



# Manager Information Packet

(Updated December 2018)

## GLASA League Structure

The name of this league is The Greater Los Angeles Softball Association (GLASA). GLASA has two seasons each year: Spring (March to July) and Fall (September to November). Games are played at Whittier Narrows Park in South El Monte. GLASA is associated with the North American Gay Amateur Athletic Alliance (NAGAAA). There are about 50 softball leagues throughout the USA and Canada (including in most major cities) that are associated with NAGAAA. Each summer, each city sends representative teams to the Gay Softball World Series (GSWS) run by NAGAAA. The GSWS is held in a different city each year and takes place over a 6-day period usually in the month of August.

### Levels of Play

GLASA teams are divided into divisions as shown below. The NAGAAA Gay Softball World Series is divided into these same divisions, so players of all levels have a chance at a national championship.

A Division: Highly-skilled players

B Division: Skilled players

C & D Divisions: Moderately-skilled players

E Division: Players with limited skills and experience, including beginners

Masters C: Moderately-skilled/skilled players age 50+

Masters D: Limited/moderately-skilled players age 50+

## GLASA Executive Board

GLASA has an Executive Board consisting of a Commissioner, Assistant Commissioner, Treasurer, Secretary, A/B Division Representative, C Division Representative, and D/E Division Representative. The Board is here to help you, and Managers should generally communicate through their Division Representatives. Currently, these positions are held by:

<b>Commissioner</b>	Larry Ruiz	<a href="mailto:Commissioner@glasasoftball.org">Commissioner@glasasoftball.org</a>
<b>Assistant Commissioner</b>	Jason Peplinski	<a href="mailto:AsstCommissioner@glasasoftball.org">AsstCommissioner@glasasoftball.org</a>
<b>Secretary</b>	Leo Solis	<a href="mailto:Secretary@glasasoftball.org">Secretary@glasasoftball.org</a>
<b>Treasurer</b>	Bill Meyer	<a href="mailto:Treasurer@glasasoftball.org">Treasurer@glasasoftball.org</a>
<b>A/B Division Representative</b>	David Gerry	<a href="mailto:ABDivRep@glasasoftball.org">ABDivRep@glasasoftball.org</a>
<b>C Division Representative</b>	Brandon Watson	<a href="mailto:CDivRep@glasasoftball.org">CDivRep@glasasoftball.org</a>
<b>D/E Division Representative</b>	Lucas Mariano	<a href="mailto:DDivRep@glasasoftball.org">DDivRep@glasasoftball.org</a>

## Team Representatives and Meetings

The league is governed by the GLASA Commission, which consists of the Executive Board and a Representative from each team. The Commission generally meets the 2nd Tuesday of each month. All meetings take place at the Plummer Park Recreation Center located at 7377 Santa Monica Blvd, West Hollywood, CA 90046 starting at 7:00 pm. Each team is required to have a representative in attendance at each meeting. Managers are strongly encouraged to be their team's representative, but they may name another member of their team as the representative. Please choose wisely because a strong Commission is important to GLASA's success.

## Communications

WITH MANAGERS: In addition to the Commission meetings, league information is shared with Managers on the *GLASA Commission* Facebook page. We also send important information to managers by a weekly email during the season. The *GLASA Commission* Facebook page is open to Managers and other team leaders.

WITH MEMBERS: There is another Facebook page (*GLASA Softball*) that is open to all GLASA members, prospective members, supporters, etc. The *GLASA Softball* Facebook page is an excellent way for Managers to communicate about team tryouts, fundraisers, etc. GLASA also has a strong presence on Instagram and weekly GLASA newsletter is sent by email to all members throughout each season.

## Organizing a Team

You must have at least 10 players to have a team in the GLASA league. However, it is advisable to have at least 13-14 players on your roster to ensure that you will be able to field a team each week. Members of your team who do not play are encouraged to join the team as non-playing members. Prior to each season, we have New Member Clinics to welcome in prospective players. Managers are encouraged to attend the clinics if they are looking for players. The *GLASA Softball* Facebook page is also a great source of information about players looking for teams. Additionally, your Division Representatives on the GLASA Board are a good source of information about available players. While the league offers these resources to help, it is the Manager's responsibility to build his or her own team.

## GLASA Membership Fees

GLASA has two membership fees, Team and Individual. Each team must pay a team fee and each player must pay an individual fee. The team fee is \$600 for the Spring Season and \$300 for the Fall Season. The player fee is \$40 for the Spring Season and \$20 for the Fall Season. Non-playing members may join for one-half of the player fee.

## Insurance

GLASA members are covered by an accident insurance policy while participating in softball practices or games. This coverage has a high deductible and is secondary to the member's medical insurance. GLASA can also secure liability insurance certificates for field venues where teams would like to schedule a practice. Field venues often require such a certificate before a permit will be issued. Please see your Division Representative for details.

*This document is for informational purposes only and has no authority. For full rules and regulations, please refer to the GLASA Softball League Code, GLASA Bylaws, and GLASA Rules of Play that can be found at [www.glasasoftball.org](http://www.glasasoftball.org).*

## Other Costs

Managers should keep in mind the other costs of having a team. Teams must pay \$15 to the umpire for each game and keep a \$60 refundable bond on file with the league to pay the umpires if they forfeit games. Softballs, lineup sheets, and scorebooks are provided by the league, but teams are responsible for uniforms and other equipment including bats and gloves. As this is a very social league, fundraisers are a big part of GLASA and the *GLASA Softball* Facebook page is a great place to advertise team fundraising efforts.

## Sponsorship and Charitable Contributions

GLASA is a California nonprofit public benefit corporation and has received tax-exempt status under Internal Revenue Code section 501(c)(3). As a charitable organization, GLASA must comply with numerous federal and state laws pertaining to funds it receives.

GLASA receives most of its income from player and team dues. Per IRS regulations, no tax deduction is allowed by a team or player for the payment of dues. Other sources of income include fundraising, sponsorship and donations. As tax treatment of these depends on the circumstances, the following guidelines have been implemented by GLASA:

- If a sponsor offers to pay softball-related costs for a *specific team*, prior to receiving the funds the team's representative (the team's manager, treasurer or other designated person) is required to inform the sponsor that the funds do not constitute a *charitable* tax deduction. However, a *business* deduction (advertising, promotion, etc.) might be available instead, but they should seek their own tax advice. The sponsor must send the funds directly to the team, not to GLASA and the check must be payable to the team's representative. None of these funds are allowed to go through a GLASA bank account.
- Any sponsor requesting a *charitable* tax deduction must be instructed by the team representative prior to their making the donation that the funds cannot be directed by the sponsor to or for the benefit of a specific team or individual. In this case, the check must be payable to GLASA only. The funds will be used to pay expenses of GLASA per the Annual Budget.

No team or player is allowed to use GLASA, its name, or tax ID# in order to receive financial benefits without the explicit approval of the GLASA Board.

*This document is for informational purposes only and has no authority. For full rules and regulations, please refer to the GLASA Softball League Code, GLASA Bylaws, and GLASA Rules of Play that can be found at [www.glasasoftball.org](http://www.glasasoftball.org).*

## Team & Individual Registration

Registration is done on-line via the GLASA website ([www.glasasoftball.org](http://www.glasasoftball.org)). Managers must register their team. Individuals must register themselves. Individual/Player fees must be paid on the website during registration. Due to roster limits (see below), each player must declare their status as either LGBT or Non-LGBT. Team fees may be paid on-line during registration or by check no later than the registration deadline. The registration deadline coincides with a Commission meeting prior to the start of the season. The Registration rules and deadlines are strictly enforced, so organizing your team is important. Intentionally falsifying (or encouraging others to falsify) information on a registration may result in a one-year suspension from the league. Additionally, there are very strict rules governing the makeup of a team roster, so you should assure you can meet the roster requirements before registering a team. See below for important roster rules.

## Team Rosters

By the registration deadline, Managers should be prepared to submit a roster with at least 10 players. After you register your team, you will be contacted by the GLASA Membership Chair with instructions on entering your roster. Due to our affiliation with NAGAAA and the Gay Softball World Series, Managers must take the roster procedures very seriously. For example, before submitting a roster, you must have each player's full legal name and a player rating (see below). Additionally, there are specific roster limitations that are also described below. Please contact your Division Representative for assistance.

## Roster Changes

After you indicate to the GLASA Membership Chair that your initial roster is complete, your roster is closed. From that point on, you may only make changes to your roster (adding or dropping players) through the roster change tool on the website. Roster changes may be made throughout the season. However, in the Spring Season, after your team has completed 50% of its games, NO CHANGES are allowed (with very limited defined exceptions). You must understand and plan for this deadline.

## Player Ratings

A very important aspect of GLASA/NAGAAA rosters is the player rating system, and managers must familiarize themselves with player ratings before submitting a roster. Detailed information about player rating guidelines can be found on the GLASA website. Division Representatives are your resource for information about player ratings.

The player rating system is in place to assure that all players compete against similarly-skilled opponents. No one may be on a GLASA roster if they do not have a player rating. Managers are responsible to know (or find out) what each player's rating is. The rating system is used by all NAGAAA leagues throughout the USA and Canada, so if a player played in any other NAGAAA-affiliated league, then they already have a rating. If a player has never played in a NAGAAA-affiliated league, the Manager must assign a rating.

In short, the rating system is comprised of 28 yes or no questions. Each of the 28 questions defines a skill (yes the player can do the skill, or no the player cannot do the skill). Each player has a rating between 0 and 28.

The NAGAAA and GLASA procedures for rating individual players are unique and they should be taken very seriously. It is important that every Manager take the time to accurately rate each player on their team. Each player should understand that in certain circumstances, they may need to change teams OR divisions because of ratings considerations. All teams are required to send their Manager, or another team designee, to a Player Ratings Workshop held prior to each season.

## Ratings Limits by Division

A team must play in the correct division based on player ratings. No roster will be accepted that doesn't abide by these limitations. A "team rating" consists of the total cumulative rating of the 10 highest rated players on the roster.

- A Division has no limits.
- B Division teams must have a team rating no higher than 180, with no player rated higher than 20.
- C Division teams must have a team rating no higher than 140, with no player rated higher than 15.
- D Division teams must have a team rating no higher than 110, with no player rated higher than 12.
- E Division teams must have a team rating no higher than 75, with no player rated higher than 8.
- Masters teams have no team or player rating limitations, but all players must be age 50+ by December 31 of the year of the upcoming Spring Season.

## Other Roster Limits

In addition to the ratings limits above, the following roster limits apply:

- Players with specific skills are not allowed to play in the E Division despite their overall player rating.
- Rosters for teams in the A or B Division may not include more than 5 non-LGBT players.
- Rosters for other teams may not include more than 3 non-LGBT players.
- The Gay Softball World Series limits A and B teams to 3 non-LGBT players, so Managers should be aware of this if they have more than 3 on their league roster.
- The Gay Softball World Series has ratings limitations for Masters teams, so Managers should be aware of these limits.

## Manager Responsibilities & Ethics

GLASA Managers are an extremely important part of our organization and its mission. GLASA will strive to support Managers as much as possible and Managers are encouraged to ask if they need help. In return, GLASA Managers are held to a very high ethical standard and are expected to uphold at all times the GLASA Softball League Code. They are also expected to assure that members of their teams uphold the code as well.

*This document is for informational purposes only and has no authority. For full rules and regulations, please refer to the GLASA Softball League Code, GLASA Bylaws, and GLASA Rules of Play that can be found at [www.glasasoftball.org](http://www.glasasoftball.org).*