

# GLASA Open League Softball League Code

Website: <http://glasasoftball.org>

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## GLASA Open League Softball League Code

### ARTICLE 1: NAGAAA AFFILIATION

#### 1.01 General

The Greater Los Angeles Softball Association maintains an affiliation with the North American Gay Amateur Athletic Alliance. In regards to additional clarification for players and teams participating in the Gay Softball World Series, the NAGAAA Instruments of Governance should be reviewed. A copy of this document is maintained on the league's website. This document will provide further clarification in terms of team rosters, player ratings, team entries, player eligibility and eligibility of a NAGAAA defined returning team.

### ARTICLE 2: INDIVIDUAL MEMBERSHIP

#### 2.01 DUES

Dues are set periodically by the Executive Board. Dues for a non-playing member shall be ½ of the dues for a playing member.

#### 2.02 Requirements

An Individual Member is eligible to play in the League provided that he or she:

- a. has properly and accurately registered and paid all applicable membership fees;
- b. maintains sportsmanlike conduct, follows the GLASA Code of Conduct, and respects and complies with all rules of the League;
- c. is not currently suspended from GLASA or NAGAAA competition;
- d. does not receive professional consideration as either a softball or baseball player, especially by accepting money (or merchandise that is easily converted into cash) when such payments are based primarily on the individual's performance or participation in softball competition;
- e. is at least 18 years of age at the time of registration.

#### 2.03 GLASA Code of Conduct

To maintain membership in GLASA, members must follow the following GLASA Code of Conduct. Failing to adhere to these standards may result in suspension or termination of membership or team management rights. Team Managers must, to the best of their ability, assure that members of their team follow the GLASA Code of Conduct.

##### A. When Code is in Effect.

The GLASA Code of Conduct is expected to be followed:

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1. At the fields of play during game days, whether as a participant or spectator;
2. While participating in any GLASA event;
3. When posting on social media sites (such as Facebook pages) controlled and managed by GLASA, NAGAAA, or other organizations/leagues associated with NAGAAA;
4. Whenever a member is participating in any NAGAAA event;
5. Whenever a member is participating in any event of other organizations/leagues associated with NAGAAA, including tournaments.

## **B. GLASA Code of Conduct for All Members.**

GLASA Members must:

1. Maintain sportsmanlike conduct at all times, especially immediately before, during, and immediately after games;
2. Treat all members, opposing teams, and umpires with respect;
3. Promote GLASA's mission to provide a fun, competitive, safe, and welcoming environment for softball competition;
4. Learn the rules of the game;
5. Respect the judgment, decisions, and strategy of the team's manager;
6. Accept both victory and defeat with pride and composure; never be boastful nor bitter;
7. Congratulate opponents in a sincere manner following either victory or defeat;
8. Show respect for an injured player who is removed from a game;
9. Not engage in verbal or physical confrontations with umpires, coaches, managers, players, league officials, members, or NAGAAA officials;
10. Not engage in destruction of property, abusive behavior, or violation of federal, state, and local laws;
11. Respect all rules related to equipment, in particular the use of approved bats only;
12. Pay all fees, dues, and debts promptly to the League and to the member's team;
13. Not commit fraud or theft against GLASA, NAGAAA, a team or a member of the League;
14. Not play under an assumed name, or falsify any other information to GLASA or NAGAAA officials;
15. Not use GLASA or NAGAAA trademarks, rights, or 501(c)(3) status without permission from the league;
16. Not use illicit drugs at the fields;
17. Not be on the field of play while under the influence of alcohol or illicit drugs;
18. Encourage other members to follow the Code of Conduct and censure those who don't; and
19. Respect the rules of parks and venues while being used by GLASA.

## **C. GLASA Code of Conduct for Team Managers.**

GLASA Managers must:

1. Set an example by always following GLASA Code of Conduct for All Members;
2. Treat members of your team with dignity and respect;
3. Encourage members of your team to exhibit good sportsmanship at all times;
4. Assure that you or a designee attend all required league meetings;
5. Assure that team funds are handled appropriately;
6. Always engage fellow managers, umpires and league officials respectfully;
7. Follow all rules of the GLASA Softball League Code;
8. Stay in contact with the appropriate GLASA Division Representative as necessary.

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## **2.04 Member Participation Restrictions.**

A member of one GLASA team may not coach (including base coach) for another team within the same division of play.

## **2.05 Umpire Participation Restrictions.**

If an umpire is to participate as a ballplayer and/or coach on a team, he or she may not officiate any game within the same division of play that he or she plays or coaches.

## **2.06 Other Restrictions.**

The Executive Board reserves the right to limit participation of an Individual Member or Umpire if there is a potential conflict of interest not defined above.

## **2.07 Individual Penalties**

Individual members may be disqualified for a period of time by the Executive Board for violations of the Softball League Code, with the exception that the following acts disqualification may result in a minimum of 1-year loss of eligibility and of loss of monies paid or due:

- a. Physical violence and or threat of physical violence.
- b. Committing or encouraging others to commit fraud (such as intentionally playing under an assumed name, falsifying an affidavit or roster, or giving false information to the League or its Officers.
- c. Receiving professional considerations (such as money or cash prizes.)
- d. Competing knowingly with disqualified players.
- e. Using an altered bat.

## **2.08 Individual Investigations**

The Executive Board will investigate any alleged violations of the Softball League Code before beginning Disqualification Procedures (described below). However, if there is no way to validate the accusations, disqualification procedures will not proceed. Instead, the members will be personally reminded of the applicable Softball League Code and the potential penalties.

## **2.09 Disqualification Procedures**

Disqualification procedures are constituted as follows:

- a. Hearing - Prior to disqualification, an individual member shall be given an opportunity for a hearing by the Executive Board.
- b. Notification - The individual member must be notified in writing of the time, place and date of the hearing. Such notification must be made at least 48 hours prior to the date of the hearing.

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- c. Ruling - After hearing the evidence available, the Executive Board will vote on action necessary and appropriate. If disqualification or suspension is approved, the Commissioner shall notify in writing all Commission Representatives of such action being taken; and
- d. Appeal - An individual member disqualified from League play must notify the Commissioner within seven days if said team or individual member has an intention to appeal the disqualification or suspension. Such appeal must be in writing. The Commissioner shall at this time call for a meeting of the Commission as set forth in Bylaw Article 8.03.

## **ARTICLE 3: TEAM MEMBERSHIP**

### **3.01 Maintaining Eligibility.**

In addition to the team membership requirements specified in the GLASA Bylaws (especially Article 5), in order to maintain eligibility, a team shall:

- a. Be responsible for requiring all individuals on their team to properly register as an Individual Member on the League website.
- b. Be responsible for following the requirements of GLASA Softball League Code Article 4 - Team Registration And Roster Procedures;
- c. Not compete with ineligible players;
- d. Designate a commission representative as required by the GLASA Bylaws;
- e. Provide an official scorekeeper at each game;
- f. Have a manager;
- g. Not compete with players on the field at any time who have not paid their membership dues and properly registered as an Individual Member
- h. Have a Manager (or Manager's designee) attend a player ratings workshop prior to the start of the team's first league game. A Manager's designee must be a member of the team. Returning managers do not need to attend a ratings workshop in the Fall
- i. Have a Manager (or Manager's designee) attend monthly commission meetings. Penalties for team failure to attend special or regularly scheduled commission meetings during the season of participation will result in the following penalties.
  - 1. Failure to attend 1 required meeting will result in a written reprimand of the team's manager and be so noted in the meeting minutes of the next scheduled meeting.
  - 2. Every subsequent violation after the first missed meeting during the same season, a \$50 fine shall be imposed upon the team.

### **3.02 Reimbursements.**

A team or individual members of a team may receive reimbursement for actual softball-related expenses incurred, as long as the amount of reimbursement is not dependent on the team's or individual's performance in the softball competition.

### **3.03 Inducements.**

Inducements, whether financial or otherwise, by any person/s in any form to any player to play for any team are strictly prohibited.

### **3.04 Sponsor Restrictions.**

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A team sponsor may not instruct a manager as to who will be on a team, who will play or who will start a game.

## **3.05 Non-LGBT Players.**

The roster of a team registered in the A or B division may not include more than five (5) non-LGBT players. The roster of a team registered in other divisions, other than A or B, may not include more than three (3) non-LGBT players. "Non-LGBT" - (also referred to as straight, non-GLBT, non-LGBT or non-gay) means not gay, lesbian, bisexual, or transgender.

## **3.06 Change in Individual Member Status.**

An Individual Member's playing status (LGBT or Non-LGBT) is determined by his/her declaration at the beginning of the season when he/she registers as an Individual Member. After an Individual Member has declared his/her status at registration, that status may not be changed for the duration of that season. Additionally, an Individual Member may only change his/her status if they have declared the same status for the same season (Spring or Fall) for 2 consecutive years immediately preceding the current season. For instance, a member may not play as LGBT in Spring 2010, Non-LGBT in Spring 2011, and LGBT in Spring 2012.

## **3.07 Unpaid Team Dues, Fees, and Penalties**

Once a team is notified that money is due to the League, any future scheduled games will be forfeited by the team until all money owed is paid in full, including any money owed as a result of these forfeits. Additionally, as long as a team owes money to the League, they shall be ineligible for League playoffs, future League seasons, and NAGAAA championship play until the money is paid in full.

# **ARTICLE 4: TEAM REGISTRATION AND ROSTER PROCEDURES**

## **4.01 Official Team Rosters.**

Official team rosters shall be due no less than two weeks prior to the start of the season either at a regularly scheduled or during a Special Commission Meeting convened for this purpose.

- a. Rosters will be submitted to the Commissioner or designated Board Member no later than the designated meeting and must be completed in full;
- b. The GLASA-approved numerical rating must be used for all players who have had a rating in the past. The GLASA-approved numerical rating is the most recent rating given the player by GLASA, NAGAAA, or any NAGAAA-affiliated league. A manager should check with their Division Representative to find a player's rating if necessary;
- c. In the case of a new player (a player who has never had a GLASA-approved numerical rating), the manager shall assign a rating. For this initial rating, the manager is required to assign at least one point for each major rating section (throwing, fielding, running, and hitting) or provide an explanation. A manager must assign an initial rating even if he or she has not seen the player play. In these cases, a manager may update this player's rating during the season as appropriate (see Article 5.01);

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- d. If a manager wants to adjust a player's previously assigned rating, they must follow the procedures in Article 5 before the changes take effect;
- e. The roster must be completed in its entirety in accordance with the instructions on the form;
- f. The roster must meet the Division guidelines for team and player ratings as defined by NAGAAA for the next Gay Softball World Series (except for guidelines adopted within 30 days of the GLASA registration deadline). See exceptions for Masters teams below.
- g. Team rosters shall have a minimum of ten (10) and a maximum of twenty (20) active players, and up to four (4) non-playing members, except that Masters teams may have up to twenty (20) active players. Additionally, Masters teams must have at least five players that are not in any other roster.
- h. No more than the maximum number of non-LGBT players as defined in Article 3.05 may be included on the roster;
- i. The Commissioner or designated Board Member shall distribute a copy of all team rosters to each team manager prior to the first week of play; and
- j. The Team Manager and/or Team Commission Representative must be registered as either a playing member or non-playing member of GLASA
- k. A player may not be listed on the roster of more than one team. See exceptions for Masters teams below.

## 4.02 Team Registration Requirements.

The completed roster shall be accompanied by full payment of league membership dues and bonds including individual membership fees. In addition to fees, a signed membership application and release of liability form for each active player and non-playing member shall accompany the roster indicating commitment to said team. Only fully paid members shall be listed on the official roster submitted during the Commission Meeting and only paid rostered players who are members of GLASA may participate in a league game.

## 4.03 Player Rating Adjustments.

If a player's numerical rating is increased above the limit for his or her division, he or she is automatically dropped from the team's roster.

## 4.04 Early Season Roster Changes.

Following the initial roster submission and prior to a team beginning play of the game that would constitute completion of greater than 50% of the season's regularly scheduled games, roster additions and deletions can be made under the guidelines detailed in Article 4.05. For the Fall Season, these changes may be made at any time during the season. Such roster changes shall be distributed to all team managers before their next regularly scheduled game by the Commissioner or designated Board Member.

## 4.05 Player Addition and Drop Procedures

- a. **Drop Procedures.** A team manager may request to drop a player from a roster by using the Roster Change Request Form on the league website. The form must include the reason why the player is being dropped. Permission to drop a player will be given after the Commissioner is satisfied the change is in the best interest of both the player and the team. A player may not be dropped just for the sake of making room for another player on the roster.
- b. **Add Procedures.** A manager may add a player to a roster by using the Roster Change Request Form on the league website. This written communication must be delivered to the appropriate

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persons listed on the form by Wednesday at 9:00 P.M. prior to the next regularly scheduled game. Additionally, the player must properly register and pay his or her player fee by Wednesday at midnight in order to play that coming Sunday.

- c. **Commissioner's Duties.** The Commissioner will review requests for all roster changes. If the request is denied, the Commissioner must inform the requesting manager by 9:00 p.m. on the Friday before the next scheduled game. If the request is approved, all managers within the requesting manager's division must be informed of the roster additions. Only the requesting manager will be informed in the event the request is denied.

## 4.06 Late Season Roster Changes. (Spring Only)

Once a team begins play of the game that constitutes completion of greater than 50% of the season's regularly scheduled games, the following roster rules apply:

- a. No player shall be dropped from the roster except for extenuating circumstances to be reviewed in a case by case basis by the Commissioner or as a result of a player's rating adjustment as described in 4.03 above;
- b. No new roster additions will be allowed unless the team's roster is below 12 active players except in the case of 4.06.c and 4.06d below;
- c. A player who is automatically dropped from a roster due to a ratings adjustment as described in 4.03 above may be picked up by any team in a higher division;
- d. A player who is dropped from a roster by a team because the team's rating increased above their division's limits may be picked up by any team; and
- e. A player will only be eligible for play-off competition if they have played 50% of the scheduled games on the team that he will participate with in the playoffs.

## 4.07 At-Large Teams.

The Executive Board may form an At-Large team for a season if there are enough players who want to play but do not have a team. For At-Large teams, the following special rules will apply:

- a. At the discretion of the Board, At-Large teams will be exempt from some or all of the roster rules in this section of the Softball League Code, except as they relate to changing an existing player's rating.
- b. The Board may waive the Team Membership Fee, but team members must pay the Individual Membership Fee.
- c. At-Large teams will play against teams in divisions that the board deems appropriate, but their games will not affect the division record of the teams they play and they will not be considered part of any division.
- d. At-Large teams will not be eligible for league playoffs or Gay Softball World Series (GSWS) berths, however the players will be eligible to be picked up by GSWS-bound teams following all GLASA/NAGAAA rules for GSWS pick-up players. An exception to this rule is that if there is an open berth that no other GLASA team is available or willing to take, an At-Large team may use that berth if they are qualified according to all NAGAAA rules. In this case, if the At-Large team has not paid a Team Membership Fee, they will be required to pay an equivalent amount to the league; and they would be required to advance the GSWS hotel deposit to NAGAAA.

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- e. Players on At-Large teams will be encouraged to find a regular team during the season. Therefore, At-Large teams may utilize the Fall Season "Pick-up" player rule (see the GLASA Rules of Play) during the Spring Season.

## 4.08 Fall Season and Inter-League Game Roster Rule Exceptions.

See the GLASA Rules of Play for Fall Season and inter-league game exceptions.

## 4.09 Masters Teams.

A Masters team is a team that consists of players who are at least 50 years old. For Masters teams, the following special rules will apply:

- a. All players on the roster must be at least 50 years of age by December 31st of the year of the next Gay Softball World Series.
- b. Players may be on a Masters roster and on the roster of another team. However, a player may not be listed on the roster of more than one Masters team.
- c. At the discretion of the Board, Masters teams may have rosters that deviate from the ratings specifications for the next Gay Softball World Series.
- d. There are no territory restrictions for Masters teams.
- e. Masters teams will play against teams in divisions that the board deems appropriate, but their games will not affect the division record of the teams they play and they will not be considered part of any division.
- f. The Manager of a Masters team is the Manager of record for players who are not on other rosters, but they are not the Manager of record for players who are on the rosters of other teams.

# Article 5: PLAYER AND TEAM CLASSIFICATION

## 5.01 Classification Responsibility.

- a. **General.** Every GLASA player has a numerical rating using NAGAAA's player rating guidelines. See Article 4 for roster guidelines related to player ratings.
- b. **Commissioner.** The Commissioner is responsible for approving and reporting such ratings as required by and to NAGAAA, to other League Commissioners, to Tournament Directors, and to the League's team managers. The Commissioner, with assistance from the Division Representatives, has a continuing responsibility to observe and review player ratings to insure that player and team ratings continue to be accurate and current.
- c. **Manager.** A Manager who fails to properly monitor and update the ratings for players on his/her team, may be subject to penalties as defined in the GLASA Bylaws.
- d. **Ratings Changes.** A player's numerical rating may only be changed by using the Ratings Change Request Form and only in these circumstances:
  - o To correct a clerical error;
  - o By a majority vote of the Executive Board;
  - o By agreement between the player's team's manager and the Executive Board
  - o For adding skill points only, by agreement between a player and his team manager;
  - o For new players only, by a team manager at any time before 9pm on the Wednesday before the final regular season Sunday, except that if a player is protested by an opposing team



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during a GLASA league game in which case that player's rating is frozen until the RRC process (not including the appeals process) is completed This applies only to players who did not have a GLASA-approved numerical rating before the season;

- Through the Ratings Review Process described below.

## 5.02 Ratings Review Committee Purpose.

The Ratings Review Committee (RRC) shall serve from year-to-year as a standing committee. The RRC will review and affirm or deny requests for player rating reductions and increases.

## 5.03 Ratings Review Committee Membership.

The RRC will be comprised of seven voting members, plus Executive Board Members as assigned by the Commissioner. The Chairperson will be appointed by the Commissioner and the six additional voting members may be nominated by any GLASA member and will be elected by the Executive Board. Executive Board Members may only serve as non-voting members of the RRC and are not included in the voting member count.

## 5.04 Requesting a Ratings Review

- Requests for a ratings review can only be made as follows:
  - By the Commissioner
  - By the appropriate Division Representative with the approval of the Commissioner
  - By a majority vote of the Executive Board
  - By the team representative for members of that team
  - By a player for his own rating
  - As a result of a protest by an opposing team during a GLASA League game. Procedures for filing a ratings protest are found in the GLASA Rules of Play, Article 12.
  - As a result of a successful protest by a non-GLASA team at a tournament sponsored by a NAGAAA-affiliated league. The Commissioner shall request a rating review automatically in this case.
- All requests must be submitted using the Ratings Review Request Form, and in the method described on the form. If the request is from the player or the team representative, a brief explanation must be given on the form.
- Every season, each team may request one ratings point for one player to be reviewed for free.
- Except for the free review above, any request by a team or player for a ratings review, requires a \$25 bond per ratings point, paid to GLASA. This bond is refundable if the requested ratings change is upheld by the RRC (regardless of any subsequent appeal vote by the Executive Board), or if the ratings change is removed from the ratings review list as described in 5.08 below.
- The review of a player's rating point may be removed from the Ratings Review List by the person or persons who requested/initiated the ratings review any time before a final RRC vote on that point is taken. In this case, if a \$25 bond was paid for that point, it will be refunded.

## 5.05 Ratings Review Committee Notifications.

- Commissioner.** Upon receiving a ratings review request, the Commissioner shall forward all pertinent information to the RRC Chairperson within five calendar days.
- RRC Chairperson.** The RRC Chairperson will notify the RRC of the request in writing and arrange for a quorum of the RRC to review the player. The RRC Chairperson will notify the Executive

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Board, RRC and the GLASA coaches and managers at least five days prior to the voting meeting including the date, time, location and reason for the meeting.

## 5.06 Ratings Review Committee Meetings.

As deemed necessary, monthly meetings of the RRC shall be established by the RRC Chairperson. The notification will list the date, time, location, and purpose of the meeting. Four voting members are required for a quorum. The Chairperson will preside and keep professional order during RRC meetings. Only members of the RRC may participate in the discussions unless the Chairperson requests information from an attending GLASA member. The Chairperson will be responsible for maintaining official minutes of each RRC meeting and its subsequent decisions. The minutes will be submitted to the GLASA Secretary to be distributed to the Executive Board and team representatives.

## 5.07 Ratings Review Committee Voting.

- a. Each member will have one vote during RRC meetings, creating seven potential votes.
- b. There must be at least four RRC members ready to vote on a player's rating point before a vote may be taken on that point, except as described in 5.08(f) below.
- c. Each player under review will be reviewed a minimum of two different games before a vote on their rating will take place.
- d. In determining how to vote, RRC members may use knowledge of a player's skills based on observations made prior to the member being on the RRC.

## 5.08 Ratings Review Committee Voting Meeting.

During a voting meeting the following steps will take place:

- a. The RRC shall review any documentation submitted in support of a change in a player's rating by the team representative, Commissioner, or appropriate Division Representative who submitted the request for review.
- b. The RRC shall discuss and share their observations and review notes for the specific player in question for ONLY the question(s) currently under review. If a quorum of the RRC has observed the player and is ready to vote, the RRC Committee will then vote. If a majority of the RRC quorum votes yes, the player is deemed to have that skill point. If a majority of the RRC quorum votes no, the player is deemed not to have that skill point. If the vote ends in a tie, those votes will be recorded according to 5.08(f) below and the decision on that point will be deferred.
- c. Once a vote has taken place that changes a rating, that ratings change is immediate.
- d. If the RRC needs additional time to observe the player under review, the date, time, and location (if known) for the next vote on the player will be communicated to the team representative of the player under review. This meeting must occur within one month of the current meeting.
- e. If a player is discussed at two consecutive meetings and not voted upon, the minutes must reflect why that person has not been voted upon.
- f. If, at the end of a season, a quorum of the RRC is unable to vote on a player's rating point, or the vote ends in a tie, the following will apply:
  1. If the review was not a result of a player ratings protest that may result in a forfeit, a vote will be taken despite the lack of a quorum and those votes will be recorded and kept in the possession of the RRC Chairperson. The player will remain on the RRC review list for the following season. If the player remains on the review list for the following season, when additional RRC members are able to vote, the prior season's votes will be included in the

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vote. If a member's vote was recorded from a previous season, they may not vote again on the same ratings point, but they may change their vote based on new information.

2. If the review is a result of a player ratings protest that may result in a forfeit, the review will be removed from the RRC review list and the Executive Board will vote on the review within three (3) calendar days after the end of the regular season.

## 5.09 Ratings Review Committee Conflicts of Interest.

Any RRC member must abstain from a vote if there's a conflict of interest. The vote shall still take place without the RRC member with the conflict of interest voting as long as there is a quorum of the RRC present and able to vote. A conflict of interest is defined as the following:

- a. The affected player is on the same team
- b. Romantic partner
- c. Roommate
- d. Co-worker
- e. In a dating relationship
- f. Family member
- g. Financial connection
- h. Any other conflict of interest deemed relevant by the RRC Chairperson or GLASA Commissioner

During the review process RRC members will not accept gifts, cash, discounts, or entertainment from other players, coaches and/or manager that could be interpreted as given to influence an RRC member's decision.

## 5.10 Ratings Review Committee Player Assessment Days.

A player or the player's current manager may request that a player on the RRC Review List be assessed at an RRC Player Assessment Day. RRC Player Assessment Days will be scheduled as needed by the Executive Board. The process will be as follows.

- a. Players being reviewed will be put through drills specifically designed to assess the skills under review.
- b. A quorum of the RRC as defined in SLC 5.06 and an Effort Assessment Committee (see below must be present.
- c. The RRC will evaluate the skills based on the performance during these drills.
- d. The Effort Assessment Committee will assess whether players are giving full and complete effort.
- e. The Effort Assessment Committee will be comprised of representatives from at least 10% of the teams in each division (A/B will be considered one division), rounded up, and a quorum of the Executive Board. The team representatives for this committee will be chosen by the Executive Board.
- f. After the drills, an RRC member may call for additional individual player drills if they feel more review of that player is required.
- g. Upon completion of the drills, the procedure for voting on the players' skills will be as follows:
  1. The RRC will vote on each point. Each member must vote; there may be no abstentions except for conflicts of interest defined in SLC 5.09. The player will then be removed from the RRC Review List.

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2. If, due to conflicts of interest, there are less than 4 RRC members who are able to vote on a point, they will vote anyway. Those votes will be turned over to the Executive Board for reference only. The Executive Board will then vote on the point.
3. For any NO vote, if any Effort Assessment Committee member feels that the player did not give full and complete effort, they may call for a vote of the Effort Assessment Committee. If a majority feels that full effort was not given, the player will be placed back on the RRC Review List. Or, the Executive Board may take an immediate vote on the player's skill point.

## 5.11 Appeals.

An appeal of the RRC decision can be made by the team manager to the GLASA Executive Board by submitting significant new evidence in writing within five calendar days of being notified in writing of the RRC decision. Any ruling of the RRC shall remain in effect until a successful appeal is made to the GLASA Executive Board. Any decision by the Executive Board to overturn a ruling made by the RRC shall be justified in writing at the next commission meeting and entered into the minutes. The following outlines the steps required by both the Board and the RRC.

- a. The Team Representative must notify the Executive Board in writing that they wish to appeal the RRC ruling and submit significant new evidence within five calendar days of the RRC ruling.
- b. The GLASA Commissioner will schedule an appeal hearing as soon as it is possible to gather all of the Executive Board or at least a quorum.
- c. The GLASA Commissioner will notify the team representatives for the team filing the appeal and the RRC Chairperson of the date, time, and location for the appeal hearing.
- d. The RRC Chairperson will notify the RRC and gather the necessary back-up documentation in support of the RRC's decision on the affected player.

## 5.12 Appeal Hearing.

During the appeal hearing the following will take place:

- a. The RRC Chairperson will be given a maximum of 10 minutes to submit the summary of the RRC decision including any back-up information available to the Executive Board.
- b. The team representative will be given a maximum of 10 minutes to submit any supporting documentation to the Executive Board they have in support of their appeal to the RRC ruling.
- c. The Executive Board will vote to uphold or overturn the RRC ruling based on the information presented by the RRC Chair person, the team representative and the knowledge they also have regarding the player in question.
- d. Any decision to overturn the RRC ruling by the Executive Board must be justified in writing at the next commission meeting and entered into the minutes.

## 5.13 Timing of Official Rating Change.

When any skill point for a player is changed through the RRC process, the timing of the official change will be as follows:

- a. Upon a decision of the RRC that changes an existing point, the change is effective immediately.
- b. Upon a decision of the Executive Board (because of an appeal) that overturns an RRC decision, the change is effective immediately.

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- c. Additionally, if a point is added to a player as a result of a protest during a GLASA game, the following will apply. If there is no appeal of the RRC decision or an appeal is heard and denied by the Executive Board, the rating change will be considered retro-active ONLY for the games where that point was protested. NOTE: if the resulting change creates a situation where the player and/or team was ineligible for the protested game, the result of that game shall be changed to a forfeit. Other games played after the protest and before the final ratings change will not be affected unless protests were filed for those games (see Rules of Play 12.02).

## **5.14 Manager/Team Penalties for Player Rating Violations.**

If a player ratings points are added to a team's player(s) by any method other than a request by the team manager or player and the change remains after final appeal, the following penalties will apply. These penalties apply to the manager of record when the ratings change occurs:

- a. For the first point added per team during a season, the manager will be required to attend a Player Ratings Workshop prior to the next season.
- b. For the second point added per team during a season, the Executive Board may assess further penalties.
- c. For each point added per team during the season beyond the second added point, a \$50 fine per additional point will be assessed in addition to the penalties described above.

## **ARTICLE 6: TEAM MEMBERSHIP PACKAGE**

### **6.01 General.**

A copy of the league's Bylaws, League Code, and Rules of Play shall be published on the league's website. At the start of each season, the league will provide a softball and line-up card for each scheduled game along with a scorebook, USA Softball (ASA) Official Rules of Softball and USA Softball (ASA) membership card to each team.

## **ARTICLE 7: PLAYING SEASON**

### **7.01 General.**

The term "season" used throughout this League Code shall refer to the spring and fall seasons, unless otherwise specified. The spring season shall be held during the months of January through August and the fall season shall be held during the months of September through December.

## **ARTICLE 8: POSTPONEMENTS**

### **8.01 General.**

For the spring season only, in the event a game is postponed (for any reason) the game will be rescheduled. Fall season postponed and rained-out games may or may not be re-scheduled at the discretion of the Executive Board.

## **ARTICLE 9: EQUIPMENT**

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## 9.01 General.

Each team must provide its own bats, warm-up balls, and other equipment. Each team shall provide a new league-provided softball at the start of each game.

## 9.02 Equipment Ownership.

Unless other arrangements have been made, the uniforms and equipment purchased by a team belong to that team. Each player is responsible for his or her team-purchased uniform and equipment, and its return to the team upon request. However, the League will only penalize members, as described below, for not returning jerseys. In the event a player drops, is dropped, or completes a playing season, and fails to return their team-purchased jersey upon request, the Executive Board may deem the player ineligible to play. To deem a player ineligible, the League Commissioner or Board Member must receive and acknowledge a written or electronic notification from the team regarding the player in question. After an investigation, and if the Board agrees the jersey was not returned, the player will then be deemed ineligible for league play. The player will remain ineligible until the jersey is returned or payments and/or other arrangements are made to the satisfaction of the team, and/or the Board.

## 9.03 Altered Bats.

The use of Altered Bats is strictly prohibited and may lead to loss of eligibility (see GLASA Bylaws, Article 9).

## 9.04 Bat Testing.

GLASA reserves the right to test bats and prohibit the use of bats that do not pass. Current GLASA rules on bat testing can be found in the GLASA Rules of Play, Article 9.

# ARTICLE 10: PARK ETIQUETTE

## 10.01 General.

At the conclusion of each game, each team is responsible for the cleanup of the dugout and the immediate surrounding area (including the field stands). Smoking is not permitted in the dugouts or on the playing field. Drinking of alcoholic beverages is not permitted for league members on park grounds. Violations of these rules could result in suspension from the league.

# ARTICLE 11: PLAYOFF ELIGIBILITY AND FORMATS

## 11.01 Playoff Eligibility.

1. **Player.** A player must be present at the game and legally on the line-up card for one-half ( $\frac{1}{2}$ ) of the team's scheduled games to be eligible for playoff games. The Commissioner shall make such determination of eligibility.
2. **Team.** A team is eligible for the playoffs if it has at least 9 players that have played 50 percent of the scheduled teams for the team on which they are presently rostered.

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## 11.02 Playoff formats.

- a. Playoffs will be held as a double-elimination tournament with teams seeded according to their regular season standings.
- b. All game rules will follow GLASA's rules of play, except for the coin flip to determine home and away teams.
- c. The higher seeded team chooses home or away through the first championship game.
- d. If there is a second championship game (if-game), home and away teams will be decided by a coin flip.

## 11.03 Standings.

For the purpose of GSWS and playoff consideration, the official standings for each division will include only those games played within the division, excluding inter-league games. If at the end of the regular season, two or more teams finish with identical won-lost-tied percentages, then the following will be used to determine final standings:

### a. **Two Teams**

1. Head-to-head (best won-lost-tied percentage in games between the teams).
2. Runs allowed – the team that allowed the fewest runs in games between the tied teams.
3. Runs allowed – the team that allowed the fewest average runs per game of all games played.
4. For Division Championship only, a one-game playoff.
5. Coin toss.

### b. **Three or More Teams**

(Note: If two teams remain tied after third or other teams are eliminated during any step, tie breaker reverts to step 1 of the two-team format).

1. Head-to-head (best won-lost-tied percentage in games among the teams).
2. Runs allowed – the team that allowed the fewest average runs per game among the tied teams.
3. Runs allowed – the team that allowed the fewest average runs per game of all games played.
4. Coin toss.

## 11.04 NAGAAA Gay Softball World Series (GSWS) Berths.

- a. In divisions that are allowed 2 GSWS berths, the first place team of the division will be awarded the first berth and the second berth will be decided by playoff. In divisions that are allowed 3 GSWS berths, the first and second place teams will be awarded the first and second berths and the third berth will be decided by playoff.
- b. If a team already qualified or is not eligible to qualify for the GSWS through NAGAAA rules and/or competition, they are excluded from the standings referenced above for the purpose of GSWS berths. Example: a division has three GSWS berths and the division's standings are Team 1, Team 2, Team 3, Team 4 and Team 5. Team 2 already qualified for the GSWS through NAGAAA rules, and the division is still allowed its regular 3 berths. Then, Team 1 and Team 3 would get the first two berths and the third berth would be decided by playoff.

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- c. If a team is allotted a berth and does not or cannot accept the berth, the following will apply:
  1. If a team that qualifies for the GSWS based on the GLASA final regular season division standings does not or cannot accept the GSWS berth, the next highest placing team, in the final regular season division standings, is awarded the GSWS berth. This process will continue until the next highest placing team accepts the berth. (i.e. 2nd, 3rd, 4th, etc).
  2. If a team wins a GSWS berth during the GLASA playoff and does not or cannot accept the berth, the berth will be offered to the next highest finishing playoff team. This process will continue until a team accepts the berth. (i.e. 2nd, 3rd, 4th, etc). If there is a tie in the playoff finishing rankings, the GSWS berth will be decided by the team that finished the highest in the final regular season standings among the tied teams.

## **11.05 NAGAAA Gay Softball World Series Penalties**

If during participation in the NAGAAA Gay Softball World Series, the team and/or any of its players is cited for a ratings violation and GLASA is fined, then GLASA is responsible for the payment of one-half of the financial penalty and the team is responsible for the other half of the financial penalty for the violation. Also, the team would be responsible in the same proportion for any financial penalties the league incurs due to any other type of violations based on the team's participation the NAGAAA GSWS, except for penalties related to incorrect player names and dates of birth. For penalties related to incorrect player names and/or dates of birth, the team will be responsible for the entire fine.

## **ARTICLE 12: INJURIES**

### **12.01 Procedures.**

The League is not responsible for injuries to members. Members must utilize their own insurance if a claim is filed. The League maintains an insurance policy for members who don't have insurance or as a secondary insurance if needed. Members should know how to file a claim with the League insurance. Members should also contact their respective Division Representative when an injury occurs.

## **ARTICLE 13: HALL OF FAME PROCEDURES**

### **13.01 Committee.**

The Chairman of this Committee shall be appointed by the GLASA Commissioner. The Committee shall consist of no more than nine (9) good standing and active members as appointed by the Chairman and Commissioner of GLASA. GLASA Hall of Fame Committee members are requested to serve a minimum of one full year starting September 1st through the Spring season ending banquet. The Chairman will assign duties to members of the Committee. Any good standing member with a minimum of five years within the League can be considered for the GLASA Hall of Fame Committee.

### **13.02 Procedures.**

Any 10-year individual member, whether living or deceased, or a team that has been in good standing for a minimum of ten (10) years in GLASA, can be nominated for the Hall of Fame. The nominees should have



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made significant contributions to their teams and/or GLASA. The applications may be submitted by any active GLASA member and/or Hall of Fame member who is familiar with the candidate. The Committee strongly recommends that the application include a photograph of the nominee, as names alone do not always convey the person nominated. The photo will become the property of the GLASA Hall of Fame. Nominations will be accepted beginning September 1st (Fiscal Year). Nominations will close on April 30.

Teams nominated must have met the same required criteria to meet eligibility. No individuals are recognized amongst any team nominations. Any teams successfully inducted into the Hall of Fame will have their team name retired, thus no other team can take this name within GLASA moving forward.

**Round 1 Voting:** Round 1 voting will open on the Monday following the 2<sup>nd</sup> Sunday of May and remain open for 14 days or until all eligible voters have voted, whichever is sooner. If a nominee receives a 'yes' vote on at least two-thirds of the votes cast then the nominee will be inducted into the GLASA Hall of Fame. A nominee who receives a 'yes' vote on at least fifty percent votes cast will be eligible for consideration in round 2. A nominee who receives a 'yes' vote on less than fifty percent of votes cast will be rolled over for consideration during the next fiscal year provided it's not their second and final year of consideration.

**Round 2 Voting:** Round 2 voting will open within 1 week from the close of Round 1 voting and remain open for 14 days or until all eligible votes have voted, whichever is sooner. If a nominee receives a 'yes' vote on at least two-thirds of the votes cast then the nominee will be inducted into the GLASA Hall of Fame. A nominee who receives a 'yes' vote on less than two-thirds of votes cast will be rolled over for consideration during the next fiscal year provided it's not their second and final year of consideration.

## **13.03 Voting Members.**

The voting members consist of the living elected members of the GLASA Hall of Fame and the current GLASA Hall of Fame Committee members.

## **13.04 Membership.**

The selected inductees will be invited as a guest of the League to attend the end of the season Spring banquet to receive their GLASA Hall of Fame award. Their name, bio, and photo will appear on the GLASA website (with their consent), and he/she will become eligible to vote on the selection of future Hall of Fame inductees.

# **ARTICLE 14: BOARD OF DIRECTORS**

## **14.01 General.**

The Board of Directors, collectively known as the Board or Executive Board, will include the Officers as stated in Bylaws Article 6.01 and three Division Representatives; one for the A and B divisions; one for

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the C division; and one for the D division. A Director shall serve until such time as he or she is removed, resigns, is no longer a GLASA member, or the term of office expires. Any officer who leaves office for any reason (including voluntarily) shall simultaneously be removed from the Board of Directors.

## 14.02 Election Process

- a. Nominations for the Executive Board shall be opened at the April League Commission Meeting. Only a League member in good standing may be nominated. Nominations may be made in person or by email and shall be closed at the May Commission Meeting when the Meeting Chair asks for and does not receive any additional nominations. If the nominations close with only one candidate nominated for an open position, the candidate will be elected by acclamation. The Election date shall be set at this May Commission Meeting for a Sunday of regularly scheduled games no less than two full weeks after nominations are closed.
- b. Individual members in good standing are entitled to vote for Executive Board Members. An individual member not associated with a team, considered a member-at-large, will be allowed to vote only for the election of the Commissioner, Assistant Commissioner, Secretary, and Treasurer. Only members associated with a team within a division may vote for the respective Division Representative.
- c. The Executive Board Members that are not candidates in the election will be responsible for handling the voting process and ballot handling. These members will be referred to as the Election Monitors. Voting shall be by secret ballot of each League member choosing from the qualified candidates nominated. In no case can someone else cast a vote for another league member. Absentee balloting will not be permitted.
- d. In the event of one or more team(s) with a scheduled bye on election Sunday an additional voting Sunday will be arranged on the following Sunday of the regularly scheduled games or the Sunday prior if it meets the two weeks requirement of Article 6.04.a. On election Sunday(s) the Election Monitors will have a list of names of eligible members for voting and a section on the list for each player's signature. The League will provide two separate sealed ballot boxes located at two locations at the fields. Each division will be assigned different color paper for casting their vote. Each league member will verify their identity and sign the Official Team List prior to casting their vote; the Election Monitor will then provide the League member with the appropriate colored paper for casting their vote. The League member will then place their vote in the sealed ballot box. If the election is held on more than one Sunday, any member will be allowed to vote on the non-regular voting Sunday;
- e. Both sealed ballot boxes shall be opened and counted at the same time and place. The Election Monitors and a representative for each candidate are the only people that may be present. A candidate may not represent himself or herself. In case of a delay in counting the ballots due to a scheduled bye or rainout, the sealed ballot boxes and Official Team Lists shall be kept in the custody of the Commissioner, Assistant Commissioner or Treasurer (whoever is not a candidate);
- f. Each Executive Board Member shall be elected by plurality of all votes cast. A plurality means whoever gets the most votes wins.
- g. The Executive Board is responsible for overseeing the integrity of the election. Without sacrificing the integrity of the election, the Executive Board may establish additional guidelines for the election process;

## 14.03 Term of Office

The term of office for Commissioner, Assistant Commissioner, Division Representatives, Secretary, and Treasurer shall be two years. The Commissioner, D Division Representative, and Secretary shall be

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elected in odd numbered calendar years. The Assistant Commissioner, A/B Division Representative, C Division Representative, and the Treasurer shall be elected in even numbered calendar years. Newly elected Board Members shall begin their term on September 1st in the year elected.

## 14.04 Removal from Office

Any Board Member may be removed by two-thirds vote of a duly announced Commission meeting if the duties of such office were violated or not performed. At least two weeks written notice must be provided to the Board Member being considered for removal as well as to the other Board Members and Commission members in order for said Commission meeting to be duly announced.

## 14.05 Filling Vacancy of Office

- a. An office other than Commissioner vacated by resignation, removal, or death with half or less of the current term remaining to be served shall be filled by appointment by the Commissioner. At the first regularly scheduled Commission Meeting of the League following the above action, the Commission will be notified of such appointment. Such appointment shall be for the remainder of the term of the office vacated;
- b. An office vacated with more than half of the current term remaining shall be filled by a plurality vote of the League Commission for Assistant Commissioner, Secretary, and Treasurer or a plurality vote of the division commission members for a Division Representative. An election shall take place at the next Commission Meeting provided notification of the election is sent out at least one week prior to the meeting. In the case that the one week notification cannot be met, a special meeting for the election may be called per Bylaw 8.03. Nominations may be made by email prior to or in person at the Commission Meeting. Only candidates who accept the nomination verbally at the meeting or by email prior to the meeting will be considered; and
- c. Should the Office of Commissioner become prematurely vacant due to resignation, removal, or death, the Assistant Commissioner will complete the current term of said office. The Assistant Commissioner position will then be filled as described in Section 14.05 a. and b. above.

## 14.06 Duties of the Commissioner

- a. Perform duties as may be necessary for the proper and efficient conduct of the League, including such duties and functions as would be expected to be performed by a Chief Executive Officer and/or a Chairman of the Board of a California Nonprofit Public Benefit Corporation under the California Corporations Code.
- b. Administrative duties shall include, but are not limited to, overseeing the timely development of the Annual Budget; the submittal of the Executive Board's Annual Report to the Commission; and the appointment of Committee Chairpersons;
- c. Enforce all rules of the League;
- d. Act on behalf of the League in any matter of emergency that is not covered in the Bylaws, Softball League Code, or Rules of Play of the League. Such action is subject to future ratification by the Commission;
- e. Appoint an individual to act as Parliamentarian at a Commission meeting if the Commissioner finds it necessary;
- f. Be ex-officio member of all committees;
- g. Be the custodian of the league's bank account. It will be his/her responsibility to add the Treasurer and another member of the Executive Board to the bank account's signature file in

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order to gain access to the bank account at any given time. The account will only be used for the normal financial transactions of the League.

- h. Be responsible for arranging for the Finance Committee Chair to directly receive the bank statement, review the statement and its contents, give the statement to the Secretary at the next Commission meeting, and review and sign the monthly financial statement prepared by the Treasurer; and
- i. Be responsible for presiding at all meetings of the Executive Board and of the League Commission. The Commissioner will direct the policies of the League. The Commissioner will call all meetings to order at the required time and announce the business before the League in the order it is to be acted. Also, the Commissioner will state and put to vote all motions, announce the result of votes, restrain members engaged in debate within the rules of order, and enforce order and proper conduct among members.

## 14.07 Duties of the Assistant Commissioner

- a. Assist the Commissioner in those duties he/she specifies as necessary for the proper and efficient conduct of the League;
- b. Preside at any Board or Commission Meeting the Commissioner is unable to attend;
- c. Be responsible for the accurate maintenance of the League's membership database;
- d. In the case of the resignation, removal, or death of the Commissioner, be prepared and willing to fill the vacancy as stipulated in Bylaw 6.07; and
- e. Be required to attend all Executive Board and Commission Meetings.

## 14.08 Duties of the Secretary

- a. Maintain the official copy of the Bylaws, Softball League Code, Rules of Play, and related documents of the League and NAGAAA;
- b. Record and maintain all League meeting minutes, specifically of the Executive Board and the Commission. Said minutes shall be recorded and available to all League members prior to the next Commission meeting;
- c. Give due notice of all League events and deadline dates to all Commission members at such time as prudent to avoid any fines or suspensions;
- d. Track Commission meeting attendance and notify managers of attendance violations.
- e. Maintain a list of teams and their respective Division of play. Maintain a current address listing along with telephone and e-mail contacts of all Commission Members. Maintain membership of the GLASA Commission Facebook page;
- f. Be responsible for League and NAGAAA correspondence as directed by the Executive Board;
- g. Keep a copy of the signed and approved financial statement, along with the bank statements, with the monthly meeting minutes;
- h. Assist the Commissioner in those duties he/she specifies as necessary for the proper and efficient conduct of the League;
- i. Oversee the maintenance and update of the League's website as necessary. The Executive Board determines the website content and may appoint a Webmaster to be responsible for the actual update of the website, but the Secretary will still be responsible the overseeing the website; and
- j. Be required to attend all Executive Board and Commission Meetings.

## 14.09 Duties of the Treasurer

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- a. Be the Chief Financial Officer in charge of and with responsibility for all funds collected directly by or on behalf of the League or its committees, tournaments, and related activities;
- b. Cause all such funds collected directly by or on behalf of the League or its committees, tournaments, and related activities to be speedily deposited in the League's name in such bank or banks as directed by the Executive Board.;
- c. Pay out League funds on the order of the Executive Board or Commission as certified by the countersignature of another Board Member on a League check for such ordered payment.
- d. Provide to each Commission meeting a brief and current financial statement (including receipts and disbursements, and the previous and current cash balances on hand) as well as performance against the Annual Budget. This financial statement shall include all activity through the end of most recent month that ended more than one week prior to the Commission meeting and shall be provided to the Secretary in written form, signed by the Finance Committee chair, so that it may be included in the minutes of the Commission meeting;
- e. Provide a complete written financial statement and a copy of the bank reconciliation(s) to the Finance Committee for their approval prior to presenting the financial statement to the Commission;
- f. Be required to attend all Executive Board and Commission Meetings.
- g. Assist the Commissioner in those duties he/she specifies as necessary for the proper and efficient conduct of the League; and
- h. Cause to be filed all required Federal and State information tax returns with the appropriate agencies. Maintain all files and file all required documents as necessary for a non-profit organization in a timely manner.

## 14.10 Duties of the Division Representatives

- a. Coordinate and direct the activities of his/her respective division(s) under the supervision of the Commissioner;
- b. Respond in a timely manner to Team Managers and players in their division and to board inquiries relating to their division.
- c. Observe games as necessary in order to assure proper player ratings within the division as required by the GLASA Softball League Code.
- d. Assist the Commissioner in those duties he/she specifies as necessary for the proper and efficient conduct of the League; and e. Be required to attend all Executive Board and Commission Meetings.

## ARTICLE 15: STANDING COMMITTEES

- a. **The Sin City Classic Committee** shall serve from year to year as a Standing Committee. Its duties shall include all League sponsored tournament activity for the Sin City Classic. The Committee shall seek timely approvals of the Commission (or Executive Board in off-season interim) necessary for scheduling and communication. It will produce an economically profitable tournament that is a credit to gay athletics and the League image. Committee planning may include, Awards Banquet; Fields; Housing; Program; Public Relations; Social Activities (e.g. Calendar of Events); and Transportation. The Commissioner appoints the committee Chairperson for a one-year term beginning September 1st. The Chairperson can be re-appointed. The committee Chairperson appoints members of the committee with the approval of the Commissioner.
- b. **The Hall of Fame Committee** shall serve from year to year as a Standing Committee. Its duties and procedures shall be defined in GLASA Softball League Code, Article 13.

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- c. **The Ratings Review Committee** shall serve from year to year as a Standing Committee. Its duties and procedures shall be defined in GLASA Softball League Code, Article 5.
- d. **The Switch Hitters and Events Committee** shall serve from year to year as a Standing Committee. Its duties shall include all League-sponsored activity for events including Switch Hitters, First Pitch Parties, and the annual Spring Season awards event. The Committee shall seek timely approvals of the Commission or Executive Board necessary for scheduling and communication. The Commissioner appoints the committee Chairperson for a one-year term beginning September 1st. The Chairperson can be re-appointed. The committee Chairperson appoints members of the committee with the approval of the Commissioner.

## **ARTICLE 16: AMENDMENTS TO SOFTBALL LEAGUE CODE**

### **16.01 Method.**

The method by which the League Code may be altered, amended, or repealed and a new League Code adopted is by a majority vote of the Commission.

### **16.02 Effective Date.**

Amendments shall be effective immediately upon adoption, unless otherwise specified in the amendment.