

# Softball Austin



**SOFTBALL AUSTIN**

## Instruments of Governance

Effective Spring 2025 Season

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Corporation Section  
P.O. Box 13697  
Austin, Texas 78711-3697



Geoffrey S. Connor  
Secretary of State

**Office of the Secretary of State**

**CERTIFICATE OF INCORPORATION  
OF**

Softball Austin  
Filing Number: 800353785

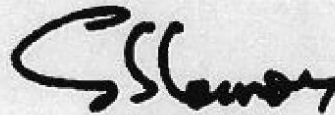
The undersigned, as Secretary of State of Texas, hereby certifies that Articles of Incorporation for the above named corporation have been received in this office and have been found to conform to law.

Accordingly, the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law, hereby issues this Certificate of Incorporation.

Issuance of this Certificate of Incorporation does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 06/04/2004

Effective: 06/04/2004



Geoffrey S. Connor  
Secretary of State

PHONE(512) 463-5555  
Prepared by: Virginia Tobias

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# Softball Austin Instruments of Governance

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## **Article One – Membership**

### **1.01 League Structure –**

SA will consist of two primary divisions; North American Gay Amateur Athletic Alliance (hereafter referred to as “NAGAAA” or “Open Division”) and Amateur Sports Alliance of North America (hereafter referred to as “ASANA” or “Women’s Division”). Each division is divided into conferences according to skill level in accordance with the player ratings applies for each division (see Appendix One for NAGAAA Player Ratings Guidelines, Appendix Two for ASANA Player Ratings Guidelines).

SA may also contain a Masters Division (hereafter referred to as “Masters”). Masters players will adhere to NAGAAA player rating guidelines and GSWS qualification requirements as outlined in the NAGAAA Instruments of Governance.

### **1.02 Membership Qualifications and Eligibility –**

Any person who is a player, manager, coach, scorekeeper, or associate in good standing who is listed in the official roster of a team recognized by Softball Austin (hereafter referred as SA) is eligible for membership in SA.

A) Heterosexual players – a maximum of three (3) heterosexual players are permitted on a SA team roster. This rule affects only the Open Division of SA. Heterosexual (also referred to as straight, non-GLBT, non-LGBT or non-gay) means not gay, lesbian, bi-sexual or transgender.

- 1) A team in violation of the heterosexual player guidelines shall be subject to disciplinary action that may include, but is not limited to:
  - a) Permanent suspension of the heterosexual player from future participation in SA activities, including the Gay Softball World Series (hereafter referred to as GSWS),
  - b) Disqualification and forfeiture of all the offending team’s games,
  - c) One (1) year suspension of the team’s Manager, and/or
  - d) A \$100.00 fine imposed against the team for each offense.
- 2) Any official (team manager, coach, representative or Board member) in violation of, or having assisted in a violation, is subject to disciplinary action that may include, but not limited to:
  - a) Permanent suspension from being an official of SA,
  - b) One year’s suspension of the official from participation in all SA activities, including World Series events,
  - c) A \$100.00 fine imposed against the official for each offense, and/or.
  - d) Forfeitures of all games played by the team which the official represents prior to the discovery of the violation(s).

B) Masters Division players must turn 45 years of age during the calendar year in which the season they are playing in starts.

**NOTE:** A player playing in a season that starts in 2016 must turn 45 years of age at some point during 2016.

C) Disputes pertaining to membership eligibility shall be resolved by the Board of Trustees. (Hereafter referred to as the Board.)

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- 1) Any person determined by due process to be ineligible shall forfeit all privileges of membership and all fees paid.
- 2) Teams and players paying their dues shall be considered members of SA as follows:
  - a) Spring membership shall be considered members of SA from February to August.
  - b) Fall membership shall be from September to January.
- D) Membership in SA is non-transferable. Should a membership be terminated, the League dues are not refundable

## **1.03 Good Standing –**

Good standing shall be defined as having paid all pertinent fees for the current season and observing continuous compliance with all provisions set forth in these Instruments of Governance (hereafter referred to as IOG).

## **1.04 Honorary Membership –**

The Board and Council, by a majority vote, may confer honorary membership on any person(s) who have shown good faith in SA.

- A) Honorary members shall have no voting privileges unless they are elected officials.
- B) The Board and Council may revoke honorary membership by majority vote.
- C) Honorary members shall not be required to pay a registration fee.

## **1.05 Member's Names, Residence & Email Addresses –**

The name, residence and email addresses of each member and date of issuance shall be entered in the private records of the League, and will not be sold, rented or disseminated to any other organization. Reproduction, sale, rental, lease or use of the mailing list or directory by any other person or group of any of the contents, for any purpose is expressly prohibited. Instances of unauthorized use will be sent to the Board for evaluation and possible action.

## **Article Two – Board of Trustees**

### **2.01 Composition –**

The Board of Trustees shall be composed of the Commissioner, Open Division Assistant Commissioner, Women's Division Assistant Commissioner, Secretary, Treasurer, Competition Coordinator, Public Relations Coordinator, and Operations Coordinator, each of who shall be elected as provided in these IOG (see Appendix Three). All Board members serve two-year terms.

NOTE: A Board Meeting quorum shall be established by the attendance of a majority of the Board officers.

### **2.02 Succession Planning–**

Immediately after each election cycle, the newly elected Board will convene and select a member amongst the current board members to serve in the absence or vacancy of the Commissioner. That Board member will exercise all powers of the Commissioner during the Commissioner's absence or disability, and will serve as Acting Commissioner in the event of a vacancy until the next scheduled election.

### **2.03 Commissioner–**

The duties and responsibilities of the Commissioner shall include, but not be limited to the following:



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- A) Preside at all formal meetings of the Council and the Board and maintain order in the absence of a Sergeant at Arms.
- B) Appoint members of any duly authorized committee of the League.
- C) Rule on the interpretation and intent of the Articles of Incorporation and the IOG.
- D) Serve as an authorized signatory on the League checking account(s) and on any funds managed by the League.
- E) Oversee all day-to-day functions of the League.
- F) Rule on parliamentary procedures at all formal meetings of members, Council and the Board.
- G) Oversee all filings with regard to the Articles of Incorporation, which includes informing the state of any changes in the Board, as well as oversee any other filings required by any and all federal, state, city and municipalities.
- H) Serve as the primary representative for all matters related to the NAGAAA and ASANA.
- I) Appoint representatives to attend and represent SA at national meetings of NAGAAA and ASANA. The League will cover travel and hotel expenses, as well as a per diem for no more than two representatives attending each NAGAAA and ASANA meeting.
- J) Appoint a Sergeant at Arms, if necessary, to help maintain order at meetings. The Sergeant at Arms has no Board authority.
- K) Shall designate all committees, select all committee chairs, and serve as a voting ex-officio member of all committees, as provided in these Bylaws.
- L) Serve as the point of contact for the Manager's Council on questions of League membership, League eligibility and World Series eligibility.

### **2.04 Open Division Assistant Commissioner –**

The duties and responsibilities of the Assistant Commissioner shall include, but not be limited to:

- A) Serve as an official alternate representative of the League to the meetings of NAGAAA, when required.

NOTE: NAGAAA rules require written approval from the League commissioner if anyone other than League commissioner will serve as the voting representative to NAGAAA.

- B) Oversee play and rules of conduct as it relates to the Open Division.
- C) Provide NAGAAA player ratings (see Appendix One for NAGAAA Player Ratings Guidelines) from the previous year to every team Manager/Coach as well as the Player Ratings Committee (or Board) prior to the start of League play.
- D) Compile and submit all documents scheduled to be sent to NAGAAA, including but not limited to:
  - 1) Non-resident player forms
  - 2) Team rosters
  - 3) List of teams and managers
  - 4) NAGAAA conference designations



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- 5) Reservations of slots in the GSWS
- 6) GSWS reservations
- 7) Player rating formation
- E) Maintain a list of players looking for a team (e.g., website, recruitment events, email contacts) and coordinate with the Open Division Coaches/Managers on placing these players on exiting teams or assisting in the formation of new team(s).

### **2.05 Women's Division Assistant Commissioner –**

The duties and responsibilities of the Women's Assistant Commissioner shall include, but not be limited to, the following:

- A) Serve as the league liaison to ASANA, when required.
- B) Serve as the primary representative of the League at the meetings of ASANA, when required.
- C) Oversee play and rules of conduct as it relates to the Women's Division
- D) Provide ASANA player ratings (see Appendix Two for ASANA Player Ratings Guidelines) from the previous year to every team Manager/Coach as well as the Player Ratings Committee (or Board) prior to the start of League play.
- E) Compile and submit all documents required by ASANA, including but not limited to:
  - 1) Non-resident player forms
  - 2) Team rosters
  - 3) List of teams and managers
  - 4) ASANA conference team's designation
  - 5) Reservation of slots at the ASANA World Series
  - 6) ASANA Women's World Series (hereafter referred to as WWS) rosters
  - 7) Player rating information input into the ASANA database
- F) Maintain a list of players looking for a team (e.g., website, recruitment events, email contacts) and coordinate with the Women's Division Coaches/Managers on placing these players on exiting teams or assisting in the formation of new team(s).

### **2.06 Secretary –**

The duties and responsibilities of the Secretary shall include, but not be limited to the following:

- A) Compile the minutes of the all Board, Council and Membership meetings.
  - 1) Board Meeting minutes must be distributed to each and every Trustee within ten (10) days of said meeting
  - 2) Manager's Council minutes must be distributed to each and every Trustee as well as every member of the Manager's Council within ten (10) days of said meeting
  - 3) Membership minutes must be distributed to every Trustee within thirty (30) days of said meeting and must be available for distribution upon request to any League member

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- B) Maintain an official record of the IOG, amendments and changes thereto.
- C) Maintain copies all League documents, records and filings.
- D) Maintain a record of all members of the League and their respective current mailing and email addresses.
- E) Assure the League has met all fees and filed correct information with NAGAAA and ASANA to maintain membership in those bodies.
- F) File amended Articles of Incorporation, which includes informing the State of any changes to the Board, as well as any other filings required by any and all federal, city, state, and municipalities.
- G) Provide sign-in sheets at applicable League functions and meetings.
- H) Coordinate and approve all League communications within the league.

### **2.07 Treasurer –**

The duties and responsibilities of the Treasurer shall include, but not be limited to the following:

- A) Account monthly for all dues and monies collected and disbursed by the League. Prepare a monthly detailed cash report, which reconciles to the bank account(s). Submit to the Board for approval and then to the Council.
- B) Custodian of the checkbook(s) of the League and of the checkbooks(s) of any funds managed by the League.
- C) Deposit all monies of the League in such bank(s) as shall be specified by resolution of the Commissioner within five (5) business days.
- D) Make distributions and having charge of the financial affairs of the League and of any funds managed by the League under authorization by the Commissioner.
- E) Serve as an authorized signatory on the League checking account(s) and any funds managed by the League.
- F) Prepare or coordinate the filing of annual tax report(s) with the accounting firm engaged by SA, if applicable.
- G) Prepare or coordinate the preparation of quarterly financial statements and submit to the Board for approval and then to the Council.
- H) Oversee preparation of an annual budget. Submit the budget to the Board for approval, and then to the Council. Prepare a budget variance report.
- I) Obtain a budget for any tournaments or other League activities and provide the budget, along with regular updates, to the Board and Council.
- J) Account for all expenses and income from concession sales and deposit all profits into the League checking account(s), if the League is responsible for concessions.
- K) Serve as Treasurer for the Texas Shootout Committee.
- L) Collect all dues and monies owed to the League and report to the Board on any outstanding debt

### **2.08 Public Relations/Social/Fundraising Coordinator –**

The duties and responsibilities of the Public Relations/Social/Fundraising Coordinator shall include, but not limited to the following:

- A) Oversee the publication of the League newsletter

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- B) Coordinate and supervise the League's online presence to ensure it is current, professional and appropriate. (e.g., work with League webmaster, maintain website, organize social media postings)
- C) Serve as spokesperson for the League with the media.
- C) Approve all advertising/marketing material(s) that are published in any medium on behalf of the League and/or League-related events.
- D) Coordinate and approve all League communications to outside parties.
- E) Plan, coordinate, organize and implement all social functions, special events and recruitment events for the League (e.g., post-game gatherings, after-innings, fundraisers, end-of-season celebrations, PRIDE).
- F) Raise awareness about SA in Central Texas and among other NAGAAA and ASANA communities.
- G) Serve as liaison between the League sponsors and the Board
- H) Secure and coordinate all League sponsorships.
- I) Collect and maintain records for member participation at League events.

### **2.09 Competition Coordinator –**

The duties and responsibilities of the Competition Coordinator shall include, but not be limited to the following:

- A) Coordinate and provide a League playing schedule within at least seven (7) days of the start of each season.
- B) Adjust the league schedule as appropriate to accommodate for unforeseen events that impact league play (e.g., rainouts)
- C) Coordinate the scheduling of umpires for League play with the Umpire-in-Chief (UIC). He/she will nominate a person for UIC, who must be approved by a vote of the Board. If the UIC is a member of the League, they will have their dues waived as compensation.
- D) Coordinate the timely and accurate collection and posting of League scores, stats and standings to the website.
- E) Oversee the collection of roster cards each week and ensure the appropriate copies of records are given to the League Secretary.
- F) Plan competition with teams that are not members of the League, upon approval by the Board.
- G) Oversee all tournament committees that are authorized by the Board.
- H) Coordinate with the Operations Coordinator to ensure field bags are stocked, available and picked up each week during league play.
- I) Serve as chair of the Protest Committee.

### **2.10 Operations Coordinator –**

The duties and responsibilities of the Woman's Operations Coordinator shall include, but not be limited to the following:

- A) Coordinate the purchase all softballs scorebooks, line-up sheets and any other items to be used by the managers/coaches for the League.
- B) Coordinate all field reservations required to run league activities (e.g., season games, recruitment, clinics, etc.)

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- C) Keep track of inventory in the Softball Austin storage unit
- D) Coordinate the ordering of all trophies needed for each season
- E) Coordinate with the Competition Coordinator to ensure field bags are stocked, available and picked up each week during league play.

## **2.11 Voting –**

Each member of the Board shall be entitled to cast one vote regarding each issue requiring a vote in all Council and Board meetings. On all matters brought before the Board or Council at any meeting, each member shall be entitled to one vote on each issue, with the exception of the Commissioner. In the case of a tie vote, the Commissioner shall be entitled to cast a tie-breaking vote. Proxies will be allowed from Council members through a designated representative from that team.

- A) A Board member shall abstain from voting for the purpose of determining Board policy, procedure, or action that solely and specifically affects a team on whose roster the member is listed.
- B) The position of Open Division Assistant Commissioner and Women's Division Assistant Commissioner may only be voted on by paid members in good standing within the position's respective division.
- C) The Commissioner shall be entitled to vote during elections.

## **2.12 Elections –**

The Commissioner shall appoint an Election Committee to oversee the election process. The committee will also collect and monitor votes on the day of the election. All players and coaches on the official roster of teams in good standing with SA may vote. Votes will be cast via secret ballot. Each member will have one vote. Candidates who receive a plurality of the votes cast shall be determined the winner.

- A) Elections for the positions of Commissioner, Treasurer, Public Relations Coordinator, and Ops Coordinator will be held during even-numbered years.
- B) Elections for the positions of Men's Assistant Commissioner, Women's Assistant Commissioner, Secretary, and Competition Coordinator will be held during odd-numbered years.
- C) The Election Chair, with approval from the board, will determine the deadline and election dates which must occur during the spring season. The dates will be published at the beginning of the spring season. The Election Chair will be the final interpreter of deadlines.

## **2.13 Qualifications to Serve on Board –**

- A) A candidate for the Board of Directors of Softball Austin must have been a member of Softball Austin for a minimum of one (1) season (the fall season) prior to the election date.
- B) A candidate for the position of Commissioner must have served on the S.A. Board of Directors in another capacity for one (1) year. A candidate for the position of Assistant Commissioner for either the Open or Women's Division must have served on S.A. Board of Directors, or on the Board of Directors for another iPride or ASANA softball member association, or on the Board of Directors of a non-profit sports organization in another capacity for one (1) full year.

## **2.14 Nominations, Candidates for the Board of Trustees –**

Nominations and candidates for the Board of Trustees of SA may:

- A) Submit their name for consideration by submitting the Candidate Biography Form via email to the Election Committee Chair.

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- B) Be nominated by other League members in good standing.
- C) The Election Committee Chair is required to notify the nominee that their name was submitted for position within 24 hours of being received.
  - 1) The Nominee must either accept or decline their nomination within 24 hours of being notified by emailing the Election Committee Chair. Failure to do so within the prescribed time line will result in their disqualification from consideration from that nomination. Said person can be re-nominated as long as it falls within the nomination period.
- D) Write in candidates will be allowed and must declare their intention to run for office at least 2 weeks prior to the election to determine eligibility by Election Chair.
  - 1) If no candidate declares their candidacy for a position prior to the deadline, the position shall be declared “vacant.” (Refer to 2.18 for “Vacancies”)

## **2.15 Acceptance by the Elections Chairperson –**

Nominations (including candidate biography) shall be accepted by the Elections Chairperson only, and must be submitted in writing (e-mail or otherwise).

- A) As each candidate declares his/her intent to run, the Elections Chair will post the candidates name on Candidates Page on the Softball Austin website. The Elections Committee shall convene as soon as practical thereafter to review candidate’s membership eligibility to run.
- B) If the candidate fails to meet the one (1) season and/or good standing qualification, he/she is deemed ineligible. The Election Chair will send an explanation of the Election Committee’s decision and name will be removed from Candidates page.

## **2.16 Commencement of Term of Office –**

Re-elected Board member shall be entitled to exercise the powers and authority and perform the duties of their elected position at the conclusion of election. Newly elected and appointed officers will take office on July 1.

## **2.17 Termination –**

Membership on the Board may be terminated; creating a vacancy that shall be filled, as provided in this IOG. If an officer fails to perform or violates the duties of his/her office, the officer may be removed from office by a two-thirds (2/3) vote of the Council at any Council meeting, provided that the officer in question is notified of the charges in advance of the meeting. He/she will then be given the opportunity to rebut the charges at the meeting.

- A) Any Commissioner who is absent from three consecutive regular Board meetings without good cause shall be automatically removed from the Board.
- B) When any Board member permanently becomes physically incapable of performing the duties of office, including death, a vacancy shall exist.
  - 1) In the event that any disputes arise regarding the determination of permanent physical incapacity, the Board shall decide the matter.

## **2.18 Vacancy –**

Any vacancy shall be filled temporarily by nomination of an acting Board or Council member by the Commissioner, subject to approval by a majority of the Council.

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- A) Any acting Board member appointed by the Commissioner shall serve until a successor has been duly elected.
  - 1) In the event that a regular election is scheduled to occur within two (2) months from the date the vacancy occurs, the acting Board member shall serve until said election takes place.
  - 2) Any special election commenced pursuant to this requirement shall comply with all applicable provisions of this Instrument of Governance.

## **2.19 Return of Property –**

Upon leaving their position or at the end of their term, whichever occurs first, any member of the Board, whether or not re-elected to another term, shall return to the Commissioner all documents and/or items that are the property of the League. A transition meeting shall take place among all outgoing and incoming officers. At this meeting, all League records and other related League property shall be turned over to the incoming officers. Bank signature cards shall be filled out, thus turning over the League account(s) to the incoming officers. Failure to comply with this directive within a thirty (30) day period of leaving the Board shall result in suspension from SA League membership. Suspension shall be revoked upon the return of all documents and items.

## **2.20 Exclusive Powers –**

The Board shall have the following exclusive powers:

- A) Enforcement of penalties for violation of League rules.
- B) Jurisdiction of the Articles of Incorporation and any changes pertaining thereof.
- C) Prescribe additional duties for any of the officers, in addition to those set forth in this IOG.
- D) Set the fees for membership at its reasonable discretion.
- E) In addition to the foregoing specific powers, the Board shall have the power to manage all the affairs of the League, and act on any and all questions relating in any manner whatsoever thereto, and to make all contracts necessary for the proper transaction of League business.
- F) A member or members of the Board shall have the power to interpret the rules (see Article 10) at any League game and make a decision with respect to such interpretation, unless the Board member's team is affected by the ruling. Any such decision(s) shall be placed in the minutes of the next Council meeting.

## **Article Three – Council**

### **3.01 Council Members –**

A Council member's (the Council shall consist of the manager, of their appointed representative from each team that is a member in good standing of the League, and the Board) term continues even after the season, until the next season's teams have paid their registration fees; unless the team advises the League they do not plan to return or they are expelled for any reason. Teams that have notified the Board they will not be returning, been suspended or expelled do not count toward a quorum requirement.

NOTE: A Council Meeting quorum shall be established by the attendance of at least fifty percent (50%) plus one of the registered teams and fifty percent (50%) plus one of the Board officers.

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## **3.02 Meetings –**

Meetings of the Council shall be held, from time to time, in conjunction with the meetings of the Board. The Board will call meetings with notice given to each member of the Council in person, by mail or email, at least five (5) days prior to the meeting.

## **3.03 Manner of Acting –**

The act of a majority of the Council members present at a meeting, at which a quorum is present, shall be an act of the Council.

## **3.04 Compensation –**

The Council members shall serve without compensation.

## **3.05 Duties of the Council –**

The duties of the Council are:

- A) Assist the Board in selecting an open roster team(s) to represent SA in the World Series.
- B) Serve as the body to receive grievances from members about players or teams about possible violations of League rules and, after hearing the grievance, to bring such grievance(s) to the Board with recommendations of any penalties that may be assessed. In the case of grievances affecting teams within only one conference, the Council may refer the matter to be decided by the managers of that conference. (This function is not a protest committee for protests involving actual play of a game.)
- C) Perform any other duties that the Board may, from time to time, assign to the Council.

## **3.06 Voting –**

Each member of the Council shall be entitled to cast one vote regarding each issue requiring a vote in all Council and Board meetings. On all matters brought before the Board or Council at any meeting, each member shall be entitled to one vote on each issue, except for the Commissioner. In the case of a tie vote, the Commissioner shall be entitled to cast a tie-breaking vote.

## **3.07 Electronic Voting –**

From time to time it will be necessary for the Board of Directors to conduct business via e-mail. A Board member may make a motion via email. The motion must draw a second within 72 hours before voting can begin. Each Board member will cast one vote, sent to both the Commissioner and the Secretary. Each Board member must cast their vote within 72 hours of the motion drawing a second. In the case of a tie, the Commissioner will cast the tie-breaking vote.

- A) From time to time it will be necessary for the Managers Council and Board of Directors to conduct business via email. Once a motion is made, it must draw a second within 72 hours before voting can begin. Each Council member and each Board member will cast one vote, sent to both the Commissioner and the Secretary. Each member must cast their vote within 72 hours of the motion drawing a second. In the case of a tie, the Commissioner will cast the tie-breaking vote.



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## **Article Four – Meetings**

### **4.01 Annual Meeting –**

The annual meeting of SA shall be a Council meeting held in the City of Austin, Travis County, within sixty (60) days for the spring season that qualifies teams for the NAGAAA and ASANA World Series.

- A) The place of the annual meeting shall be determined by the Board.
- B) Notice of the annual meeting shall be mailed or emailed to each manager of SA at least ten (10) days prior to such a meeting, by the Secretary.

### **4.02 Additional Meetings –**

General or special meetings of the Council may be called and convened by the Board at any time.

- A) Upon petition in writing by one-third (1/3) of all team managers, the Board shall call and convene a special meeting of the Council.
- B) The Commissioner shall determine the time and place of any general or special meeting.
- C) Written notice of general and special meetings shall be mailed, emailed or handed out personally to each manager of SA at least ten (10) days prior to such a meeting.
- D) Any general or special meeting of the managers requires a quorum to establish authority for any issue to be decided by voting at such meeting.
  - 1) All issues shall be decided by a majority of those voting at a duly convened meeting for which a quorum has been established.

### **4.03 Motions –**

Any voting member of Council may present a motion for consideration. Motions are attributed to members of the council and must have an individual member's sponsorship to be considered. All motions from established committees must be presented in writing.

### **4.04 Addressing Council –**

The Commissioner, at his/her discretion, may limit debate in one (1) or more of the following ways:

- A) A specified amount of time per member on each motion.
- B) A specified amount of time without regard to individual limits.

### **4.05 Board Meetings –**

Meetings of the Board may be called and convened by the Commissioner at any time.

- A) Upon petition in writing by any one third (1/3) of the Board members, the Commissioner shall call and convene a meeting of the Board.
- B) Notice of Board meetings, including the purpose of the meeting, shall be given to each Board member at least three (3) days prior to such meeting.
  - 1) In the event that all Board members are present at any time and place, and choose to decide any question, the notice requirement shall be waived.
- C) A quorum must be present.

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## **4.06 Committee Meetings –**

Meetings of any committee may be called and convened by the Commissioner or by the committee chair at any time and place.

## **4.07 Robert’s Rules of Order –**

All Board and Council meetings are governed and conducted under *Robert’s Rules of Order*, most revised edition.

## **Article Five – Committees**

### **5.01 Designation –**

The Commissioner shall designate all committees, select all committee chairs, and serve as a voting ex-officio member of all committees as are deemed necessary to implement these IOG (see Appendix Four).

### **5.02 Term –**

The term of each committee shall expire at the same time as the term of the appointing Commissioner expires.

- A) The Board may dissolve any committee by a majority vote.
  - 1) Any committee shall be dissolved when its work has been completed and its report accepted.
  - 2) Any committee shall be dissolved when it has been determined that it is no longer necessary.
- B) Any committee designated to plan, organize, and hold the GSWS in Austin shall be exempt from the term limitation.
  - 1) The term of such a committee shall be determined by the Board.

### **5.03 Reports –**

The committee chair, or any other member of the committee who is familiar with committee proceedings, shall present a report to the Board describing the committee’s work, findings and recommendations.

### **5.04 Authority –**

No action by any committee shall be binding upon or constitute an expression of the policy of SA except with the approval of a majority of all Board members.

### **5.05 Removal of a Committee Member –**

Any member of a committee may be removed by the Board or by a majority of the total Board, whenever in their judgment the best interest of the League shall be served by such removal.

## **Article Six – Finance**

### **6.01 Funding –**

SA shall generate operating funds as are necessary to implement the Bylaws and rules.

- A) Each team recognized by SA shall be assessed a registration fee in an amount determined by the Board.
  - 1) The Board will determine the date and time team registration fees are due, and the manner in which payment is made. The Board will give the League a first notification thirty (30) days before the due date. A first reminder will be given two (2) weeks before the date. A second reminder will be sent before the

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due date. New teams formed following Recruitment Day may pay after the due date, on a date and time determined by the Board. Any team that does not meet the provisions of this section will not be eligible to play.

- B) Player registration fee for each player on a team roster shall be paid on or before a date and in a manner determined by the Board. A team shall forfeit all games played by an individual who does not meet the requirements of this section.
  - 1) The player fee for each player on a team roster shall be paid prior to playing in the second week of the season or, if they join the League after the second week, prior to the player's first game of the season.
  - 2) The Board has the right to establish reasonable "non-sufficient fund fees" or charges to teams or individuals whose checks are returned to the SA financial institution as unpaid due to non-sufficient funds. Players or teams who submit checks returned unpaid are not considered by SA to be in good standing. The Board may consider games in which they participated as forfeits and the team and/player(s) may not participate in a game until payment in full is received by the League.
- C) Each person who is an associate (non-player) listed on the official roster of a team recognized by SA may be assessed an associate fee in an amount determined by the Board.
  - 1) The Board will not be assessed player fees. In the event that a current Board member is no longer listed on the official roster for a team recognized by SA, such member may be assessed the player fee for the remaining period of such member's current term, barred if this member has already paid a player for that season.
- D) SA may sponsor events for the purpose of generating operating funds.
  - 1) SA shall accept contributions.

### **6.02 Financial Institutions –**

SA shall maintain such accounts in an accredited financial institution as are necessary to implement the Bylaws and rules.

- A) The Board shall determine the particular financial institution to be utilized.
- B) Operating funds shall be deposited in such account(s) in a timely manner.

### **6.03 Budget –**

As soon as possible after the annual meeting, the Board shall estimate revenue and expenses for the fiscal year and develop a budget.

- A) The budget shall be approved by a majority of managers voting at any properly convened meeting.

### **6.04 Fiscal Year –**

SA's fiscal year shall commence on January 1 of each year and end on December 31.

### **6.05 Disbursements –**

All funds disbursed by SA shall be in the form of a check prepared by the Treasurer.

- A) Each check shall be signed by two officers of the Board.

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## **6.06 GSWS and WWS Financing –**

Any team winning a SA championship, which qualifies the team for participation in the GSWS or WWS, shall have sole responsibility for financing the cost of travel to the event.

- A) The Board shall consider providing financial assistance, including but not limited to the GSWS and WWS team registration fee and hotel deposit, to GSWS and WWS qualifying teams after evaluating the financial positions of the League at the time of such contingency.
- B) GSWS and WWS teams are obligated to the League for completing and/or submitting all required documentation no later than two (2) weeks after the end of their Series, including but not limited to submitting hotel receipts to the SA Treasurer. Teams that fail to meet the obligation shall be charged corresponding penalties, including but not limited to their teams' hotel deposit.
- C) Teams that do not meet their GSWS or WWS obligations to the League are not considered in good standing with the League, and subject to Article I of these IOG.

## **Article Seven – Dissolution**

### **7.01 Dissolved –**

SA shall be dissolved by two-thirds (2/3) of the Council members voting at any special meeting called expressly for that purpose, provided that such purpose is plainly stated in the notice of such meeting

### **7.02 Funds Distribution –**

Upon dissolution of SA, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board.

## **Article Eight – Amendments to the GM**

### **8.01 Amendments –**

#### **8.01.1 .1 Governance Manual (GM)**

These GM may be amended by a two-thirds (2/3) vote of all representatives voting at any properly convened Council meeting, as provided in the Bylaws.

- A) Proposals to amend these GM shall make explicit and detailed reference to any existing provision(s) which would be affected by adoption of the amendment.
- B) Proposals to amend the GM shall be provided in writing to the managers and other voting members of the Board at least seven (7) days prior to the meeting scheduled for voting on the amendment.
- C) The Council by a 2/3 vote, may amend the GM to comply with the changes prescribed by iPride Softball and ASANA.

#### **8.01.2 Technical Revisions**

The Rules and Bylaws Committee shall have the authority to make necessary technical and typographical changes to the GM in order to assure editorial continuity with substantive changes approved by the Council. These technical and typographical changes shall be reported to the Board for approval and documented in the next meeting minutes.

## **Article Nine – Publication & Ratification**

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## 9.01 Publication of the GM –

The GM shall consist of Articles of Incorporation, Bylaws, and General Policies documents. A copy of the GM shall be distributed annually prior to the beginning of the spring season using SA distribution channels and posted on the League web page. As updates are made to the GM, the most current copy will be updated on the League web page within fourteen (14) business days.

## 9.02 Ratification –

These IOG will become effective upon a majority vote of the membership in good standing of the League present at SA League membership meetings as set by the Board.

## **Article Ten – Rules of Play**

### 10.01 Player Responsibilities

### 10.02 Team Manager /Coach Responsibilities –

- A) Each team manager/coach must attend every regular Council meeting to represent his/her team. He/she may designate a proxy, by sending written notice to the Commissioner prior to the start of the meeting, provided that the proxy is a member on the roster of the team represented by the team manager/coach. A proxy can only be a paid member of Softball Austin and on his/her team roster.
- B) Report the results of Council meetings back to his/her team.
- C) Collect and submit the following by the established deadline to the Assistant Commissioner:
  - 1) Team registration forms,
  - 2) Sponsor forms (if any),
  - 3) Team roster forms and waivers,
  - 4) Team ratings forms, and
  - 5) Player membership and code of ethics forms for each player on the roster.

**NOTE:** All forms should be completely and correctly filled out in a legible manner and signed where applicable.

- D) Submit team registration fees and player fees to the Treasurer by the established deadline in the form of a check or money order. Cash will not be accepted and each team shall provide one check for all the team's player fees. The team name and fee type should be written on the memo line of the check to help ensure proper bookkeeping.
- E) Submit a legible roster card to the umpire and opposing team manager before each game. The roster card must include the team name, opponent name, date of game, each player's first and last name, and each player's jersey number.
- F) Maintaining that his/her team conducts itself in a manner consistent with good sportsmanship and ensures that each player is aware of and abides by the IOG.
- G) Review the scorecard with the umpire at the conclusion of each game and ensures that the score and results are correct, then signs the scorecard before leaving the field. The signed scorecard will become the official result of the game in League standings.
- H) For any team awarded a bid to the iPride SoftballWS/WWS, the manager must submit all required forms to the Assistant Commissioner or assigned representative by the established deadline.
  - 1) The manager/coach submitting a iPride SoftballWS/WWS roster is responsible for making sure that every name on the GSWS/WWS roster form matches the name on the player's driver's license or

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identification document as required by iPride Softball/ASANA. They are also responsible for making sure that all birth dates are correct with the correct format being MM/DD/YYYY as also required by iPride Softball/ASANA.

- 2) Any fines resulting from a player's information being incorrect when checking in at a iPride SoftballWS/WWS will be the responsibility of the manager/coach who submitted the roster. A manager/coach who does not pay the fine by the registration deadline of the following season will be considered not in good standing

and will not be permitted to play or serve as manager/coach until the fine is paid. If said manager/coach moves to another team they will be disqualified from playing until such the time that the fine is paid.

### 10.03 Team Roster

A team must consist of at least nine (9) active players but not more than twenty (20) active players. A team may have up to two (2) non-players with roles including, but not limited to, coaching/managing, base coaching, and scorekeeping. The initial team roster must be submitted to the corresponding Assistant Commissioner by the date designated by the Board for each season.

**NOTE:** The iPride Softball WS only allows for a maximum of two (2) non-players on a roster.

- 1) A player may only be on one Open Division team roster per season. This means a player can only play for one Open Division team at any given time, but this does not restrict a player from changing teams in accordance with section 10.06(C).
- 2) A player may only be on one Women's Division team roster per season. This means a player can only play for one Women's Division team at any given time, but this does not restrict a player from changing teams in accordance with section 10.06(C).
- 3) A player may only be on one Legend's Division team roster per season. This means a player can only play for one Legend's Division team at any given time, but this does not restrict a player from changing teams in accordance with 10.06(C).
- 4) An Open Division team playing in a iPride SoftballWS qualifying season shall not consist of more than three (3) players that played on a team which placed 1st or 2nd in the same conference of the previous year's iPride SoftballWS. Games played that are in violation of this rule will be forfeited.

**NOTE:** This does not apply to A conference.

- 5) A Women's Division team roster must adhere to the following guidelines:
  - a) B conference rosters may have no more than four (4) A conference players.
  - b) C conference rosters may have no more than three (3) B conference players.
  - c) D conference rosters may have no more than three (3) C conference players.
  - d) E conference rosters may have twenty (20) players rated 0 – 30 with no more than two (2) players rated 31 – 41.

#### B) Playing in Multiple Divisions:

- 1) Women may play on one Open Division, one Women's Division team and one Legend's Division team per season, assuming they meet the SA Legend's Division qualifications.
- 2) Men may play on one Open Division team and one Legend's Division team, assuming they meet the SA Legend's Division qualifications.
- 3) Members who play in multiple divisions must pay the players fees for each division.
- 4) The League will not be required to make accommodation for schedule conflicts. When a game conflict arises from scheduling, the player must pick one team to play on during the game in conflict. This will not impact any games where there is not a scheduling conflict.

- C) Additions to the roster may be substituted together with player fee(s) at any time for new members of the league. Also, any player who has participated in the league during previous seasons but was not listed on any roster at any point during the current season, may be added to any team roster provided that at least fifty percent (50%) of the season is remaining. The Board shall establish deadlines and requirements for submitting notification of the addition, all paperwork required to

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add the player (Team Roster & Waivers, Team Player Rating, and Player Membership & Code of Conduct) must be completed and signed, and submitted to the Assistant Commissioner, and all applicable fees in order to be considered an eligible player.

- D) A player who is already on the submitted roster of a team for the current season may, upon written notification to the Assistant Commissioner and to the team that they are leaving, change teams through the second week of play of any season, whether by player's or team's choice. Any player changing teams must provide written notice to the Assistant Commissioner by 11:59:59 PM on the final day of game play of the second week of play of the season. After 11:59:59 PM on the final day of game play of the second week of play of the season, any roster changes must be approved by the two affected teams. To further clarify, the two affected teams are as follows: (1) the team the player is leaving, and (2) the team the player is joining. Furthermore, a player may only change teams once in a season. If either of the teams affected do not agree with the player transfer, the player is allowed to file a player transfer appeal by filling out the appropriate form(s). If a team's overall rating is affected by the player transfer, the team that is receiving the player agrees to abide by all rating rules listed within the IOG.
- E) Any player can request a refund of their player fees for the following reasons:
- 1) If the player was injured during the first two (2) weeks of play, has only played in two (2) or less games, and informs the Assistant Commissioner, in writing, that they will not be able to play the rest of the season. This player would be removed from the team roster and would not be allowed to return to any team for any reason during the current season.
  - 2) If a player moves more the fifty (50) miles from their current address during the first two (2) weeks of play, has only played in two (2) or less games, and informs the Assistant Commissioner in writing that they will not be able to play the rest of the season. This player would be removed from the team roster and would not be allowed to return to any team for any reason during the current season.
  - 3) If a player decides that they simply do not want to continue player softball for any reason during the first two (2) weeks of any season, has only played in two (2) or less games, and informs the Assistant Commissioner in writing that they do not want to play the rest of the season; this player would be removed from the team roster and would not be allowed to return to any team for any reason during the current season.
  - 4) Refunds will be processed in no longer than thirty (30) days.

### 10.04 New Player Draft

Each year, the League may hold a recruitment drive to recruit new players. The new players that have been recruited by the League will be separated by their desire and ability by the Recruitment Committee (Membership Coordinator is the Chair). Teams in each League conference/division will be given the opportunity to draft the new recruits. The draft order in each League conference will be new teams, drawn in random order, followed by the team finishing lowest in the standings having the next pick for that division, with the next to last finisher next, etc. Team and player participation in the draft is voluntary. New players to the League are not required to participate in the draft.

Anyone acting in behalf of the Recruitment Committee to recruit new players must submit the names of all players recruited to the Membership Coordinator for placement in the draft. Once a player has signed up for the draft with the Recruitment Committee, they cannot be picked up by any team, except by the draft procedures. During each team's turn in the draft, once a team has selected a player, the Draft Committee should inform the player and give them the option to accept or decline the team's invitation. If the player declines the team's invitation, the Recruitment Committee will inform the team so that they can make an alternative selection. This process will continue until the draft is completed. A team can choose to pass when it is their turn and is not required to continue to select players. Players, who are drafted by a team and accept the invitation during the draft, can only change teams from that point on in accordance the section 10.06(C).

### 10.05 Playing Rules –

- A) Exceptions to rules may be made to affect the entire iPrize Softball Open Division/ASANA Women's Division by a majority vote of the Council; or made to affect a conference/division by a majority vote of the teams in



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that division.

- B) League games will be regulated by ASA Rules and/or iPride Softball/ASANA rules or the field IOG sanctioned by the managing entity of the fields where played. Exceptions are listed below.
- C) An official game may be started with a minimum of nine (9) players per team. There is no penalty for teams playing with nine (9) players (the missing 10<sup>th</sup> player's batting position is not considered an automatic out).
- D) No metal spiked shoes are permitted.
- E) Teams representing SA in the GSWS and WWS must adhere to the guidelines of their respective organization.
- F) A lineup may contain up to two (2) designated hitters, for a total of twelve (12) players.
- G) One (1) courtesy runner is allowed per inning. A courtesy runner may be any person listed on the team's lineup card and will follow ASA/USA rules
- H) To participate on a team in the end of season tournament for a season, a player must have participated in at least fifty percent (50%) of their team's games for that season's possible games played in the iPride Softball Open Division/ASANA Women's Division. This means that the player must have been properly registered on the team's roster and that they must also have been listed on the lineup card (either as a starter or substitute) for at least fifty percent (50%) of their team's games that were played in order to play for that team in the end of season tournament. This rule also applies to new players that have never played in SA before. New players would still be allowed to play the regular season at any point but are only allowed to participate in the end of season tournament if they qualify according to the guidelines set forth in this rule. Any rainout games that are not made up would not count toward calculating the fifty percent (50%) threshold as there was no lineup card for that player to have been listed on for those games.

NOTE: The only exception to this rule is if a player is moved up a division as the result of a ratings protest in accordance with section 10.10 of the protest and related penalties.

- I) The following run-rule is in effect for all games. A game will be ended early by the umpire, and considered completed, if one team is ahead by twenty (20) runs after three (3) innings, or ahead by fifteen (15) runs after four (4) innings, or ahead by ten (10) runs after five (5) innings.
- J) Ties will be broken using extra innings, one pitch per batter, with the last out of the prior inning starting on second base.
- K) Games will be either seven (7) innings or a maximum of fifty-five (55) minutes long, whichever occurs first; however, no NEW inning will be allowed to begin when the game clock shows four (4) minutes or less, however, games will continue into extra innings until a winner is determined.
- L) In all Divisions, if a player hits a homerun over the fence, the batter only needs to touch first base. Runners currently on base only need to touch their next base. The following over the fence homerun limits will be enforced in each conference:
  - 1) The A conference in each division is allowed four (4) progressive over the fence home runs to a cap of six (6), with no progressive homeruns allowed in the bottom of the last inning. Each additional over the fence homerun is an inning ending out.
  - 2) The B conference in each division is allowed two (2) over the fence homeruns per game. Each additional over the fence homerun is an inning ending out.
  - 3) The C conference in each division is allowed one (1) over the fence homerun per game. Each additional over the fence homerun is an inning ending out.
  - 4) The D and E conferences in each division are allowed zero (0) over the fence homeruns per game. Each

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over the fence homerun is an inning ending out.

- 5) The Legend's Classic ("upper" Legend's) conference will adhere to the C conference homerun rule and the Legend's Legends ("lower" Legend's) conference will adhere to the D conference homerun rule.

- 6) Inter-conference games within a division will follow the homerun rule of the lower conference.

NOTE: If the fence on the field being played is marked as less than 300 feet, over the fence homeruns that exceed the limit of the conference will simply be an out.

- M) If there is no official scorekeeper provided, the home team is responsible for keeping a scorebook. It is the responsibility of each manager to verify the score with the umpire at the conclusion of each inning and each half inning. If there is a discrepancy between the two scorebooks, the umpire will rule. If either manager still feels that the ruling is incorrect and they have a scorebook (not just a piece of paper with scores written on it), the game clock will be stopped and the UIC or Board member in charge will be called to the field to consult with the umpire and make a final ruling.

- N) The only people allowed on the field or in the dugout are members of SA.

## O) Player Inclusion Policy (PIP)

- 1) The PIP enables SA members who have a disability that requires reasonable accommodations to participate in league play. An injury alone does not qualify an individual for a rule modification. SA defines disability as the inability to do any substantial gainful activity by reason of any medically determinable physical (except an injury that is not permanent) or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than 12 months.
- 2) A person who would like to request a reasonable modification should advise their manager and/or team coach, the Competition Coordinator, and the Assistant Commissioner for the respective division. The request for modification should be submitted to the Competition Coordinator using the iPrize form via email 7 calendar days in advance of the desired effective date. Approved requests not received within the 7-day window will be effective at the next opportunity for play.
- 3) The Competition Coordinator evaluates properly submitted requests and may request additional information before providing a decision on the request.
- 4) PIP is not approved until additional requested information is received. iv. If the application is approved, that email will state what the approved modification is. The decision will be final.
- 5) If approved, the PIP Modification Cards will be provided to the player by the Competition Coordinator. Additionally, an electronic copy will be emailed to the player and manager.
- 6) The rules for using the PIP Modification Cards are as follows:
  - a) PIP Modification Cards or electronic form must be presented at the beginning of each game to the home plate umpire to be granted the modification for that game. Failure to do so will result in the modification not being honored for that game.
  - b) An asterisk is placed by the PIP player on the batting line up submitted to the umpire and opponent.
  - c) A PIP runner can be granted for each PIP approved player.
  - d) PIP runner must be requested once the PIP player has reached first base and time is called.
  - e) The PIP player is not allowed to run beyond first base. If the PIP player travels beyond first base, the PIP player will be called out.
  - f) PIP runner must be the last recorded out.
  - g) In the first inning with no outs, the PIP runner is the last player in the batting line up.
  - h) If the last recorded out also receives a PIP Modification for running, the previous recorded out will be used.
  - i) If that PIP runner is due to bat while on base, the previous recorded out can replace that PIP runner with no

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penalty. Once the next ball is pitched the PIP runner is no longer allowed for that at bat.

- j) The PIP runner must also be requested before any courtesy runner or substitutes.
- k) The PIP runner cannot be replaced by a substitute.
- l) The coach and/or manager may use the courtesy runner for a PIP player in lieu of the last out (PIP runner) once the PIP runner has been requested. Courtesy runner rule applies; one per inning except for Legends division which is two per inning.
- m) If the PIP runner is injured and cannot complete the game, then they may be replaced by the previous recorded out.

### 10.06 Field Conditions –

A) The umpire may temporarily stop a game due to an unsafe field. For the game to be postponed for that day and rescheduled, the umpire must consult with the UIC and the Board to get a final ruling on the situation.

B) Once a game is cancelled or postponed it cannot be played until it is rescheduled.

C) If the umpire deems the field safe to play, but both managers feel it is unsafe, then the game will be postponed and rescheduled.

D) The Commissioner, Assistant Commissioner, and Competition Coordinator will consult with each other to determine no earlier than twenty-four (24) hours before the game(s), if scheduled games will need to be postponed due to weather conditions. If the entity that manages the fields where the games are scheduled to be played notifies the Board that the fields will not be ready for play and that they require the games to be rescheduled, the Board will notify all affected teams immediately.

E) Games that affect team standings will only be cancelled at the end of the season if fields are not available and cannot be rescheduled prior to the end of season tournament.

- 1) The results of a cancelled or postponed game, including tie scores, will stand once at least four (4) full innings have been completed or at least 30 minutes of game time has elapsed: The score of the last complete inning will stand as the final score. An inning is considered complete if the home team is ahead when the visiting team has completed its turn at bat.
- 2) A game that is called or postponed that does not meet this requirement will be replayed from the beginning as if it had never started, when it can be rescheduled.
- 3) If a cancelled or postponed game cannot be rescheduled prior to the end of season tournament, it will be treated as if it was never played for purposes of end of season tournament seeding.

### 10.07 Forfeits –

A team will forfeit a game if it fails to have nine (9) players on the field within five (5) minutes past the game start time. Unforeseen circumstances occur from time to time which prevent a team from playing one or more of their scheduled games. In the interest of fairness and competition, the following rules will come into play for forfeits during a season:

#### A) Forfeit Types

- 1) **Planned Forfeit:** Teams that know they will not be able to play in one (1) or more upcoming scheduled games can email, phone, or text the Competition Coordinator and the Commissioner by 12:00 noon the day before the scheduled game(s) and declare a planned forfeit.

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- 2) **Unforeseen Forfeit:** A team that shows up to a game with at least six (6) players, but less than nine (9) players present at the field within five (5) minutes past the start of the scheduled game(s) can declare an unforeseen forfeit.

- 3) **No-Show Forfeit:** Any forfeit that does not fall under a Planned Forfeit or an Unforeseen Forfeit.

### B) Consequences

- 1) Fines will be set by the Board at the beginning of the spring season.
- 2) Each No-Show and Planned Forfeit may incur a fine for each game forfeited Any Unforeseen Forfeit will not incur a fine.
- 3) Fines from any forfeit must be paid prior to the following weeks scheduled games.
  - a) If fine(s) are not paid prior to the following weeks games, the team will be allowed to play the next week of regularly scheduled games. However, the opposing teams will be awarded a win for the game if outstanding fines are not paid within ten (10) days of the notification from the Board.
  - b) All above forfeit fines must be paid prior to the start of the next season's registration period. If the fine(s) are is not paid prior to the following season registration period, all players of the team will be ineligible for membership in SA. No team with outstanding fines will be eligible to enter the End of Season Qualifying Tournament nor represent SA in the GSWS/WWS.
- 4) A team that forfeits 25% of the games scheduled at the beginning of a season (any combination of Planned, Unforeseen, and/or No-Show) will have two (2) options:
  - a) On Probation (OP) Team: If the team wishes to continue playing in the remainder of the season, they will pay a \$100 fine and be deemed an On-Probation (OP) team with the following rules:
    - (i) All remaining games will be recognized as official games and all rules and bylaws will be enforced. (i.e., if an opponent of an OP team chooses not to play a game, it will count as a forfeit win for the OP team).
    - (ii) The OP team will not be eligible to receive any trophies awarded to 1st, 2nd or 3rd place teams for the season. Regardless of their record, the OP team will be deemed finished last in the conference standings. An asterisk (\*) will be placed on the team and labeled "on probation due to forfeitures."
  - b) Disqualified Team: If the team does not wish to pay the fine and/or continue playing in the remainder of the season, they will be deemed a Disqualified Team and will not be eligible to participate in the league for the remainder of the season.
    - (i) All remaining games that have not been played will be considered a forfeit and recorded as a 7-0 loss on the standings.
    - (ii) Eligible players from a Disqualified Team may change teams subject to the IOG. If this happens during a World Series qualifying season (spring), a player may only change teams if less than 50% of the scheduled season games have been played.
    - (iii) All eligible players from such dissolved teams retain all league privileges regardless of whether they join another team.

### 10.08 Ratings and Protests

- A) Prior to each season, SA will hold a ratings meeting. This is for all Open Division managers and coaches, and new members interested in attending. The purpose of the meeting is to explain how the ratings

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questions should be answered. (see Appendix One for the iPride Softball player ratings guidelines, Appendix two for the ASANA player rating guidelines)

- B) Managers and/or coaches are responsible for rating their own players. They will also be responsible for the rating of any player who has not played in SA or iPride Softball/ASANA for one calendar year or longer. This means the player is not in the iPride Softball/ASANA database for the most recent year.
- C) New players, including those who are brand new to SA, will receive a provisional rating. The provisional rating will be determined by the manager/coach of each team. This rating can be adjusted within the first three weeks of the season WITHOUT penalty of protest. Beginning week 4, said player is then subject to normal rules concerning protests until the end of the season. Said player will then be able to move up or down to the division in which they should be playing.
- D) Changing Player Ratings
  - 1) Managers/Coaches who wish to lower a player's rating or keep a player at the same rating but change the answers to their questions must submit the appropriate paperwork to the Assistant Commissioner. This includes filling out a Rating Change form along with an explanation of why they are lowering and/or changing the rating. If the rating change is due to medical reasons, you may be required to provide documentation from a doctor that supports the change.
    - a) All player rating changes must be presented and reviewed by the Assistant Commissioner over the division, the Competition Coordinator and the Commissioner. All rating change requests are subject to approval of the Commissioner.
  - 2) Managers/Coaches who wish to increase a player's rating can submit an updated roster up until the Friday prior to the last week of league play. All player rating changes will be disclosed to all managers in the affected conference.
- E) Protests
  - 1) Protests can be filed once the umpire's clock starts, up to ten (10) minutes after a game is completed. They can be made by:
    - (a) any opponent manager/coach
    - (b) at least one-third (1/3) of managers/coaches of the protested player's division, or
    - (c) by five (5) or more Board members.

The Competition Coordinator will resolve the protest at the field or no later than five (5) days after the protest has been filed.
  - 2) The Protest Committee will be made up of available coaches or managers at the field and selected by the Competition Coordinator (Chair). Should the Competition Coordinator not be able to chair a protest, the Assistant Commissioner of the protested player's conference will serve as Chair.
    - a) Protests will be heard by available protest committee members (minimum of 3 and a maximum of 5).
    - b) Each committee member will get one (1) vote, except for the Chair. The Chair will only vote in the event of a tie.
    - c) Ratings Committee members who participated in an evaluation of a protested player may be asked to attend the meeting.

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- d) The player must have been on the field during a game as determined by either the official scoreboard and/or the lineup card kept by the umpire. If the player has been on the lineup sheet as a reserve but has not been on the field playing in the game, the team losing the protest will not have to forfeit the game.
- 3) If a player on the roster for the entire season is protested in the second half of the season, and the protest is upheld, the team losing the protest will forfeit only those games in the second half of the season in which the player participated.
- 4) Any player added to a roster after fifty percent (50%) of the season has been played can be protested at any time during the regular season. If the protest is upheld, only the games in which the protested player played in will be forfeited. The player must have been on the field during a game as determined by either the team's scoreboard and/or the line-up card kept by the umpire. If the player has been on the line-up sheet as a reserve but has not been on the field playing in the game, the team losing the protest will not have to forfeit the game.
- 5) Any decision resulting in a change to a player's rating made by the Protest Committee can be appealed to the Board by sending a notice, written or emailed, to the Commissioner within seventy-two (72) hours of when written notification of the Protest Committee's decision was sent by the Protest Committee Chair.
- 6) If a player is protested in the first half of the season, and the protest is upheld, the team losing the protest will forfeit only the game in which the upheld protest occurred.

## 10.09 Season and End of Season Tournament

### A) Season Standings

- 1) At the beginning of each season, the Board will define which games constitute season standings for each conference within each division. It should consist of the amount of games required for all teams within an individual conference to play each other an equal number of times.
  - a) The team that finishes in first place in the spring season in each conference within each division will earn an automatic bid to represent SA at the iPride Softball WS/WWS.
  - b) If the team that finishes first place declines the bid, it will be awarded to the next highest team in the standings until a team accepts the bid. Ties will be broken using the guidelines set forth in section 10.07(E).
  - c) Any team that declines the regular season WS/WWS bid will not be permitted to participate in the End of Season tournament. In addition, the team that accepts the regular season bid will not be permitted to participate in the End of Season tournament.

### B) End of Season Tournament

- 1) SA will hold an End of Season (hereafter referred to as "EOS") tournament for each conference within each division at the conclusion of the spring qualifying season to award all additional bids for each conference. The Board will determine the format of the EOS tournament in a manner that includes every team that participated in the spring qualifying season, except for teams that have already accepted or declined a bid to represent SA at the GSWS/WWS.
- 2) Tournament Structure
  - a) The EOS will consist of a double elimination bracket with seeding done based on season standings.
  - b) Teams may only play in the EOS with the players that are on their official spring season roster.
  - c) Teams and players must be in good standing(all fees and/or fines paid) in order to play in the EOS.

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- d) The entry fee into the EOS will be half the cost of the respective World Series hotel deposit for that year. Any team not accepting a bid will have their entry fee refunded.
- 3) The top winner(s) of the EOS in each conference within each division will earn an automatic bid to represent SA at the GSWS/WWS.
  - a) If the EOS winner declines the bid, it will be awarded to the next highest place winner until a team accepts the bid. In case of a tie where there is no clear next place finisher at the EOS, the tie-breaker used will be whichever team finished higher in the regular season standings. This will be done until all additional conference bids have been awarded.
  - b) If the same number of teams within any conference register for the EOS as there are bids to award, those team(s) will earn an automatic bid to represent SA at the iPride Softball WS/WWS and no EOS will be played for that conference.

### C) Additional Standings Rules

- 1) **The following method will be used to break ties in team standings for the purpose of determining regular season final standings and the EOS:**
  - a) Head to head runs.
  - b) Fewest runs allowed.
  - c) Run differential (+/- 10 runs max per game).
  - d) Double coin flips.
    - (i) When three (3) or more teams are tied, once a team is eliminated based on these rules, return to rule (D)(1) for remaining teams and repeat until the ties are broken.
- 2) The number of awards (e.g., trophies) recognizing the top finishers for a season for each conference will be determined by the Board.

### D) EOS Protests

- 2) To file a protest:
  - a) Pay the protest fee in **CASH ONLY** of \$125 per player for the initial question and \$25 for each additional question.
    - (i) If a protest is upheld, the total protest fee will be refunded to the protesting team.
    - (ii) If the protest is denied, the total protest fee will be non-refundable.
  - b) File the protest during the game in question or within ten (10) minutes after the conclusion of the game in question. The protest must address specific rating question(s) on a particular player or players to be valid. A scorebook must be provided as evidence to support the protest.
- 3) Teams and players can be protested during the tournament based on the rules outlined below:
  - a) If a protest results in a player rating change that **does** cause the Team Rating to exceed the limit for the current conference of play, the protested team forfeits the protested game and is eliminated from the tournament.
  - b) If a protest results in a player rating change that **does not** cause the Team Rating to exceed the limit for the current conference of play:
    - (i) Open Division
      - (a) If a protested player's rating is increased by one (1) point and does not move the player over the ratings cap for that conference, the player can continue to play in the tournament and the following rules apply:



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- (i) The new rating will stand for the team's overall Team Rating.
  - (ii) The result of the game stands and the protested team can continue in the tournament unless it is their second loss during tournament games.
- (b) If a protested player's rating is increased by two (2) points, the player will be deemed ineligible for the remainder of the tournament. This holds true even if the player's rating is within the player rating cap for that conference, and the following rules apply:
  - (i) The new rating will stand for the team's overall Team Rating.
  - (ii) The result of the game stands and the protested team can continue in the tournament unless it is their second loss during tournament games.
- (c) If a protested player's rating exceeds the limit for that conference, the player will be deemed ineligible for the remainder of the tournament and the following rules apply:
  - (i) The new rating will stand for the team's overall Team Rating.
  - (ii) The protested team will be declared the loser of the game; however, the protested team can continue in the tournament unless it is their second loss during tournament games.
- (ii) Women's Division
  - (a) The new rating will stand for the team's overall Team Rating.
  - (b) The result of the game stands and the protested team can continue in the tournament unless it is their second loss during tournament games.
- c) If any team has a cumulative total of **three (3) or more protested** rating questions upheld throughout the tournament, that team will forfeit the last protested game and be eliminated from the tournament.
- d) If a team has been eliminated from the tournament because of a protest, any potential games involving that team will be ruled as forfeits by that team.
- e) Dual protests in a single game of the winner's bracket will be handled as follows:
  - (i) Whenever two teams protest each other in the same game and both teams have at least one protest question upheld:
    - (a) If the penalty for Team A and Team B result in both teams being declared the loser but they are both still allowed to remain in the tournament, then the actual loser of the game will move to the loser's bracket. The actual winner of the game will advance to the next level of the winner's bracket and a forfeit will be declared, thus sending the team to the loser's bracket.
    - (b) If the penalty for Team A and Team B result in both teams being declared the loser but one team is eliminated and the other team is allowed to continue, the team that is allowed to continue to will move to the loser's bracket. The game in the next level of the winner's bracket game will be considered a forfeit win with a score of 7-0.

### 10.10 iPride SoftballWS/WWS Information –

#### A) Additional iPride SoftballWS/WWS Bid Allocation

- 1) All additional bids to the iPride SoftballWS/WWS that are not awarded to teams playing in the EOS or Season Standings will be awarded by the Board with a simple majority vote. In deciding which teams to award the extra bids, the Board will consider the following criteria (in no particular order):
  - a) Regular season standings.

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- b) EOS tournament standings, if applicable.
- c) Only teams that do not have any members that have been found guilty of unsportsmanlike conduct/violating the IOG according to section 10.02 during that current spring qualifying season and EOS will be considered.
- d) The level of the team's participation at League functions and events.
- e) The team with the least number of players on their roster that have previously participated as a player in a iPride SoftballWS/WWS, will be given preference for the at large (bid) over team(s) that have more players on their roster that have previously participated as a player at the iPride SoftballWS/WWS.
- f) Team sportsmanship in general.
- g) How well a team would competitively represent SA.

## B) iPride SoftballWS/WWS Bid Awarding

- 1) All teams awarded a bid will have 7 days to accept their bid to the iPride SoftballWS/WWS.
  - a) Teams must pay the second half of their World Series hotel deposit upon accepting the bid.
  - b) Teams who do not accept the bid within 7 days will forfeit their bid but have their entry fee refunded.
  - c) Forfeited bids will go to the next eligible team within the same conference. That team will have 7 days to accept the bid and pay the second half of the hotel deposit.
- 2) Teams who change their mind **within the 14 days following the acceptance of a bid** will forfeit their bid but receive the second half of their hotel deposit back.
  - a) The forfeited bid and remaining half of the hotel deposit will go to the next eligible team within the same conference. That team will have 7 days to accept the bid and pay the second half of the hotel deposit.
- 3) Teams who change their mind **after the 14 days following the acceptance of a bid** will forfeit their bid and their entire hotel deposit fee.

## 10.11 Contingency Plan for Spring Season and iPride SoftballWS/WWS Bids

Due to potential unforeseen circumstances, such as excessive rainouts or bad weather, the following contingency plan will be used if an entire qualifying season is unable to be completed within an individual conference prior to the EOS tournament. For percentage purposes, the required number of games will be rounded to the nearest whole number.

- A) If 80% or more of games for a qualifying season within an individual conference are completed by the Friday before the scheduled EOS tournament, then final standings for that conference will be determined by the results of the games played for the purpose of trophies and iPride SoftballWS/WWS bid allotment(s).
  - 1) Any spring season rainout games played after the EOS will not count towards the final season standings.
- B) If less than 80% of games for a qualifying season within an individual conference are completed by the Friday before the scheduled EOS tournament, then all iPride SoftballWS/WWS bid allotments will be determined solely by the final standings of the EOS tournament.
  - 1) Final season standings and trophies will be awarded for spring season only if at least 80% of games of a qualifying season within a conference are played by the conclusion of the final rain out game.
  - 2) If less than 80% of the games of a qualifying season within a conference are played by the conclusion of the final rain out game, the Board can vote to waive awarding trophies for the spring season by a majority

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vote.

- C) If less than 80% of games for a qualifying season within an individual conference are completed by the Friday before the scheduled EOS tournament and the EOS tournament is completely rained out (e.g., no chance to complete the EOS tournament), the Board will make a determination on how to award all bid allotments using the criteria outlined in 10.07(C).
- D) iPride SoftballWS/WWS Bid Revocation
  - 1) The Board has the authority to revoke a team's bid by a two-thirds (2/3) vote of the Board if a team that earned a bid has: Any member of their roster to be found guilty of unsportsmanlike conduct and/or violating the IOG according to section 10.02 during that current spring season, or
  - 2) Is not in good standing in accordance with section 1.02.
  - 4) The revoked bid will be awarded to the next team as outlined in this section (10.07).
  - 5) The Board may not revoke any team's bid to the iPride SoftballWS/WWS for any other reason, unless otherwise specified in these bylaws.

## 10.12 Suspension

Playing and attending league functions are a privilege as a league member. The intention of this section is to maintain the integrity and reputation of Softball Austin as well as create an environment that is safe for all individuals who participate, assist or spectate in any league function. It is meant to serve as a guideline for the league to receive, investigate and resolve complaints against individual members or teams.

### A) Definitions

- 1) **League Function**: Includes, **but** is not limited to:
  - a. Scheduled league games (while on or off the field during game play),
  - b. Any official league party or event (e.g., recruitment day, field day, clinics, after innings), or
  - c. Wherever a member is representing the league in any capacity at a iPride Softball/ASANA tournament, iPride SoftballWS/ASANA WWS, or any tournament/event hosted by a iPride Softball/ASANA member team or iPride Softball/ASANA member association.
- 2) **Unsportsmanlike Conduct**: Includes, but is not limited to the following behavior on or off the field at league functions:
  - a. Profanity
  - b. Inappropriate Gestures
  - c. Throwing objects
  - d. Interfering with game play
  - e. Harassing or intimidating any individual (e.g., players, coaches, managers, board members, umpires, spectators, park employees) who is attending, participating or assisting with any league function
  - f. Bringing discredit to Softball Austin
- 3) **Physical Fighting**: Unwanted physical contact which can include, but is not limited to spitting at, pushing and/or striking another person.

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## B) Lifetime Expulsion

- 1) Any individual member can be permanently expelled from the league for any misconduct by a majority vote of the Board.
- 2) An appeal of a lifetime expulsion requires a two-thirds (2/3) vote of the Council present at a legally constituted meeting to be upheld, provided that said member receives written notification of the charges and files an appeal in accordance with the IOG. The player must be provided the Council meeting date and time with the opportunity to rebut the charges at the meeting.

## C) Suspension

- 1) Any individual member or team can be suspended from participation in any league event(s) by a majority vote of the Board for the following reasons only:
  - a. Non-payment of dues or any other financial debts to the league constitute an automatic suspension.
  - b. Non-payment of debts owed to a member team.
  - c. Unsportsmanlike conduct during a league function.
  - d. Physical fighting during a league function.
  - e. Violating the limit on heterosexual players as outlined in section 1.02(A).
- 2) Penalty: The following guidelines can will be used for when determining the level of penalty for a suspension. Prior suspensions of any type of the member or team will be taken into consideration when determining the level of penalty.
  - a. Unsportsmanlike conduct during a league function.
    - i. First offense: written warning.
    - ii. Second offense: one (1) game suspension to the next scheduled game.
    - iii. Third offense: five (5) game suspension of the next five (5) scheduled games/review player's eligibility to play in the iPride SoftballWS/WWS.
    - iv. Fourth offense: one (1) calendar year suspension from date of offense.
    - v. Fifth offense: at least two (2) calendar years' suspension, or a lifetime expulsion if voted on by two-thirds (2/3) of the Council.
  - b. Physical fighting at a league function.
    - i. First offense: immediate ejection from the function and a five (5) game suspension of the next five (5) scheduled games.
    - ii. Second offense: lifetime expulsion from the league if voted on by two-thirds (2/3) of the Council.

## D) Spectators (non-league members)

- 1) While the League appreciates non-playing members enjoying league functions, spectators will be held to a standard of conduct consistent with good sportsmanship.
  - a. If inappropriate behavior creates a hindrance to the event, an umpire or Board member can give a verbal warning to the coach or manager of the team in which the spectator is supporting. If the conduct continues, the spectator will be asked to leave the event.
  - b. Fighting will not be tolerated and the spectator will be asked to leave the event immediately.

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## E) Additional Notes

- 1) Ejection from a league event by an umpire or Board member does not result in an automatic suspension for said member. The member must be found in violation of the IOG through disciplinary process to determine if any further penalty is warranted.
- 2) Game umpires should document infractions on the back of the scorecard. However, lack of any documentation does not negate an infraction. A copy of the notation will be provided to the Board and maintained by the Secretary for tracking purposes. It is the responsibility of the Board to check previous infractions to determine the level of punishment.
- 3) If a member or team is fined at the iPride SoftballWS/WWS, they will be responsible for paying any fine(s) unless the Council votes otherwise by a majority vote.

## F) GSWS/WWS Eligibility Review

- 1) The Ethics Committee will review and recommend to the Board whether any player under suspension is eligible for iPride SoftballWS/WWS play. The Board can use that recommendation to vote on a player's eligibility. If there is no Ethics Committee, the Board will make the determination by majority vote.

## G) Appeals

Any suspension from league events and/or revocation of eligibility to play in the iPride SoftballWS/WWS may be appealed to the Council by the member or team in question provided the appeal is made in writing by the member or team to the Commissioner within forty-eight (48) hours of the member or team receiving written notice of the suspension.

## 10.13 Disciplinary Hearing Process –

The Board has the authority to establish an Ethics Committee, assigned and in place prior to the first day of game play each season. Whenever an incident has occurred in which any member or team is believed to be in violation of the IOG, the following procedures will be followed in order to determine whether a violation was committed. The Ethics Committee will provide a recommendation to the Board on whether a violation of the IOG has occurred, along with the recommended penalty. If no Ethics Committee is formed, the following guidelines should be followed by the Board when a complaint is filed.

- A) Under no circumstances should a League player engage in confrontation and/or intimidation tactics with a Board member. Such confrontation would include physical, verbal, written or email. Members should avoid attempting to sway the emotions of other League members by nature of verbal, written or email communications. The Board will address the issues as soon as possible from the time notification is received.
- B) No member of the Committee/Board is permitted to cast a vote in any offense involving themselves or their team. If any team is represented by more than one (1) Committee/Board member, only one (1) Committee/Board member per team may vote. The Chair will only cast a vote in order to break a tie. The Committee/Board shall verbally announce their findings to those present at the hearing. The Chair will also provide written notice to the accused member and the accused member's manager and/or coach of the Board's findings within twenty-four (24) hours of the vote.
- C) Filing A Complaint
  - 1) Any individual filing a complaint must use the designated League Incident Complaint Form and submit it to the Commissioner and the associated Assistant Commissioner in writing or by email within 3 days of the incident (i.e., if the alleged infraction happens on a Saturday the complaint must be filed by the end of the day on Tuesday).

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- 2) For any incident that occurs at a league event outside of Austin (e.g., iPride SoftballWS/WWS, iPride Softball/ASANA tournament), the League Incident Complaint Form must be submitted in writing or by email within three (3) days after the conclusion of the iPride SoftballWS/WWS or event.
- 3) The Commissioner, or in his absence the associated Assistant Commissioner, will notify the Ethics Committee, all Board members, the manager and/or coach of the accused member's team and the accused member of the incident within twenty-four (24) hours. Notification will be in writing or email and include a copy of the complaint.
- 4) The Ethics Committee will hold a disciplinary hearing to review the incident. The hearing will be held within forty-eight (48) hours, or as soon as practicable, but no later than seven (7) days after the Ethics Committee receives notice of the incident.

### D) Disciplinary Hearing Process:

- 1) The hearing should be held in person. Any member will be allowed to attend any disciplinary hearing but only to observe. The Commissioner or designee will preside over all disciplinary hearings. If the complaining member fails to appear or withdraws the complaint, the complaint shall be dropped without further review. If the accused member was provided proper written notice of the hearing and they fail to appear, the hearing will proceed in their absence.
- 2) Supporting evidence may include NOTARIZED affidavits from those unable to attend the hearing. Copies must be provided to the Committee, complaining party and the accused.
- 3) The complaining member shall be granted ten (10) minutes to present their complaint, including any supporting evidence or call witnesses in support of the complaint. Once their allotted time has expired, the Chair, at his/her discretion, may grant the complaining member additional time to present their complaint.
- 4) The accused member and/or the accused member's manager and/or coach will then be granted ten (10) minutes to defend themselves against the complaint, including presenting any evidence or call witnesses in defense of the complaint. Once their time has expired, the Chair, at their discretion, may grant the accused member additional time to defend themselves. If extra time was previously granted to the complaining party, the accused party will automatically be granted the right to at least an equal amount of time to present their defense.
- 5) After both parties have presented their case, the Committee shall have up to ten (10) minutes to ask any questions to the complaining member, accused member, or any witnesses that testified either for the complaining or accused member. The Chair, at their discretion, may grant more time for the Committee to ask questions. Only Committee members can ask questions during this step in the process.
- 6) The Ethics Committee will immediately deliberate in public and cast a vote by secret ballot on their findings in the hearing. The Committee will only consider whether or not the accused member did in fact violate the IOG, and if so, they will also provide their recommended penalty by using the guidelines outlined for each offense in the IOG. These findings will be determined by a simple majority vote. Ethics Committee members unable to attend the entire hearing will not be allowed to cast a vote in the matter. It should be noted that no member of the Ethics Committee would be permitted to cast a vote in any offense involving themselves, their team, or any member or team that plays in their same conference, the Committee will provide their findings immediately and in writing to the Chair who shall announce the Committee's findings to those present. The Chair will then forward the recommendation to the Board for review. The Board will discuss the findings at the next Executive Board Meeting.

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- 7) If there is no Ethics Committee, or after the Committee's findings have been announced, the Board members present will immediately deliberate in public and cast a vote by secret ballot on the findings at the hearing. The Board will only consider whether or not the accused member did in fact violate the IOG and if so, they will determine the corresponding penalty by using the guidelines outlined for each offense in the IOG. Any prior offense must be notated in writing in the official League minutes or it cannot be considered when determining the penalty for a current violation. These findings will be determined by a simple majority vote. Board members unable to attend the entire hearing will not be allowed to cast a vote in the matter.

### E) Appeal

- 1) League members subject to disciplinary action have the right to appeal to the Council. The accused member that has been found in violation of the IOG by a vote of the Board, shall have up to forty- eight (48) hours from the time they were provided written notice of the findings to appeal the Board's findings. The appeal must be made to the Commissioner by submitting the designated League suspension appeals form in writing. The appeal will be heard at the next regularly scheduled Council meeting.
- 2) Appeals may only be done for the following reasons:
  - i. The Ethics Committee or Board hearing was not held properly.
  - ii. A rule within the IOG was not violated.
  - iii. Accused does not agree with the penalty.
- 3) The Commissioner, or designee, will read the findings of the Ethics Committee and the Board on the matter.
  - i. The complaining member will then be given at least five (5) minutes to present their complaint.
  - ii. The accused party will then be given at least five (5) minutes to present their appeal to the Council.
  - iii. The Council (managers only) will be given at least five (5) minutes to ask questions of the complaining party, accused party and any witnesses present who were called at the disciplinary hearing, and any members of the Ethics Committee and/or Board. In addition, the Council(managers only) can make general comments regarding the matter under considerations.
  - iv. The Commissioner has the right to allot additional time at his/her discretion for each portion of the appeal,
- 4) Following the questions from the Council, the Commissioner or designee shall call for a vote on the matter. The Council can only decide if they approve or deny the appeal of the accused. The matter will be decided by a simple majority vote of the Council (one (1) vote per team, cast by secret ballot). All decisions of the Council are final.





# Appendices

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Ethics Committee – Commissioner, Chair

Rules and Bylaws Committee – Open Division Assistant Commissioner, Chair

Hall of Fame Committee –, Chair

Protest Committee - Competition Coordinator, Chair

Ratings Committee – Assistant Commissioner, Chair of Respective Divisions

Gay Pride Parade Committee - Membership Coordinator, Chair

Fundraising Committee – PR/Social/Fundraising Coordinator, Chair

Texas Hoedown Committee – Chair

# Appendices

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## PLAYER RATING GUIDELINES

### SECTION 1 – DEFINITIONS

Definitions: The following definitions apply to this section:

**At-bat** – An at-bat is charged to a player following every plate appearance except when: 1) the player hits a sacrifice fly that scores a runner, 2) the player is awarded a base on balls, or 3) the third out occurs and the batter is not entitled to run to first base. Exception #3 shall not be considered if the batter is out due to a strike being a foul ball which ends the at-bat. In the event of any discrepancy between this definition and the official scoring rules of the USA Softball (ASA) and definition contained therein, the latest version of the USA Softball (ASA) rules shall control.

**Base Safely Reached on Error** – A batter shall be credited with a base safely reached on error on the part of a defensive player(s) who is charged with an error by the scorekeeper.

**Behind the player (for fly balls)** – The area on the field starting directly to the right of the player, proceeding in a 180-degree arc behind the player and ending directly to the left of the player.

**Cleanly fielding the ball** – The player receives and controls the ball immediately while over his/her center of gravity (i.e. not on their knees, on the ground or off-balance) and does not cause any delay in making the next play (e.g., tags the runner, steps on the base, throws the ball to the appropriate place on the field).

**Deliver multiple pitch techniques with accuracy** – The ability to use arc, spin, location and movement of the ball to deliver various pitches (e.g. curve, change up, cutter / reverse curve, knuckle ball) that are called strikes or cause the batter to swing.

**Directly at the Player** – A ball hit at a player that does not require the player to move his/her feet, although it may cause the player to reach in any direction to make the play.

**Fly Ball** - Any batted ball that is in the air for more than 3 seconds but less than 5 seconds

**Ground Ball** – Ball hit with a downward trajectory that makes contact with the ground in front of the player when hit directly at a player or in front of the bases when hit between players.

**Hard Hit Ball / Hard Velocity** – a ball hit greater than 250 feet in the air or a ground ball that would roll to a distance greater than 250 feet, if not impeded

**High Fly Ball** – Any batted ball that is in the air for five (5) seconds or more.

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Hit – A batted ball that allows the batter to reach base safely:

1) on a fair ball which settles on the ground, clears the fence, or strikes the fence before being touched by a fielder, 2) on a fair ball which is hit with such force or such slowness or which takes an unnatural bounce that it is impossible to field with ordinary effort in time to make an out, 3) when a fair ball which has not been touched by a fielder becomes dead because of touching the person or clothing of an umpire, or 4) when a fielder unsuccessfully attempts to retire a previous runner and in the scorer's judgement, the batter-runner would not have been retired at first base by perfect fielding. A hit shall not be scored: 1) when a runner is forced out on a batted ball or would have been forced out except for a fielding error, 2) when a player fielding a batted ball retires a preceding runner with ordinary effort, 3) when a field fails in an attempt to retire a preceding runner, and in the scorer's judgement, the batter-runner could have been retired at first base, or 4) when a batter reaches first base safely as a result of a preceding runner being called out for interfering with a batted or thrown ball, or with a defensive player. In the event of any discrepancy between this definition and the official scoring rules of the USA Softball (ASA) and the definition contained therein, the latest version of the USA Softball (ASA) rules shall control.

In the Hole – A ball hit that requires a player to take 4-5 steps (12-foot or greater) in order to make the play.

Intentionally – See “on purpose”

Intentionally Place Hit a Ball – The batter executes getting on base and/or moving base runners for an advantage by hitting the ball to a specific place within their field of choice with at least medium velocity; A player can drive the ball down the baseline of the side on which they bat (e.g., right handed batter can hit down the 3rd base line); a player can drive the ball down the baseline of the opposite side on which they bat (e.g., right handed batter can hit down the 1st base line); A player can adjust footing, stance, swing or timing to cause the ball to move in a direction that is advantageous to their game or runners (e.g., hitting behind a runner, intentionally not hitting towards where the lead runner is advancing as his goal, hitting to a specific player that has struggled to field well during the game, etc.), or; this is a manufactured hit.

Line Drive – a ball that from the point of contact rises vertically less than 10% of the total horizontal distance it travels.

Medium Hit Ball / Medium Velocity – a ball hit 150 to 250 feet in the air or a ground ball that would roll to a distance of 150-250 feet, if not impeded.

Modified batting average – The percentage resulting from the sum of a player's: 1) hits and 2) bases safely reached on error divided by the player's at-bats.

Medium Velocity – a ball hit 55 to 80 mph or hit 150 to 250 feet in the air or a ground ball that would roll to a distance of 150-250 feet, if not impeded.

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Off center of gravity – The player fields the ball from his/her knees, off one foot, while moving the opposite direction from the throw or while in the air.

On Purpose – with intent

Slow Hit Ball / Slow Velocity – a ball hit up to 150 feet or less in the air or a ground ball that would roll to a distance of less than 150 feet, if not impeded.

Stopping the ball – The player prevents the ball from continuing beyond the player and causes it to remain in the vicinity of the player. The player is not able, however, to make the next play without delay.

Vicinity – within a step in any direction laterally of the player receiving the throw

Within a few steps - A ball hit that requires a player to take 2-3 steps (9-10 feet) in order to make the play.

### SECTION 2 – PLAYER RATING GUIDELINES

Rating Guidelines: The following are the official rating guidelines of this organization:

Directions:

1. Read the following Statement of Purpose: This form is intended to be used as a tool to assist those responsible for rating players so ratings may be fair and consistent across all levels of play and across all leagues in the Open Division. All questions are intended to determine if a player possesses a skill or skills necessary for softball.
2. Read & understand the definitions of the various terms used in ratings in the definitions section of this chapter.
3. Answer YES or NO for each question.
4. Many questions have multiple parts. A YES to ANY one part is a YES to the question.
5. Questions: All questions will begin with the phrase: DOES THE PLAYER HAVE THE ABILITY TO...

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DIRECTIONS: Review each of the following questions for every player. Does the player have the ability to perform the listed skill at the specified threshold for that question? If so, the player receives a YES for the question. A YES to any part of a question is a YES to that question.						
HITTING	Question 1	Question 2	Question 3	Question 4	Question 5	
	Hits a fair or foul ball with low velocity. (60% threshold)	Hits a fair or foul ball with medium velocity. (60% threshold)	Hits a fair or foul ball with high velocity. (20% threshold)	Hits a fair or foul ball with high velocity. (60% threshold)	Hits a fly ball 300' (91.4m) or more. (5% threshold)	NOTE: Players with a YES to Question 3 cannot participate in the E Division. Players with a YES to Question 5 cannot participate in the D or E Divisions. See Governing Manual Section 20.35.
Modified Batting Average	Batting against	Question 6	Question 7	Question 8	Question 9	NOTE: The following questions are linked: 1 – 4, 6 – 9, 10 – 12, 13 – 20, and 21 – 26. A YES to the highest question in a linked set earns the player all those questions (i.e., a player with YES on Q20, will also be given Q13 – Q20)
	E Division	≥ .700	≥ .800	≥ .900	≥ .950	
	D Division	≥ .600	≥ .700	≥ .800	≥ .900	
	C Division	≥ .500	≥ .600	≥ .700	≥ .800	
	B Division	≥ .400	≥ .500	≥ .600	≥ .700	
	A Division	≥ .300	≥ .400	≥ .500	≥ .600	
RUNNING SPEED (No Threshold; Ability to do it one time qualifies for a YES)						
DIRECTIONS: Ability to run from a stopped and standing ready position, runs from home plate to first base, one base to the next, or third base to home plate (i.e., 70 feet or 21.3 meters) in less than:						
Question 10		Question 11		Question 12		
4.5 Seconds		4.0 seconds		3.5 seconds		

FIELDING (Questions 13 – 20 are a 60% Threshold)								
FIELDING (INFIELD)	Question 13	Question 14	Question 15	Question 16	Question 17	Question 18	Question 19	Question 20
Ground Ball/Line Drive Low Velocity	Cleanly fields a ball hit with low velocity directly at the player <b>OR</b> Stops the ball hit with low velocity directly at the pitcher.	Cleanly fields a ball hit with low velocity within a few steps (9 – 10 feet or 2.7-3 meters) of the player <b>OR</b> Cleanly fields a ball hit with low velocity directly at the pitcher.	Cleanly fields a ball hit with low velocity in the hole (>12 feet (3.7 meters) or 4-5 steps) away from the player.					
Ground Ball/Line Drive Medium Velocity			Cleanly fields a ball hit with medium velocity directly at the player <b>OR</b> Stops the ball hit with medium velocity directly at the pitcher.	Cleanly fields a ball hit with medium velocity within a few steps (9-10 feet or 2.7-3 meters) of the player <b>OR</b> Cleanly fields a ball hit with medium velocity directly at the pitcher.	Cleanly fields a ball hit with medium velocity in the hole (>12 feet (3.7 meters) or 4-5 steps) away from the player.			
Ground Ball/Line Drive High Velocity			Stops the ball hit with high velocity directly at the player.	Cleanly fields a ball hit with high velocity directly at the player <b>OR</b> Stops the ball hit with high velocity directly at the pitcher.	Stops a ball hit with high velocity within a few steps (9-10 feet or 2.7-3 meters) of the player <b>OR</b> Cleanly fields a ball hit with high velocity directly at the pitcher.	Cleanly fields a ball hit with high velocity within a few steps (9-10 feet or 2.7-3 meters) of the player.	Stops a ball hit with high velocity in the hole (>12 feet (3.7 meters) or 4-5 steps) away from the player.	Cleanly fields a ball hit with high velocity in the hole (>12 feet (3.7 meters) or 4-5 steps) away from the player.
Fly Ball	Catches a fly ball hit directly at the player.	Catches a fly ball hit zero feet up to 15 feet (4.6 meters) to the sides/front of the player.	Catches a fly ball hit >15 feet up to 30 feet (>4.6 meters) to the sides/front of or 15 feet (4.6 meters) behind the player.	Catches a fly ball hit >30 feet up to 45 feet (>9.1 meters) to the sides/front of or 30 feet (9.1 meters) behind the player.	Catches a fly ball hit >45 feet up to 60 feet (>13.7 meters) to the sides/front of or 45 feet (13.7 meters) behind the player.	Catches a fly ball hit 60 feet up to 75 feet (>18.3 meters) to the sides/front of or 60 feet (18.3 meters) behind the player.	Catches a fly ball hit >75 feet up to 90 feet (>22.9 meters) to the sides/front of or 75 feet (22.9 meters) behind the player.	Catches a fly ball hit >90 feet (27.4 meters) to the sides/front of or >75 feet (22.9 meters) behind the player.

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FIELDING (OUTFIELD)	Question 13	Question 14	Question 15	Question 16	Question 17	Question 18	Question 19	Question 20
Ground Ball Medium Velocity	Cleanly fields a ball hit with medium velocity directly at the player.	Cleanly fields a ball hit with medium velocity zero feet up to 15 feet (4.6 meters) of the player	Cleanly fields a ball hit with medium velocity >15 feet up to 30 feet (>4.6 meters) up to 9.1 meters) of the player	Cleanly fields a ball hit with medium velocity >30 feet up to 45 feet (>9.1 meters) up to 13.7 meters) of the player	Cleanly fields a ball hit with medium velocity >45 feet up to 60 feet (>13.7 meters) up to 18.3 meters) of the player	Cleanly fields a ball hit with medium velocity 60 feet up to 75 feet (>18.3 meters) up to 22.9 meters) of the player	Cleanly fields a ball hit with medium velocity >75 feet up to 90 feet (>22.9 meters) up to 27.4 meters) of the player	
Ground Ball High Velocity		Cleanly fields a ball hit with high velocity directly at the player.	Cleanly fields a ball hit with high velocity zero up to 15 feet (4.6 meters) of the player	Cleanly fields a ball hit with high velocity >15 feet up to 30 feet (>4.6 meters) up to 9.1 meters) of the player	Cleanly fields a ball hit with high velocity >30 feet up to 45 feet (>9.1 meters) up to 13.7 meters) of the player	Cleanly fields a ball hit with high velocity >45 feet up to 60 feet (>13.7 meters) up to 18.3 meters) of the player	Cleanly fields a ball hit with high velocity >60 feet up to 75 feet (>18.3 meters) up to 22.9 meters) of the player	Cleanly fields a ball hit with high velocity >75 feet up to 90 feet (>22.9 meters) up to 27.4 meters) of the player
Fly Ball	Catches a fly ball hit directly at the player.	Catches a fly ball hit zero feet up to 15 feet (4.6 meters) to the sides/front of the player.	Catches a fly ball hit >15 feet up to 30 feet (>4.6 meters) up to 9.1 meters) to the sides/front of or 15 feet (4.6 meters) behind the player.	Catches a fly ball hit >30 feet up to 45 feet (>9.1 meters) up to 13.7 meters) to the sides/front of or 30 feet (9.1 meters) behind the player.	Catches a fly ball hit >45 feet up to 60 feet (>13.7 meters) up to 18.3 meters) to the sides/front of or 45 feet (13.7 meters) behind the player.	Catches a fly ball hit 60 feet up to 75 feet (>18.3 meters) up to 22.9 meters) to the sides/front of or 60 feet (18.3 meters) behind the player.	Catches a fly ball hit >75 feet up to 90 feet (>22.9 meters) up to 27.4 meters) to the sides/front of or 75 feet (22.9 meters) behind the player.	Catches a fly ball hit >90 feet (27.4 meters) to the sides/front of or >75 feet (22.9 meters) behind the player.

THROWING AND PITCHING (Questions 21 – 26 are a 60% Threshold)					
Question 21	Question 22	Question 23	Question 24	Question 25	Question 26
Throw 50 feet (15.2 meters) with line drive (regardless of accuracy)	Throw 50 feet (15.2 meters) with line drive and accuracy	Throw 70 feet (21.3 meters) with line drive and accuracy	Throw 100 feet (30.5 meters) with line drive and accuracy	Throw 150 feet (45.7 meters) with line drive and accuracy	Throw >200 feet (61 meters) with line drive and accuracy
	Pitch a strike and/or cause the batter to swing	Vary the height, depth and location of the pitch while pitching a strike and/or causing the batter to swing	Deliver multiple pitch techniques while pitching a strike and/or causing the batter to swing		
Throw 70 feet (21.3 meters) (regardless of arc or accuracy)	Throw 70 feet (21.3 meters) with line drive (regardless of accuracy)	Throw 100 feet (30.5 meters) with line drive (regardless of accuracy)	Throw 150 feet (45.7 meters) with line drive (regardless of accuracy)	Throw >200 feet (61 meters) with line drive (regardless of accuracy)	Throw 150 feet (45.7 meters) with line drive and accuracy while off center of gravity (e.g., from knees, from one foot)
	Throw 100 feet (30.5 meters) (regardless of arc or accuracy)	Throw 150 feet (45.7 meters) (regardless of arc or accuracy)	Throw >200 feet (61 meters) (regardless of arc or accuracy)	Throw 100 feet (30.5 meters) with line drive and accuracy while off center of gravity (e.g., from knees, from one foot)	



## Appendices

The following changes enacted by the Board of Trustees and approved by the Council are reflected in this document versus the most recent prior version.

Date of Meeting	Summary of Change	IOG Section Change	Description
01/26/15	Election Code	2.12 – 2.16	Overhaul of the election code, including eligibility, the method of nominating & timeline deadlines
01/26/15	Definition	6.01	Defining “official roster”
01/26/15	Player fees	6.01.A	The Manner of players submitting fees no longer includes checks
01/26/15	No repeat forfeit	10.03.B	“open division only” added
01/26/15	Additional players	10.05	Elimination of notification to the Treasurer and Assistant Commissioner.
01/26/15	Cancellation of games	10.09.E	Defined how long a game is played before it is called versus replayed.
01/26/15	Ratings and Protests	10.10	Overhaul of the ratings and protest practices.
12/21/15	Electronic Voting	3.07, 3.07(A)	Added this section per Committee recommendation. Council approval on 12/07/15.
12/21/15	Deletion	3.06	Removed the word “vote” from the second to last sentence.
12/21/15	Fixed Deletion	10.03(C)(4)	Added “opponents of the” which was accidentally taken out in a previous addition. IOG review meeting 12/20/15
12/21/15	Fixed Deletion	10.08(H)	Fixed the typo of 30% to the correct 50%. IOG review meeting 12/20/15.
12/21/15	Formatting	Document	Created a consistent formatting for the entire document.
01/26/16	Multiple Changes	1.01, 1.06, 2.12, 2.15, 10.07, 10.08	Several additions, deletions and renumbering of articles. Added qualifying season and contingency rainout plan. See Bylaws Amendments adopted by Council on 01-25-16 for additional information.
04/25/16	Deletion	10.09G	Removed the prohibition on ratings committee
06/06/16	Modification	10.06D	Changed how players can change teams during a season
12/05/16	Change	10.07G	Changed courtesy runner rule to match the new NAGAAA rule (ASA/USA rule).
12/05/16	Change	1.01	Changed “shall” to “may” for Masters Division
12/05/16	Move	1.02/10.06	Moved roster rules regarding active players/non players to 10.06
12/05/16	Addition	10.10	Added info on making up partially completed games
12/05/16	Clarification	10.03	Completely reworked the section on Forfeits
12/05/16	Change	10.11(F)	Clarified Protest hearing process
12/05/16	Change	10.07	Added World Series bid tournament
12/05/16	Deletion	Document	Removed reference to playoffs
12/05/16	Addition	1.05	Added info regarding Honorary Members
12/05/16	Move	10.06/10.03	Moved info on rosters for GSWS placing teams to 10.06
12/05/16	Move	10.06/10.09	Moved roster rules for Women’s to 10.06
12/05/16	Change	10.09	Changed homerun rules to match NAGAAA/ASANA
01/23/17	Addition	10.04	Added “Coach” to title.
01/23/17	Addition	10.04	Added fines for incorrect roster submission for GSWS teams.
01/23/17	Addition	10.11D	Added rating change process for lowering or changing questions (keeping same overall rating).

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02/27/18	Change	10.09 (F)	All divisions can now bat 12 players
02/27/18	Clarification	3.01 (Note)	Definition of quorum for Council Meetings
02/27/18	Clarification	2.01 (Note)	Definition of quorum for Board Meetings
02/27/18	Clarification	Appendix	Used titles for chair roles of standing committees
03/24/18	Changes	10.01 / 10.02	Both sections had significant changes that were approved on May 15, 2017 council meeting were never added to minutes. Approval went into effect for Spring 2018 season.
02/18/19	Change	10.07	Removed Qualifying Tournament and went back to EOS/Season Standings designation for World Series bids.
02/18/19	Addition	10.09	Added E Conference to the homerun limit rules and changed mercy rule to 10 runs after 5 innings (from 12).
02/18/19	Change	10.03	Language changes to the forfeit section which now allows for fines to be incurred for any forfeit type as outlined by the Board.
05/20/19	Change	Article 2	Removed Membership Coordinator as a voting Board member. Made several changes to the duties of each board member.
09/23/19	Addition	1.02	Define timeframe of membership by season.
09/23/19	Change	1.01	Changed wording of punishment, swapped Can for Should and Should for Can.
09/23/19	Addition	2.11	Added caveat for Open and Women's Assistant Commissioner to only be voted on by the members of that division.
02/11/20	Change	1.04	Eliminate 1.04 due to multiple mentions.
02/11/20	Change	3.06	Changed wording of <i>On Elections</i> and removed multiple mentions.
02/11/20	Change	4.02	Changes notification timing for meetings to ten(10) days.
02/11/20	Change	8.01	Changes notification of IOG Changes to seven(7) days prior the Council Meeting.
02/11/20	Change	10.03 B) 2)	Changes the wording for forfeited games and eliminates the fines for Unforeseen Forfeits.
02/11/20	Change	10.04 A)	Adds a description of an acceptable proxy.
02/11/20	Change	2.12	Changed wording of election date requirements and the election chair.
03/12/20	Change	2.12	Remove Social/Fundraising Coord from B. Add Ops Coordinator to A. Change was approved on 02/11/20 and missed.
08/04/2024	Change	Article 8	Changed IOG to GM (Governing Manual)
08/04/2024	Added	8.01.1	
08/04/2024	Added	8.01.2	Technical Revisions
08/04/2024	Change	Article	Changed IOG to GM; Publication to 14 Business Days
08/04/2024	Change	Article 10.01	Changed 10.01 from Suspension to Player Responsibility
08/04/2024	Change	Article 10.02	Changed 10.02 from Disciplinary Hearing Protest to Team Manager/Coach Responsibility
08/04/2024	Change	Article 10.03	Changed 10.03 from Protest to Team Roster
08/04/2024	Change	Article 10.04	Changed 10.04 from Team Manager/Coach Responsibility to New Player Draft
08/04/2024	Change	Article 10.05	Changed 10.05 from New Player Draft to Playing Rules
08/04/2024	Change	Article 10.06	Changed 10.06 from Team Roster to Field Conditions
08/04/2024	Change	Article 10.07	Changed 10.07 from Season Standings, End of Season Tournament, and GSWS/WWS Info to Protests
08/04/2024	Change	Article 10.08	Changed 10.08 Contingency Plan for Spring Season and GSWS/WWS Bids to Ratings and Protests
08/04/2024	Change	Article 10.09	Changed 10.09 from Playing Rules to Season and End of Season Tournament

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08/04/2024	Change	Article 10.10	Changed 10.10 from Field Conditions to iPride Softball WS/WWS Bids
08/04/2024	Change	Article 10.11	Changed 10.11 from Ratings and Protests to Contingency Plans for Spring Season and iPride Softball WS/WWS Bids
08/04/2024	Added	Article 10.12	Added 10.12 Suspension
08/04/2024	Added	Article 10.13	Added 10.13 Disciplinary Hearing Process
08/04/2024	Changed	Article 10	Made grammatical changes throughout Article 10.10 and changed NAGAAA and GSWS to iPride Softball and iPride SoftballWS
03.20.2025	Changed	Article 2.13.B	Updated the qualifications of the Commissioner to include additional ways to qualify to run for SA Open Commissioner
03.20.2025	Changed	Article 10.03.A	Added new Team Roster requirements
03.20.2025	Added	Article 10.05.O	Added new PIP Rules
06.01.2025	Removed	Article 1.02.A.1.d	Removed the word “minimum” to set fine at \$100
06.01.2025	Removed	Article 1.02.A.2.c	Removed the word “minimum” to set fine at \$100

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### Softball Austin Candidate Biography Form and Application

A member of the Board of Trustees of Softball Austin has the duty to exercise care when he or she makes a decision for the organization. Reasonable care is what an “ordinary prudent” person in a similar situation would do.

A member of the Board must never use information gained through his/her position for personal gain and must act in the best interest of the organization. A Board member must be faithful to the organization’s mission. He or she cannot act in a way that is inconsistent with the organization’s goals.

The Board member is trusted by the League to manage funds to fulfill the organization’s mission.

A Board member attends most all Board meetings in accordance with the Instruments of Governance, and can expect to spend approximately ten (10) hours a week on Board-related activities.

Name		
Home Address		
Phone		e-mail
Work (if applicable) Company & Address		
Phone		e-mail

1. What is it about the Board position you would like to hold that most interested you in running for office?

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**2. How will you contribute to the Board as a whole if elected?**

**3. Please list other volunteer commitments you have at this time.**

<b>Summarize your experience with Softball Austin.</b>			
<b>What skills and knowledge are you willing to bring to our Board?</b>			
<i>Please indicate your experience in the following areas:</i>	<b>Very Experienced</b>	<b>Some Experience</b>	<b>Little or No Experience</b>
Planning			
Fundraising			
Program planning and evaluation			
Recruiting, hiring and evaluating personnel			
Financial management and control (budgeting, accounting)			
Communication, public and media relations			
Public speaking			
Information technology			
Writing, journalism			
Special events (planning and implementing)			
<b>[List other skills, knowledge needed by your board]:</b>			

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For the items you checked as “very experienced” or “some experience,” please provide details.

Please attach a resume or provide a bio of your work experience, highlighting volunteer work.

Please email the completed form to the Election Committee Chair: [elections@softballaustin.org](mailto:elections@softballaustin.org)

**Thank you very much!!**