/Coaches will participate in a random blind draw for their sponsor assignment;
- b) If the Commission believes there is a potential conflict of interest between a Manager/Coach and a sponsor, it may assign teams to Managers/Coaches as it deems appropriate; and
- c) The League will actively support members who aspire to volunteer in Team Management through the WESA Coach Squad by encouraging peer-driven clinics and mentorship opportunities. Members who actively participate in clinics and volunteer activities, while demonstrating leadership, competency, and a strong understanding of League values and softball skills, will be considered by the Commission for Team Management roles (Team Manager and 2nd Coach).

#### **C6. DRAFT PROCEDURES**

- a) The League will form teams each season through a Universal Player Draft;

- b) The drafting order for Team Managers/Coaches will alternate first-to-last and last-to-first, as randomly assigned prior to the draft;
- c) All individuals who have registered and are in good standing must be selected through the open Player Draft process; and
- d) The Commission may determine that a modified draft approach be utilized within a division when necessary to promote balanced and inclusive team composition. In such cases, the modified process may be used to more evenly distribute pitchers, rookies, and/or players participating under an exception.

**C7. ASSIGNMENTS: MANAGERS and BUDDIES**

- a) For the Player Draft, registrants are permitted to register with one (1) “buddy” (i.e. friend, co-worker, partner, family member, etc.);
- b) Each “buddy” must qualify to play in the same division and indicate the other person’s name on the registration form;
- c) Prior to the Player Draft, each Manager will:
  - i. Assign a draft round number to every Manager and their applicable buddy, including self-assignment;
  - ii. Assign the number of draft rounds between all players who will be drafted as a buddy pairing;
  - iii. Managers will submit their C7(c)(i) and (ii) assignments to the Membership Commissioner by the deadline set by the Membership Commissioner; and
  - iv. Incorporating the results of the Managers’ submissions, the Membership Commissioner will determine the final draft placements for Team Management and coach-buddies and “rounds between” for player buddies.
- d) After the Player Draft, registrants who have not been drafted onto a team will be placed on a Waiting List by Tier. Buddy requests will no longer be accepted or in effect following the Player Draft.

**C8.** There will be no trading of players during or after the Player Draft.

**C9.** If a Team Manager wishes to remove or replace a player from his or her team, permission to do so must be requested to the Commission, in writing/email.

It is the Team Manager's responsibility to keep the current “official team roster” updated with the Commission.

**C10.** Team rosters may include up to two (2) Associate Members who are not part of the Player Draft.

**WAITING LIST**

**C11.** Once the player quota in each Tier has reached its maximum, persons wishing to join the League as Full Members must complete a registration form and submit it to the Membership Commissioner. These registrants will be added to the Wait List by Tier.

- C12.** Buddy registrations are not permitted for those on the Waiting List, single registration only.
- C13.** Any person(s) placed on the Waiting List will be assigned to a team based on waitlist seniority.

Teams who are below the minimum number of members required will receive the next available Wait Listed registrant. If multiple teams are below the minimum number of members required, waitlisted registrants will be placed on a team in the drafting order randomly assigned at the Player Draft (see C6.(b)).

- C14.** Full Members must be on a team roster three (3) weeks prior to the end of the regular season and must have played a minimum of two (2) games to be eligible to play in WESA Cup.
- C15.** Any regular season games played by a Spare Player will not count towards NAGAAA qualifications, WESA Cup qualification, awards, statistics, etc.

## **DEFINITIONS**

- C16.** Spare Player: A person who is playing on a team that they are not assigned to. This can be:
- (a) a person who is a Full or Lifetime Member of WESA; or
  - (b) a person who is not a Member of WESA, known as a Non-WESA Member Spare.

See section D29 and D30 for further regulations.

## **LEAGUE SCHEDULE**

- C17.** There will be no rescheduling of games except those cancelled due to unsafe field conditions.

## APPENDIX D: RULES OF PLAY

### GOVERNING BODIES

- D1.** In general, WESA abides by Slo-Pitch National (SPN) rules. In cases where WESA's Rules of Play are not consistent with SPN rules, WESA's Rules of Play shall prevail.
- D2.** In the event of a public emergency, the league will make changes where necessary to the schedule, rules of play and any other functions of the league as necessary and mandated by the permitting authority of the diamonds (City of Vancouver), the government (regional and provincial) and/or Slo-Pitch National (SPN). The changes will be shared with the coaches and/or players as appropriate.

### GAME STRUCTURE/MINIMUM ROSTERS

- D3.** Scheduled games will be seventy-five (75) minutes long. There is no on-diamond warm up, grace period or extensions given for the start of games - start time is game time.
  - a) At the 55-minute mark of all games, the teams will finish the inning and the next will be declared the open and final inning of play.
  - b) Teams must have a minimum of seven (7) members of the current roster ready to start a game at the scheduled time. Failure to comply will result in forfeiting the game 10-0.
  - c) There shall be NO auto-out for any team starting with less than ten (10) players in the batting lineup.
  - d) Teams may start with as few as seven (7) team members in the batting lineup and, at the Coach/Manager's discretion, may add members of the team as they arrive. Spare players cannot be added to the batting lineup once a game has started.

### GAME CANCELLATION

- D4.**
  - a) Cancellations of games due to unsafe field conditions will be called by 3:00 p.m. for weekday games and on an individual game basis on weekends.
  - b) When (a) game(s) is/are cancelled due to unsafe field conditions (i.e. caused by rain, etc.), the make-up game(s) will be scheduled at the next possible time slot.
  - c) Games may be cancelled at game time if the Umpire determines it is unsafe to start the game.
  - d) Games in progress may be cancelled or postponed due to unsafe field conditions as determined by the Umpire.
- D5.** A game that cannot be continued as called by the Umpire will be considered completed if:
  - i. Five (5) or more innings have been played; or
  - ii. If the home team has the winning run during the uncompleted fifth inning.

Games which are not considered completed will be rescheduled (see D4(b) above).



## **COURTESY RUNNER**

**D6.** Each team will be allowed one (1) courtesy runner per inning.

A courtesy runner may be used each time the same batter returns to bat during the same inning and may be any player listed on the official game line up.

## **PLAYER INCLUSION POLICY (PIP) FOR DISABILITIES**

**D7.** At the time of season registration, League Members with a severe and prolonged disability may request accommodation from the WESA Commission for an additional Courtesy Runner for themselves when playing for their team during the season (including WESA Cup). In addition, Members may request other accommodation(s) if these accommodation(s) remove barriers that help the Member participate in league games more easily. For example, reducing distractions (i.e. asking other players remain silent when Member is batting) can be helpful for Members that experience barriers from sensory overload.

Requests for PIP accommodations shall be emailed to the Membership Commissioner at the time of season registration to [Membership@WESA.net](mailto:Membership@WESA.net) and include:

Current limitations in the Member's ability to participate in league games; and

- Based on these limitations, requested accommodation(s) that will assist the Member to participate more fully in league games.

The WESA Commission does not currently require a physician letter to verify that the Member has a disability. The Commission, at its discretion, may place restrictions on PIP.

If a team has a Player on their roster with a PIP, Team Management shall advise the Umpire and the other team's Manager prior to the start of the game.

The spirit of this accommodation is taken from the Accessibility Canada Act (ACA) "to make Canada barrier-free by 2040".

## **CATCH-UP PLUS 5/8, MERCY RULE and FLIP-FLOP**

**D8. CATCH-UP PLUS 5/8 RULE**

Tier 1 - the maximum number of runs allowed in the top half of the first inning is five (5).

Tiers 2 and 3 - the maximum number of runs allowed in the top half of the first inning is eight (8).

The maximum number of runs for every subsequent at-bat by either team will be measured by the number of runs needed to catch-up plus 5 (T1)/8 (T2 & T3).

If the offensive team is already ahead in runs, the maximum number of runs for that team's at-bat is 5 (T1)/8 (T2 & T3).

If declared by the Umpire, the last inning may be open.

**D9. MERCY RULE**

The Mercy Rule will be set at a fifteen (15) run lead after six (6) innings.

**D10. FLIP-FLOP**

The flip-flop rule will become active if, at the start of the final and open inning, the Visiting team is ahead by six (6) or more runs. In this case, the teams will then flip the inning and the Home team will bat during the top of the inning.

If the Home team makes up the run differential to tie or take the lead in the game, the Visiting team would then bat in the bottom of the final inning.

**GENERAL RULES**

- D11.** “Peel” or “Slide Rule” is in effect. This means that the runner must make an attempt to slide into Second or Third Base or peel off giving way to the defensive player and allowing the defensive player to make a play. Runners cannot intentionally impede the defensive player’s attempt to throw to a base by standing/running in the line of the play. Umpires will use their judgment to make this call.
- D12.** No bunting.
- D13.** No stealing of bases. No lead offs – automatic out. Anticipation is permitted.
- D14.** Bats are not to be thrown, ever.
- D15.** The orange side at First Base is for safety; the runner can run through the base touching the orange side of the base while avoiding collisions and not be tagged “Out” as long as they stay outside of the baseline. For safety, the base runner may use the white portion of first base if, and only if the defensive player occupies or blocks access to the orange side of the base.
- D16.** The commitment line is the point of no return; once it is crossed, the player must continue to the scoring line at home plate.
- D17.** All pitches must have an arc of not less than 6’ and not more than 12’.
- D18.** No outfielder(s) in any Tier shall start play inside the encroachment line (150’) on any given batter. Progress closer than the encroachment line may only occur after the batter has made contact with the ball. If an Umpire determines encroachment has occurred on a batted ball, the Umpire may award first base to the batter OR the offensive coach may accept the result of the play.
- D19.** A player who is bleeding must be removed immediately from the field to have the bleeding controlled, cleaned up and the wound completely covered.
- D20.** The “on deck” batter must be present.
- D21.** Players cannot wear shoes with steel cleats.

- D22.** All Members must wear the current team jersey on the field.
- D23.** Bats (unless otherwise specified as "not approved" in the Coach's manual, and/or updated on the USA Softball/ASA non-approved bat list) containing the USA/ASA-only stamp shall be permitted for play during the regular season and WESA Cup.
- D24.** All batters will begin with a 1-1 count and will have 1 foul ("courtesy foul") to give with 2 strikes.

#### **PITCHERS MASKS AND PROTECTIVE GEAR**

- D25.** For safety reasons, all pitchers must wear a protective face mask while pitching in WESA games and practices.

Any player who has a concern about an injury occurring from being struck with a ball during WESA/SPN-sanctioned play shall address that concern using protective equipment. For safety reasons, WESA/SPN strongly recommends that all players wear protective equipment while playing both defensive and offensive positions.

Protective equipment including masks, helmets, catchers' equipment, sliding guards, athletic support cups and soccer style shin guards may be used by all players in any WESA/SPN-sanctioned event.

#### **SPARE PLAYERS**

- D26.** a) Team Management may select Spare Players to bring the playing roster up to ten (10) players for a game. The maximum number of Spares per team per game in each division is three (3).
- b) A Spare Player may not be removed from a game once started, except in the case of injury.
- c) Full Members and Lifetime Members shall be able to spare for any team, in any division, during the regular season and WESA Cup. Participation as a Spare is subject to restrictions in D27.
- d) Non-WESA Member Spares shall be able to spare for any team, in any division, during the regular season and WESA Cup. Participation as a Spare is subject to restrictions in D27 and to the following process:
- i. Registration in advance is required; drop-in spares are not allowed;
  - ii. Non-WESA Member Spares must register online with WESA, pay the \$30.00 spare fee, register online with SPN and sign the SPN Waiver;
  - iii. This process must be completed 4 business days before the scheduled game and closes June 30th each season; and
  - iv. Non-WESA Member Spares can be eligible to spare during WESA Cup if they have played as a regular season spare and by repeating steps i), ii) and iii) above before June 30<sup>th</sup> of the current year.

## SPARE PLAYER RESTRICTIONS

- D27.**
- a) Full and Lifetime Members may participate as a Spare Player for up to six (6) regular season games. There is no maximum for WESA Cup games.
  - b) Associate Members may participate as a Spare Player for up to three (3) regular season and WESA Cup games.
  - c) Non-WESA Members may participate as a Spare Player for up to three (3) regular season games. There is no maximum for WESA Cup games.
  - d) All Spare Players must have a Skill Assessment (SQ) that does not exceed the maximum allowed for the division in which they are sparing, including players who are participating under an exception.  
  
\* Players approved to play in a division under an **exception** are not eligible to spare in that division. Different rules may apply in Tier 3.
  - e) Members who play on a team in a division using the 50+ Masters Allowance (defined as turning at least 50 years of age in the current year) are also eligible to spare within that same division.
  - f) Team Management have access to member SQs and are responsible for verifying the eligibility of all spares engaged.
  - g) WESA reserves the right to restrict or deem any Non-WESA Member ineligible to spare.
  - h) Spare Players are NOT permitted to play the following defensive positions: Shortstop, Left Centre, Right Centre or Rover.
  - i) All Spare Players must be listed at the bottom of the batting order.
  - j) Designated Pitcher – Tier 1 Team Managers may engage any WESA Member to serve as a non-batting Designated Pitcher.

All pitches shall be delivered with the intent of being strikes and the pitcher must fully play the defensive position without attempting to lessen their impact on the game.

A Designated Pitcher may pitch for **both teams** and is not subject to a game maximum.

## D28. GAME PLAYER INCLUSION REQUIREMENTS

A player may not play less than the minimum unless removed for a legal reason according to SPN or league rules. Failure to meet the offensive or defensive minimum for all eligible players will result in a forfeit of the game.

WESA is committed to providing a safe, respectful, and inclusive playing environment for everyone. These guidelines help ensure that every player, volunteer, and spectator can enjoy the game in a positive atmosphere rooted in fairness and sportsmanship.

**a) Everyone plays.**

Every team member plays in every game. Team Managers and Coaches must never indicate, suggest, or imply that a player is “not needed” for any WESA game. Every player matters — every game.

**b) Full Offensive Participation**

All players who are present and ready to play in accordance with league rules must bat for the entire game and remain in the batting lineup, except when legally removed.

**c) Minimum Defensive Play**

Each player must play a minimum of three (3) defensive innings per game.

Every player must occupy a defensive position by either:

- Simply Rotating players every inning, or
- The top of the fourth inning and stay in until the end of the game, or
- If the first half-inning after 30 minutes of game playing time comes first, and stay in until the end of the game. (whichever comes first, fourth inning or 30 minutes of play time)

**d) Right to Appeal**

Any member who believes that a player has been unfairly excluded — including themselves or another member — may appeal the situation to the League Commission.

The Commission will review the circumstances in alignment with WESA’s Governing Manual, and may take appropriate action as needed including but not limited to the forfeiture of the game in which the exclusion happened. In some circumstances where a timely resolution is needed, the League Commissioner, or Commission member on hand, may make the ruling on the day.

## **D29. REMOVAL OR NON-INCLUSION OF A PLAYER BY TEAM MANAGEMENT**

If a player is **removed from the batting lineup** — **no automatic out** will be applied. Once removed, the player may not re-enter the game. A player may be legally removed or not included in a game for illness or injury or for the following reasons.

**a) Readiness and Participation**

Players are expected to arrive at least 30 minutes before game time, ready to play. This standard is considered ‘on time’.

If a member arrives late, appears unprepared, or is deemed unfit to play, the Team Manager may decide when or if that player is entered into the game.

**b) Unsportsmanlike Conduct**

Any member who violates the WESA Code of Conduct, Member Agreement, or league standards of

behaviour may be removed from the game at the discretion of the Team Manager or a League Official.

**c) Intoxication or violating the league Alcohol-Free Policy**

WESA's games, practices, field days, and clinics are strictly alcohol-free in accordance with creating a welcoming space for all members as well as SPN insurance requirements, City of Vancouver field permits, and the WESA Code of Conduct.

Any player or member who:

- Possesses or consumes alcohol on the bench or field of play, or
- Appears to be intoxicated before or during a game, practice, field day, or clinic

will be immediately removed from that session by Team Management or a League Official and may be subject to further disciplinary action.

**d) Leaving the Game**

If a player becomes ill or injured during a game, they must inform Team Management immediately. Team Management will then inform the rest of the team of the player's status as "removed due to illness or injury." A player unable to play due to illness or injury before arriving at the field must notify Team Management by text or email, creating a record of the request.

If a player is directed to leave a game, practice, or clinic by Team Management, an Umpire, or a League Official, they must leave the field area immediately and not engage in verbal or other conduct that will prevent the remaining players from returning to a friendly atmosphere.

A record of the incident will be submitted to the Commission within 48 hours by the Team Manager or official involved.

## **APPENDIX E: INTERNATIONAL PRIDE SOFTBALL ("IPS")**

- E1.** International Pride Softball (IPS) is the host of Gay Softball World Series (GSWS). Created in 1977, NAGAAA is a non-profit international sports organization comprised of people dedicated to promoting organized "softball" or "slo-pitch" competition for the LGBT community.
- E2.** Annual IPS commitments are:
- a. Membership dues;
  - b. Minimum of one (1) representative from the Commission to attend Winter meeting;
  - c. Minimum of one (1) representative from the Commission to attend Summer meeting;
  - d. Any costs associated with these IPS commitments are budgeted annually.

- E3.** Teams attending GSWS will be required to pay their entry fee and travel costs or through external sponsor donations. WESA will not fund travel costs or expenses for teams. Teams may coordinate their own fundraising to offset expenses to attend GSWS.
- E4.** Any fines assessed by IPS at GSWS are payable by the member and/or the team.

#### **GSWS ROSTERS**

- E5.** All players on a GSWS roster are required to have met the minimum IPS eligibility requirements.
- E6.** All players on a GSWS roster must have an official iPride Player Rating.

#### **IPS PLAYER RATINGS**

- E7.** The IPS Ratings will be determined by the league skills assessment process (see Appendix H).
- E8.** Any player who wishes to protest their IPS rating can do so by using the process to appeal their WESA SQ as the IPS rating consists of the same questions plus the modified batting average.

#### **SOFTBALL EQUIPMENT**

- E9.** Borrowing of WESA equipment will be permitted for GSWS team(s) as arranged by the Rules and Regulations Commissioner. WESA equipment that is lost and/or damaged must be replaced by the team.

#### **WHY WESA JOINED INTERNATIONAL PRIDE SOFTBALL**

- E10.** In becoming a member of IPS, WESA joins a larger organization which helps expose WESA to other softball leagues.
- E11.** When players attend and experience out-of-town tournaments, including GSWS, their love of the game can only increase.
- E12.** The enjoyment of softball by all players will help keep players active in WESA and will help maintain and grow WESA for years to come.
- E13.** WESA also gains the strength of IPS, which helps in the pursuit of larger sponsorships for our league and tournaments.
- E14.** The Pacific Cup Tournament will also provide extra exposure through the IPS network of cities, thus attracting more teams from farther destinations.
- E15.** The player rating system will also help direct players to the proper position in future years, which again, helps ensure all players of WESA enjoy their time on the field.

#### **SELECTION OF TEAMS TO ATTEND GSWS**

- E16.** All Association/Open Roster Teams will be offered to represent WESA at GSWS. The Commission will determine the rules applicable for open roster team selection.

- E17.** The division played by each team is determined by the IPS player rating system (refer to IPS rules).

## **APPENDIX F: WESA LIFETIME MEMBERSHIP CRITERIA**

- F1.** The intent of this designation is to recognize a person who is or has been associated with WESA providing substantially to it and has made a significant contribution to the softball association. Lifetime Membership is the highest Award available to recognize the exceptional contribution of individuals to the sports club. It is therefore only to be awarded in exceptional circumstances.
- F2.** In considering the award of Lifetime Membership an individual should have demonstrated significant, sustained and high-quality service enhancing the reputation and future of WESA.
- F3.** The nomination should be prepared to set out the achievements and activities of the nominee and at a minimum must meet the award criteria as set out below. Nominations must be received by the current Commission no later than July 1 in the year in which the nomination is to be considered.
- F4.** The following rules govern consideration for the WESA Lifetime Award:
- (a) The nominee's length of service to WESA in either or both:
    - i) on field (i.e. Coaching / Managing); and/or
    - ii) off field (i.e. WESA Commission, association supporter/sponsorship, etc.) roles with such service in either role being taken concurrently.
  - (b) The nominee must have made a substantial contribution to WESA and meet the following criteria:
    - i) Been an outstanding leader in the association through Coaching/Managing a team; or
    - ii.) Volunteered significantly to WESA in other areas other than Coaching or serving on the Commission; or
    - iii.) Provided useful experience/knowledge/support/sponsorship to guide WESA's operations/evolution/progression.
  - (c) The nominee will have demonstrated a commitment to the principals of fair play & good sportsmanship;
  - (d) The general attitude and overall demeanor of the nominee to ensure that the attitude is one that reflects a dedication to the values of WESA;
  - (e) The nominee will have provided valued leadership and/or been an outstanding role model to the members in general;
  - (f) The nominees' service must reflect favorably on and brought credit to WESA;
  - (g) The nomination must be submitted by any current WESA member in good standing;
  - (h) The person may not nominate himself or herself;
  - (i) No elected officer or officer by acclamation or appointment of the Association may be a nominee during an active term of office;
  - (j) The WESA Commission has the right to forego a designation in a given year; and



(k) The selection shall be made by the current WESA Commission;

- F5.** These points apply in whatever role the nominee has participated in during their service in WESA (on or off the field). Achieving the minimum service levels will not in any way automatically guarantee the award of Lifetime Membership.

#### **BENEFITS OF WESA LIFETIME MEMBERSHIP**

- F6.** In addition to the status of membership of a select group within WESA, WESA Lifetime Members will be recognized by:

- (a) Award of the WESA Lifetime Membership at the WESA Annual Awards Celebration Event or Annual General meeting;
- (b) Exemption from regular league membership fees associated with WESA (Registration fees to cover WESA operational costs would apply for on field activities); and
- (c) Invitations to attend all official WESA functions (i.e., Annual Awards Celebration Events).

#### **RETRACTION OF A WESA LIFETIME MEMBERSHIP**

- F7.** Retraction of a WESA Lifetime Membership Award may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image or activities of WESA generally or on a specific code. This provision will only be exercised in exceptional circumstances and will require the unanimous agreement of the current Commission to be enacted. As part of the deliberations, the WESA Lifetime Member in question is to be given an opportunity to present their case for retention of their Lifetime Membership status.

#### **F8. WESA LIFETIME MEMBERS**

1. Fraser Biggs\* Founder / Member
2. Terry Wallace\* Sponsor (Deceased 01Feb04)
3. Dan Robertson (1998) Member
4. Rick Vandebeld (1998) Member
5. Gary Penny (2000) Sponsor (Deceased 11Oct22)
6. Art Gullett (2007) Member
7. Daryl Quick (2007) Member
8. Mike FitzGerald (2013) Member
9. Don Parker (2013) Member
10. Phil Moon (2015) Sponsor (Deceased 21Jan21)
11. Vince Marino (2015) Sponsor
12. Stephen Bauer (2015) Sponsor
13. Dennis Dahl (2015) Sponsor
14. Vince Connors (2015) Sponsor
15. Pat King (2021) Member
16. Scott Fullerton (2023) Member

\*NB: The year that the Lifetime Membership was awarded is not available.

## APPENDIX G: LEAGUE ETIQUETTE

- G1.** In fulfilling the League's Constitutional promise to foster, develop, promote and regulate the play of amateur slo-pitch softball and provide the proper safeguards in accordance with the spirit of true sportsmanship, the Commission will ensure that supporting documents are published and acknowledged by Members, players and volunteers prior to registration and throughout the season. These supporting documents will include a WESA Code of Conduct (applicable to all members, players, volunteers, coaches and sponsors) and specific and separate agreements for Members and Team Management.
- G2.** All supporting documents for League etiquette are encompassed as part of the WESA Governing Manual and are subject to the League Bylaws.

## APPENDIX H: SKILLS ASSESSMENTS

### About WESA Skills Assessments

The Skills Questions (SQs) is the format by which the league measures the skill level of all players. The SQs will be the same as those adopted by International Pride Softball as described below.

- **WESA SQs** — used internally for division placement. Will NOT include the Modified Batting Average (MBA) component of IPS ratings questions.
- **IPS Ratings** — used externally for iPride tournament play, including the MBA component

These assessments help ensure that players are placed in divisions that best match their current skill level, promoting balanced, safe and enjoyable play for everyone. The Skills Assessment Committee will make recommendations to the League Commissioner by answering the skill assessment questions for each player determining the WESA SQ and IPS Ratings.

### H1. WESA Skills Assessments and Field Days

**a)** Every player will have their slo-pitch skills assessed by the League Commissioner in consultation with a Skills Assessment Committee, using the International Pride Softball (IPS) rating questions (excluding the Modified Batting Average questions). The result will determine each player's WESA Skill Questions (SQ).

**b)** To support fairness and accuracy, the League Commissioner will appoint a Skills Assessment Committee made up of experienced Team Managers and Coach Squad members from across all divisions and experience levels. This not only ensures consistency but also gives newer leaders a chance to learn from the process.

**c)** WESA SQ will be used to determine player eligibility for each division of play (see section C1), including spare opportunities.

**d)** All new members must attend a skills review session, as scheduled by the Commission, before entering into the season draft.

**e)** Players who are identified as needing a bit of extra instruction or a refresher will be invited to participate in Softball Essentials sessions — supportive learning opportunities designed to help build confidence and sharpen core skills before the season begins.

# **WESA Governing Manual**

## **Chapter 4**

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### **WESA Policies**

**WESA Conduct Expectations**  
**WESA Member Agreement**  
**WESA Team Management Commitment**  
**GSWS Policy**  
**WESA Communications & Privacy Policy**

# WESA Conduct Expectations

(Code of Conduct – 13 December 2025)

*For all Players, Members, Sponsors, and Volunteers*

WESA members, sponsors, and volunteers (whether as participants or spectators) are expected to uphold the following standards of conduct:

1. Maintain **sportsmanlike** conduct consistent with fair and friendly play at all times—especially immediately before, during, and after games.
2. Treat all members, opposing teams, spectators, sponsors, and umpires with **respect**.
3. Promote an atmosphere of **friendly** competition.
4. Follow the WESA Members' Agreement (and Coaching Commitment, if applicable).
5. Endeavour to **learn and follow the rules** of the game, including those outlined in the League Appendices.
6. Show respect for the judgment, decisions, and strategy of **Team Management**.
7. Not engage in verbal or physical confrontations or any unwelcome behaviour, including threatening, harassing, or bullying umpires, team managers, coaches, players, league officials, sponsors, members, volunteers, spectators, members of the public, or iPride officials.
8. Treat all equipment and facilities with respect.
9. Pay all dues promptly to the League.
10. Always operate in **good faith** in all dealings with the League, umpires, members, volunteers and iPride.
11. Not use WESA or iPride intellectual property, trademarks or other proprietary rights without prior permission from the League.
12. Not be on the field of play while inebriated, nor consume or possess open **alcohol** or intoxicating substances in the dugout or on the field of play during a game or practice. Keeping our games and dugouts free of alcohol and intoxicating substances promotes a safe, inclusive environment and fulfills insurance requirements.
13. Encourage other members to follow the Code of Conduct.
14. Respect the rules of parks and venues used by WESA, including the removal of all **trash and recyclables**.
15. Preserve the **confidentiality** of all privileged information obtained through League volunteer or leadership roles. This includes, but is not limited to, discussions, documents, and correspondence involving sponsors, Commission and Committee members, volunteers, and members.

## **E. Penalties for Non-Adherence**

This section supplements the WESA Bylaws and establishes consistent guidelines for disciplinary processes and expectations.

It also provides guidance to members of the Commission when making disciplinary decisions.

The Commission has, in recent years, addressed instances of inappropriate and/or abusive behaviour toward members, volunteers, umpires, and League officials.

Failure to adhere to League policies regarding alcohol or intoxicating substances, or engaging in abusive or bullying conduct, will not be tolerated.

As stated in the SPN insurance waiver, the consumption of alcohol or intoxicating substances during League play (including League tournaments) may result in the default of the offending team, as determined by the game umpire.

A penalty or disciplinary action may be imposed by the Commission following any event or instance of misconduct that falls under the WESA Code of Conduct and/or governing documents.

Misconduct includes, but is not limited to, any act contrary to WESA's rules, policies, Constitution, Bylaws, Appendices, or applicable municipal bylaws or park regulations.

The Commission may enlist the Ethics Committee to advise on policy interpretation or disciplinary action at any time.

### **Disciplinary Actions**

A disciplinary action is any sanction, punishment, or other measure the Commission deems appropriate under the circumstances.

Disciplinary actions should be proportionate to the seriousness of the incident and its impact on the League community, and should serve as a deterrent to future misconduct.

Examples include:

- Written or verbal warning
- Removal from the field of play
- Probation
- Suspension from one or more games
- Expulsion from the League and termination of membership (*as per WESA Bylaws Section 6.b*)

## **Process**

Reports of violations of the Code of Conduct may be submitted directly to the **Commission** or to the **Chair of the Ethics Committee**.

When an incident comes to the attention of any Commission or Ethics Committee member, they will decide whether to:

- Investigate the incident further;
- Take no action; or
- Impose disciplinary action.

If the Commission, with the advice of the Ethics Committee, decides to impose disciplinary action, it is responsible for ensuring the decision is carried out.

Expulsions from the League are governed by **WESA Bylaws Section 6.b**.

## **Recommended Disciplinary Considerations**

When determining whether to impose disciplinary action, and what form it should take, the Commission should act fairly, equitably, and without bias.

### ***Factors to Consider:***

- The version of events provided by the potentially disciplined member.
- The severity of the incident.
- The impact on victims or bystanders.
- The number of people affected.
- The deterrent effect of the potential disciplinary action.
- Any precedent from previous disciplinary actions for similar incidents.
- Whether the member has prior relevant warnings or discipline.
- Whether the member apologized or made amends.
- Whether the incident was contrary to explicit directions from the Commission or a coach.
- Whether the incident violated WESA policies, including the Code of Conduct, Coaching Commitment, or Player's Agreement.
- Whether the behaviour was habitual or likely to be repeated.
- Whether the member holds a position of influence where their conduct may be emulated by others.
- The member's familiarity with the rules.
- Whether the incident was contrary to an atmosphere of friendly competition.
- Whether the incident occurred in the heat of the moment or was premeditated.
- Whether the incident interfered with the efficient and safe administration of the League.
- Whether the incident targeted a specific member.

### *Factors Not to Consider:*

- The length of time the member has been in the League.
- Personal relationships between the decision-makers and the member.
- Behaviour unrelated to the incident (positive or negative).
- The member's past volunteer contributions.
- The member's possible reaction to disciplinary action.

### **Appeals**

Appeals of Commission decisions regarding expulsions are governed by WESA Bylaws Section 6(g).

All other Commission decisions may be appealed only if the following criteria are met:

1. The appeal is submitted by email to the Commission at [commission@wesa.net](mailto:commission@wesa.net).
2. The appeal is received within three (3) calendar days after the disciplined member has received the disciplinary decision.
  - a. A decision is considered received once it has been verbally delivered by a Commission member or emailed to the disciplined member.
3. The appeal includes responses to all of the following:
  - a. The disciplined member's version of events;
  - b. The reason(s) the decision was incorrect, unreasonable, or both; and
  - c. The member's plan to make amends or reconcile.
4. The disciplinary action has not yet been completed.

— End of Document —



# WESA Member Commitment

*(Effective 13 December 2025)*

Welcome to WESA!

By joining the league, you're becoming part of a community built on **inclusion, teamwork, respect, and fun**. This agreement outlines the shared commitments that keep our league positive, safe, and enjoyable for everyone.

All members are asked to read and acknowledge this agreement during registration.

## Our Shared Commitment

By registering for the season, I agree to participate in all WESA games, practices, and events in a **positive, respectful, and responsible** manner.

Following these guidelines helps ensure a great experience for all — and may make me eligible for privileges such as **advance registration** in future seasons.

Failure to follow this agreement may result in action under the **WESA Code of Conduct and Bylaws**, which can include suspension, expulsion from games, or removal from the league at the discretion of the Commission.

## As a WESA Member, I will:

### Communicate Regularly

Stay in touch with my **Team Management**, keeping communication clear and timely.

### Commit to My Team

Confirm my attendance at every scheduled game (including the **WESA Cup**) **at least 24 hours in advance**, and arrive **30 minutes before game time**, unless other arrangements have been made.

I understand that not fulfilling these commitments could result in being removed from the team.

### Keep the League Informed

If my availability or participation changes, I will notify my **Team Management** and the **League** right away so that a replacement player can be found if needed.

### Come Prepared

After arriving 30 minutes ahead of game time, I will be ready to play with proper gear and be warming up **15 minutes before game time**.

### Follow the Code of Conduct

Read, understand, and uphold the **WESA Code of Conduct** at all times.

### **Practice Good Sportsmanship**

Take personal responsibility for my attitude and behaviour, both on and off the field — including not using or being under the influence of inebriating substances.

### **Be Open and Coachable**

Maintain a positive mindset, be open to learning, and welcome constructive feedback from teammates and coaches.

### **Stay Connected, Even if Injured**

If injured but able to participate, continue supporting my team by cheering, base coaching, or helping from the sidelines whenever possible.

### **Contribute to Our Community**

Do my part to keep WESA vibrant and *inclusive by participating in one or more of the following ways:*

- Helping organize a **team event**
- Participating in or assisting with the **WESA Pageant**
- Helping with **dugout duties**, field setup, or takedown when asked
- Volunteering at **WESA special events**
- Serving as a **Scorekeeper**

### **In Closing**

By acknowledging this agreement, I affirm my commitment to **sportsmanship, respect, and community** — and to helping WESA remain a league where **everyone feels welcome, valued, and proud to play.**

# WESA Team Management Commitment

(13 December 2025)

Thank you for stepping up to lead!

As part of **Team Management**, you play a vital role in shaping the experience of every player in our league. Your leadership, enthusiasm, and example reflect the best of what WESA stands for — **inclusion, respect, fun, and community through sport.**

Before the draft (or upon being assigned to a coaching team), please review and acknowledge the following commitments.

## Our Shared Commitment

By serving as a **Team Manager or 2nd Coach**, I agree to help create a positive, supportive, and safe environment for everyone on and off the field.

## As a WESA Team Manager or 2nd Coach, I will:

### Lead with Pride and Professionalism

Represent WESA positively, learning and sharing our league's history, traditions, and rules — including the constitution, bylaws, and policies.

### Model Integrity and Sportsmanship

Follow and promote the **WESA Code of Conduct** at all times.

### Be Present and Engaged

Attend at least **75% of games** and the **WESA Cup**, and take time to understand the draft process.

### Foster Respect and Inclusion

Treat all members, players, volunteers, and guests with **dignity and respect.**

### Communicate Clearly and Consistently

Keep open communication with my team throughout the season using a real-time chat tool (e.g., TeamLinkt).

### Support Player Development

Organize at least two pre-season practices, review league rules, and create opportunities for players to learn, grow, and succeed.

### Promote Safety and Responsibility

Ensure everyone understands league and municipal safety rules — including policies around alcohol and inebriation. Remove any player showing signs of inebriation or consuming alcohol on the bench or the playing field.

### **Champion Teamwork and Inclusion**

Prioritize **league values, team building, and good sportsmanship** over competitiveness.

### **Encourage Participation and Fun**

Follow league rules for playing time, support maximum participation, and keep team spirit high.

### **Be Organized and Game-Ready**

Arrive prepared with a completed lineup, necessary equipment, and a positive attitude.

### **Be Approachable and Supportive**

Stay open to feedback, offer encouragement, and help players build confidence and connection.

### **Build Community**

*Encourage team members to contribute by:*

- Organizing team events or social activities
- Assisting with WESA Pageants, special events, or scorekeeping
- Helping with field setup or dugout duties
- Volunteering with league initiatives

### **In Closing**

By acknowledging this commitment, I affirm my dedication to leading with **respect, inclusion, and enthusiasm**, helping WESA remain a league where **everyone feels welcome, supported, and proud to play**.

*(Note: Failure to uphold these commitments may result in removal from Team Management for the season or ineligibility for future seasons, at the discretion of the Commission.)*

# WESA Communications & Privacy Policy

(13 December 2025)

To provide clear guidelines for league communications and privacy, this policy has been adopted by the league.

## **1. Purpose of Communication**

Communication among league members using league resources will be restricted to assisting, informing, and advising the membership in line with the purpose of the league as per the WESA Constitution, ByLaws, Appendices, Policies, and standard procedures.

## **2. Member Privacy**

Access to private member information will be restricted to those league volunteers who need access to perform their league duties. Members' private information, including contact information, will only be used for the duties for which one was given access. Only essential personal information on each member will be collected for league registration use and membership purposes.

Each year at the time of season registration, all members will be informed of how WESA uses their personalized data for league operations. The members will have their name, date of birth, and email address shared to the secure International Pride Softball (IPS) database for the purpose of accessing IPS ratings and facilitating the members participation in iPride related tournaments including the Pride Softball Canada Cup, Gay Softball World Series or any other iPride related tournaments. Members may Opt-out at the time of registration or anytime after. Additionally, each member has access directly to their IPS account through the iPride Portal and will have the ability to sunset their IPS account directly (coming in 2026).

## **3. Social media and other league resources**

Social media is best reserved for sharing stories and activities directly related to league activities and Sponsors.

WESA ByLaws prohibit the use of league resources, including social media, for political purposes. This policy helps maintain a positive and inclusive experience for all members by keeping league communications free from political, polarizing, or inflammatory discussions.

## **4. Respecting WESA Volunteers**

In line with the WESA Code of Conduct, league volunteers have a reasonable expectation to stay free from political, polarizing, or inflammatory rhetoric while performing their duties. The league respects that a failure to shield members from negative experiences can be a barrier to recruiting

and keeping volunteers. Therefore, the league places a high priority on respecting the right of volunteers to be free from political, polarizing, or inflammatory rhetoric wherever possible, during the course of performing their duties.

## WESA GSWS Policy

approved by the WESA Commission 18 January 2023

### West End Slo-pitch Association's Gay Softball World Series (GSWS) Eligibility Policy

In 2022, WESA moved to an All-Association Roster qualification process for GSWS C, D and E divisions. **Legends** teams (comprised of players who are 50 years old by December 31st of that year) attending the GSWS have always used the All-Association Roster process. An 'All Association Roster', formerly referred to as an 'Open Roster' team, means all members of the team are picked from the pool of all WESA members interested in participating.

This policy explains WESA's approach to fulfilling its obligation to the North American Gay Amateur Athletic Alliance (NAGAAA) / International Pride Softball (IPS) to send at least one representative team to the NAGAAA/IPS GSWS every year.

The intended audience for this policy is WESA Members interested in playing for or coaching a WESA GSWS team.

### POLICY GOAL

**The goal of this policy is to increase WESA Member participation in the GSWS.**

In addition to Legends team(s), the ability to send three divisional teams, one each representing C, D and E divisions, creates an opportunity for more WESA Members with a variety of skill levels to play in the GSWS and experience the annual event and festivities (Yes, it's a lot of fun!).

### ALL ASSOCIATION ROSTER TEAM FORMATION

The processes below shall be followed to select GSWS All Association Roster teams in the Legends, C, D and E NAGAAA/IPS divisions of play.

### PLAYER SELECTION

1. Any WESA Member in good standing who has played at least 10 (5 for Legends team participants) regular season games (WESA Cup games are not included) is eligible to participate in the GSWS (NAGAAA/IPS rule).

2. WESA Members may play in any GSWS division for which they are eligible, regardless of the WESA division (Tier 1 or Tier 2) they play in. For the current season, GSWS player eligibility is as follows:
  - C division – NAGAAA/IPS rating of 15 or less.
  - D division – NAGAAA/IPS rating of 12 or less (and cannot have Q5; pages 20-22 in the [NAGAAA Governing Manual<sup>1</sup>](#)).
  - E division – NAGAAA/IPS rating of 8 or less (and cannot have Q3; pages 20-22 in the [NAGAAA Governing Manual<sup>1</sup>](#)).
3. NAGAAA/IPS rules state that players may play on only one team (NAGAAA rule).
4. Legends players must be 50 years or older by December 31 of the current year. Legends players may be from other NAGAAA cities provided the player is GSWS-eligible (NAGAAA rules).
5. Coaches will select their teams from the pool of eligible WESA players, ensuring the selection process is equitable and transparent. Players must accept or reject a coach's offer no later than June 15 of the current year.

## COACH SELECTION

6. Any WESA Member in good standing can apply to be a GSWS All Association Roster Coach.
7. The WESA Commission will appoint GSWS All Association Roster Coaches.
8. GSWS All Association Roster Coaches will have full autonomy to select their team from eligible WESA members. A liaison will be appointed by the Commission to support Coaches throughout the GSWS annual program.
9. The Commission will select the Coach based on criteria that will optimize the GSWS experience for participating WESA Members including:
  - a. appropriate experience and effective coaching style;
  - b. effective communication skills;
  - c. facilitate a fun, fair, supportive team environment;
  - d. effective team management skills to organize and lead a travel team through a 5-day tournament;
  - e. ability to run practices and facilitate player development;
  - f. embodiment of WESA values of sportsmanship, participation, and inclusion; and
  - g. a fundamental knowledge of the game of softball, GSWS rules of play, and the [NAGAAA Governing Manual<sup>2</sup>](#).
10. WESA Members can express interest in being a GSWS All Association Roster Coach by submitting an application to [Commission@WESA.net](mailto:Commission@WESA.net) no later than March 31 of the current year, that includes:
  - a. A brief statement (150 words or less) addressing how the member meets the criteria laid out in paragraph 9, above and why they wish to take a team to GSWS.
  - b. A bullet-point plan for how the member intends to organize:
    - i. player recruiting and selection;
    - ii. practices and player development;
    - iii. player management and discipline;
    - iv. other coaching staff (if any);

- v. travel and fundraising (if any); and
  - vi. equipment and uniforms.
11. Selected GSWS All Association Roster Coaches will be notified no later than April 15, 2024.

## **FEES, FINES, AND OTHER EXPENSES**

12. GSWS All Association Roster teams shall be fully responsible for all financial costs and expenses related to uniforms, equipment, travel, and participation in the GSWS.
13. GSWS All Association Roster teams shall pay all GSWS team fees and deposits to WESA by June 28th. Failure to do so may result in the loss of GSWS Open Roster privileges.
14. Players shall pay all GSWS player fees to NAGAAA/IPS by the NAGAAA/IPS-imposed deadline. Failure to do so may result in the loss of GSWS All Association Roster privileges.
15. In accordance with NAGAAA/IPS policy, players may not be remunerated in cash or in-kind (e.g.: airfare, accommodation, equipment, etc.) for participating in GSWS. This does not preclude team fundraising activities or team sponsorship.
16. All NAGAAA/IPS governance, policy and rules shall be followed by GSWS Open Roster teams. Fees for protests under Chapter 50 Section 1 of the [NAGAAA Governing Manual<sup>2</sup>](#) and any fines for coach/player behaviour, game defaults, etc. shall be borne by the All Association Roster Team with the exception of protest penalties assessed to the League by NAGAAA under Chapter 50 Section 3 of the [NAGAAA Governing Manual<sup>2</sup>](#).

## **QUESTIONS & COMMENTS**

As always, please email the WESA Commission anytime at [Commission@WESA.net](mailto:Commission@WESA.net) should you have any questions or comments to share. Thank you!



# WESA Governing Manual

## Chapter 5

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### Glossary

Associate Member	A member of the league who is not playing on a team but has all the other rights and obligations.
Coach	A member who is actively part of a Coaching Team or Team Management in WESA. May refer to the Team Manager or 2 <sup>nd</sup> Coach. May also refer to a member who is engaged in league peer-driven clinics for membership skill development.
Coach Squad	Members who are actively part of a Coaching Team, Team Managers, Lead Coaches of skills clinics, League Commission, and/or part of the Coach Squad training.
Coaching Team	A partnership of up to two members responsible for the team management and coaching of a WESA team. The Team Manager (Head Coach) is encouraged to ask for approval of a member to help as their 2 <sup>nd</sup> Coach.
Commissioner	A dual use term meaning either ‘the’ League Commissioner or ‘a’ member of the WESA Commission.
GSWS	Gay Softball World Series - <a href="https://ipridesoftball.org/gsws/">https://ipridesoftball.org/gsws/</a>
iPride	International Pride Softball or iPride Softball – <a href="http://www.iPrideSoftball.org">www.iPrideSoftball.org</a> Is another name by which NAGAAA is known.
Lead Coach	A member who is responsible for facilitating skills clinics for league members.
Lifetime Member	A league member who has been bestowed a lifetime membership without paying annual membership fees. A lifetime member has voting rights for the Commission and Special Resolutions.
Manager	The member of the WESA Coaching Team who handles the team direction, communications, scheduling of practices, and league policies. Also known as the Team Manager or Head Coach.

Member	A person who has paid the current dues and is in good standing with WESA as either a full member, associate member, or lifetime member.
NAGAAA	North American Gay Amateur Athletic Alliance - <a href="http://www.NAGAAASoftball.org">www.NAGAAASoftball.org</a>
SPN	Slow-Pitch National. The governing body for softball in Canada. WESA umpires and insurance requirements are determined by SPN rules including the SPN <a href="#">Code of Conduct</a> .
Sponsor	A person or business who has engaged WESA as a Sponsor as currently defined by the League's Sponsor Structure.
Sportsmanship	A gender-neutral term referring to fair and friendly play.
Team Management	The members assigned to manage and coach a league team. Also known as the WESA Coaching Team – Team Manager and 2 <sup>nd</sup> Coach.
WESA	West End Slo-pitch Association – <a href="http://www.WESA.net">www.WESA.net</a>