

GREATER LOS ANGELES SPORTS ASSOCIATION
GLASA SOFTBALL LEAGUE
Women’s Division
Code and Procedures Documentation
Updated Spring 2022

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GREATER LOS ANGELES SPORTS ASSOCIATION GLASA SOFTBALL LEAGUE

Women's Division Code and Procedures Documentation

Article I. DOCUMENTATION

Section 1.01 League Documentation

- (a) In order to provide for a proper order of business for this organization, the rules of this organization will be divided into three sections: Softball League Code & Procedures and the Rules of Play.
- (b) The Bylaws are shared with the open division as we are one entity.
- (c) The Softball League Code and Procedure will contain the specific softball related rules and objectives regarding our softball league.
- (d) The Rules of Play is the document that will contain all rules specifically identified to the rules of play on the softball field and the related actions in regard to the umpires in officiating softball games. Primarily, the Rules of Play will contain only exceptions to the standard ASA rules book.

Article II. OFFICERS

Section 2.01 Election of Officers

- (a) Nominations
 - i) Nominations shall be opened at a League Commission Meeting no less than four (4) weeks or more than six (6) weeks before the last Commission Meeting prior to Election Day. Election Day shall be set by the Executive Board at least two weeks prior to the end of the Summer Season.
 - ii) Nominations are made and seconded by any League Officer, Commission Representative, or League member and *can be submitted electronically via the nominations email address for the league.*
 - a) If submitted electronically, the election board representative shall confirm acceptance of nomination to the sender and inform the nominated party of said nomination. If the party accepts the nomination, they will be put on the ballot.
 - iii) Nominations shall remain open up to and including the last Commission Meeting prior to the election. Nominations are closed when the chair asks for and does not receive any additional nominations, *either verbally or electronically.*
- (b) Qualifications
 - i) To qualify as a candidate for League Officer you must be a current League member in good standing; and/or have been a League member in good standing in the previous year; and you must be nominated (as specified in "Section 2.01 (a)" listed above)
 - ii) Each Officer shall be elected from the qualified candidates nominated, and by majority vote of all votes cast.
- (c) Term of office

- i) The term of office is set as follows
 - a) the Assistant Commissioner- D Division and Secretary will be voted on in odd numbered calendar years
 - b) the Commissioner, Assistant Commissioner – B/C Division and Treasurer will be voted on in even numbered calendar years

- (d) Voting
 - i) All votes will be cast by secret ballot.
 - ii) If the election closes with only one candidate nominated for an open position, the candidate can be elected by acclamation: except for Commissioner. If the office of commissioner is sought by only one candidate, a confidence vote must take place. This position shall not be awarded by acclamation alone. (S'11)
 - iii) In the case of voting for Division Assistant Commissioners, only the applicable division will vote for their representatives.
 - a) B/C Division only votes for B/C Assistant Commissioner,
 - b) D Division only votes for D Assistant Commissioner
 - iv) Each league member may vote for any candidate at a designated time and location as set by the League Commission.
 - a) If in person, only members present at time and location(s) of vote may vote. No absentee or late votes shall be considered.
 - b) If online voting is utilized, all current members in good standing will be sent an electronic ballot for use via their registered email account. A voting period will be designated by Womens Executive Board and teams will be informed of the voting period no less than two weeks prior to election period.
 - v) Voting shall be by individual ballot. Votes are to be counted by the Election Committee, *(defined in this document in Section 7.09, item b)*

Section 2.02 Removal of Officers

- (a) An Officer may be removed by two-thirds vote of a duly announced Commission meeting if the duties of such office were violated or not performed. At least two (2) weeks written notice must be provided to the Officer being considered for removal as well as to the other League Officers and Commission members in order for said Commission meeting to be duly announced.

Section 2.03 Filling Vacancy of Office:

- (a) An office vacated by resignation, removal, or death with half (1/2) or less of the current term remaining to be served shall be filled by appointment by the Commissioner. At the first regular Commission Meeting of the League, the Commission should be notified of such appointment. Such appointment shall be for the remainder of the term of the office vacated.
- (b) An office vacated with more than half (1/2) of the current term remaining shall be filled by a majority vote of the League. An election shall take place at the next commission Meeting provided notification of the election is sent out at least one week prior to the meeting. In the case that one week notification can NOT be met, a special meeting for the election may be called per Code Section 5.03. Nominations may be made by email prior to, or in person at the Commission Meeting. Only candidates who accept the nomination verbally at the meeting or by email prior to the meeting will be considered.

- (c) Should the Office of Commissioner become prematurely vacant due to resignation, removal or death, the Board of Directors shall select a replacement from the ranks of Assistant Commissioners to complete the current term of said office. The replacement will be chosen by a majority vote of the Board, who will in turn, appoint a replacement to fill the vacancy created by her selection.

Section 2.04 Duties of Commissioner:

- (a) Perform duties as may be necessary for the proper and efficient conduct of the Softball League, including such duties and functions as would be expected to be performed by a Chief Executive Officer and/or a Chairman of the Board of a California Nonprofit Public Benefit Corporation under the California Corporations Code.
- (b) Administrative duties shall include, but not be limited to, overseeing the timely development of the Projected Annual Budget; the regular and timely communication of Commission minutes; the submittal of the Executive Board's Annual Report to the Commission; the appointment of Committee Chairpersons; and retain a copy and mail or deliver the original of all bank statements to the Treasurer within forty-eight (48) hours of receipt.
- (c) Preside at all meetings of the Executive Board and of the League Commission.
- (d) Call all meetings to order at the required time and announce the business before the League in the order it is to be acted [agenda].
- (e) State and put to vote all motions, announce the results of all meeting votes, restrain members engaged in debate within the rules of order, and enforce order and proper conduct among members.
- (f) Direct the policies of the Softball League.
- (g) Enforce all rules of the Softball League.
- (h) Act on behalf of the League in any matter of emergency that is not covered in these "Code and Procedures", or "Rules" of the Softball League. Such action is subject to future ratification by the Commission.
- (i) Appoint an individual to act as Parliamentarian at a Commission meeting if the Commissioner finds it necessary.
- (j) Attend semi-annual ASANA meetings or appoint a designee to attend said meetings, and report on the results of these meetings to the Commission
- (k) Be responsible for approval and review of all intra/inter League and ASANA correspondence
- (l) Be ex-officio member of all committees.
- (m) Be the custodian of the league bank account. It will be his/her responsibility to add the Treasurer and another member of the Executive Board other than Assistant Commissioner to the bank account's signature file in order to gain access to the bank account at any given time. The account will only be used for the normal financial transactions of the League. Under no circumstances will there be any movement of funds (i.e. wire transfers, or any other withdrawals) other than through checks.
- (n) Be responsible for arranging for the Women's Division Treasurer coordinate with the open division finance committee for compliance purposes.
- (o) Coordinate with Open Division on all joint GLASA Business
- (p) Be a part of the leadership group for all business in relation to the Sin City Classic Sports Festival, or designate a person to fulfill those duties.

Section 2.05 Duties of Assistant Commissioners:

- (a) The Assistant Commissioners shall coordinate and direct the activities of her respective division under the supervision of the Commissioner.

- (b) Duties shall include, but not be limited to;
 - c) Review and coordination of umpire schedule (in coordination with the umpire in-chief),
 - d) Validate any league standings prior to website posting
 - e) Assist in making sure all fields are prepared prior to first game;
 - f) Creation of any and all materials needed for any Division meetings
 - g) Directing league tournament committee [if applicable]
 - h) Be required to attend all executive board meetings and commission meetings
 - i) Oversee the maintenance and update of League website as necessary, and making sure Secretary has all copies of all documentation updated on site prior to updates;
 - j) ASA rule adaptation recommendations to Executive Board
 - k) Serve as members of any standing committee, based on background and experience, as Board representative
 - l) Coordinate participation of League teams in ASANA World Series, ensuring the League/Teams meet the appropriate ASANA deadlines
 - m) Assist the Commissioner in those duties he/she specifies as necessary for the proper and effective conduct of the league;
 - n) In the case of the resignation, removal, or death of the Commissioner, shall be willing to fill the vacancy as stipulated in "Section 4.05 (c)".
 - o) Vote on issues before Council.

Section 2.06 Duties of Secretary:

- (a) Record and maintain all League meeting minutes, specifically of the Executive Board and the Commission. Said minutes shall be recorded and be available to all League members 7 days prior to the next Commission meeting;
- (b) Maintain the official copy of the Bylaws, Softball League Code & Procedures, Rules of Play, and related documents of the Softball League and ASANA;
- (c) Maintain a list of teams and their respective Division[s] of play;
- (d) Creation and maintenance of league schedule
- (e) Upon approval of said meeting minutes, an electronic copy of minutes should be forwarded to communication committee chair for website posting;
- (f) Maintain a master list of all League Events, League Deadlines and ASANA Deadlines;
- (g) Maintain a roster of the Commission current mailing addresses and phone numbers;
- (h) Be responsible for maintaining all historical team rosters, and individual player data for up to 5 years from current season;
- (i) Be responsible for League and ASANA correspondence as directed by the Commissioner and other members of Board of Directors;
- (j) Attend all executive board meetings and commission meetings
- (k) Work with communications chair on making sure website is kept up to date
- (l) Vote on issues before Council;

Section 2.07 Duties of Treasurer

- (a) Shall be the chief financial officer in charge of and with responsibility for all funds collected directly by or on behalf of the League or its committees, tournaments and related activities unless said

committees, tournaments or activities decide with the approval of the Commissioner, to have their own Treasurer.

- (b) Shall cause all such funds collected directly by or on behalf of the League or its committees, tournaments, and related activities to be speedily deposited in the League's name in such bank or banks as directed by the Executive Board. The Treasurer shall cause such bank(s) to send account statements directly to the Commissioner's residence or to such address that the League shall maintain as an internal accounting control of the financial reporting required in the "Section 4.09".
- (c) Shall pay out League funds on the order of the Executive Board or Commission as certified by the countersignature of another Officer on a League check for such ordered payment. Under no circumstances shall the Treasurer provide or accept "pre-signed" and/or "blank" checks in violation of this accounting control. Furthermore, receipts must be provided to the Treasurer for authorized reimbursements and record keeping.
- (d) Shall, with the Executive Board, develop the Projected Annual Budget to be presented in writing to the first regular League Commission Meeting of each season by said Treasurer.
- (e) Shall provide to each Commission meeting a brief and current financial report (indicating receipts and disbursements, and both the previous and current balance on hand) as well as performance against the Projected Annual Budget. Such financial report and budget performance and any and all other related financial activity up to date within two (2) weeks shall be provided to the Secretary in written form so that it may be included in the minutes of each Commission meeting.
- (f) Shall provide a complete written financial report to the Assistant Commissioner and Finance Committee for their audit prior to the published financial statement to be delivered with the Annual Report.
- (g) Shall provide a copy of the bank statement to the Commissioner and Secretary prior to each commission meeting. The Secretary will keep a copy along with the monthly meeting minutes.
- (h) Verify that all checks have two legally approved signatures
- (i) Work with Open Division Treasurer to file appropriate Federal and State informational tax returns with the appropriate agencies.
- (j) Maintain all files and all required documents as necessary for a non-profit organization in a timely manner.
- (k) attend all executive board meetings and commission meetings
- (l) Vote on issues before Council;

Section 2.08 Board Advisor Emeritus

- (a) Serve as a resource to the current board of historical league information and knowledge
- (b) Position is eligible based on the following criteria
 - i) Must be nominated by board members and must be a majority vote of current board members
 - ii) No more than 3 former board members can be in this position at one time
 - iii) Is eligible for revote/extension at request of the board
 - iv) Shall serve for a term of no less than 6 months, but no longer than 18 months
- (c) Duties of the position are defined as follows
 - i) Provide advice and support to the board
 - ii) Provide leadership development and position training for new members in prior position
 - iii) The advisor should be available to be called on for input
 - iv) During transition out of prior position, be responsible for uploading resources on policies, procedures, contacts, and other board information to league drive

- v) Serve as a resource on above policies, procedure, contacts, etc
 - vi) Serve as advisory troubleshooter
 - vii) Provide access to internal and external networks
 - viii) Help maintain continuity for smoother leadership transition
 - ix) Provide a sense of organizational history
 - x) Suggests ways in which the organization may be strengthened or improved from prior experience
 - xi) Attend all executive board meetings and commission meetings as available
 - xii) Communicate and influence at all levels of the board to move the board to action
- (d) Position is advisory and will not vote on issues before council

Article III. WOMEN'S DIVISION EXECUTIVE BOARD

Section 3.01 Executive Board Composition

- (a) The women's' division executive board consists of the Commissioner, B/C Division Assistant Commissioner, D Division Assistant Commissioner, Secretary and Treasurer.
- (b) Board Advisor Emeritus can be a part of the executive board in their advisory role at the discretion of the Commissioner, but has no voting power, and cannot direct the business of the league.

Section 3.02 Duties of Executive Board

- (a) The duties of the Executive Board shall be to manage the business of the League. The Executive Board shall also consider league matters referred to it by the Commission or by these Bylaws.

Section 3.03 Executive Board Meetings

- (a) Meetings of the Executive Board shall be held, as League business requires. One-week notice is required for regular meetings.
- (b) Special meeting procedure shall be the same as set forth in "*Section 5.03 - Special Meetings*". A quorum for any Board meeting shall be constituted by the attendance of a majority of the Executive Board.

Section 3.04 The Annual Report

- (a) The Annual Report of the Executive Board shall give a brief account of the past year with recommendations for the future. Such report shall be submitted by the Commissioner in writing to the first regular League Commission meeting of each season. The Treasurer shall present that part of the report that constitutes the Projected Annual Budget. After discussion and amendment if necessary, the report may be adopted by the Commission, and shall be published as the "Report of the Executive Board" in the Commission meeting minutes.

Article IV. LEAGUE COMMISSION – WOMEN'S DIVISION

Section 4.01 Composition of the Women's Division Commission

- (a) The composition of the Women's Division Commission shall be the Executive Board and one Representative from each team participating during a given season.

- (b) Each Commission member whether elected or appointed shall have one vote.
- (c) The Commissioner, as presiding officer of the Commission, shall have no vote unless the Commission is equally divided.

Section 4.02 Team Representatives

- (a) The Team Representative voting for each team shall furnish proof, to the satisfaction of the Commissioner that they are acting as the Representative on the Softball League Commission.
- (b) The person seated on the Commission from each team shall remain the same for the season unless an Alternate Representative is designated and at least one of the Executive Board members is notified of such replacement. Notification may be verbal.

Section 4.03 Duties of Commission:

- (a) The Commission shall be the legislative body of the Softball League and shall vote on any issues pertaining to the routine operational business, and all budgetary items, policy issues and business decisions that bind the corporation.

Section 4.04 Duties of Team Representatives:

- (a) Shall be responsible for regular attendance at Commission Meetings during the Season(s) which their team is participating.
- (b) Shall be responsible for communicating Commission and League activities, requirements, and needs to their team and/or team sponsor(s).
- (c) Shall represent their team in Commission meetings; and, as necessary, in related League activities.
- (d) Two (2) team absences from Commission Meetings during a season of participation shall constitute a failure of regular attendance. Failure of regular attendance responsibility shall cause the Team to be penalized and/or disqualified from League play and/or ASANA participation.

Article V. MEETINGS

Section 5.01 Regular Meetings

- (a) Regular meetings of the Commission shall begin at a place and time as set by the Executive Board and shall be held *prior to the start of a season and at least one more date during the League season.* Written notice must be provided to the Officers and Commission Representatives regarding changes to this schedule once set by the Executive Board.
- (b) The proceedings of all meetings of this organization shall be governed and conducted according to the latest edition of Roberts Rules of Order unless superseded by these Bylaws.
- (c) Roberts Rules of Order may be waived by a majority vote of the body assembled to conduct business.

Section 5.02 Attendance at Meetings

- (a) Attendance at regularly scheduled meetings during a given season will be defined as follows:
 - i) One Representative from each team participating during our Summer Season shall be required to attend meetings during the months of February through July.

- ii) One Representative from each team participating during our Winter Season shall be required to attend meetings during the months of September through January.
- (b) Team Representatives from teams that participated during the Summer Season, but not the winter, are encouraged to attend meetings held during the Fall Season because of important League decisions and discussion. Attendance will not be applied towards the majority needed for the quorum.

Section 5.03 Special Meetings:

- (a) A majority of the Executive Board or of the Commission Representatives may call a Special meeting of the Commission. Written notice of date, time, place, and purpose of such meeting shall be delivered in person or mailed at least seventy-two (72) hours in advance. Business transacted at a special meeting should be limited to that mentioned in the call.

Section 5.04 Quorum:

- (a) A quorum for any Commission meeting shall be constituted by the attendance of a majority of the Commission members.

Article VI. PENALTIES

Section 6.01 Meeting Attendance Fines and Fees

- (a) Penalties for failure to attend special or regularly scheduled meetings during a season of participation as detailed by Article 6, Code 5.02 above are as follows:
 - i) Failure to attend one required meeting will result in a written notification to the team manager and so noted in the meeting minutes of the next scheduled meeting;
 - ii) Upon the second violation during the same season;
 - p) A \$25 fine shall be imposed upon the team;
 - q) The Team shall be ineligible for League and ASANA Championship play until the fine is paid in full; and
 - r) The Assistant Commissioner shall inform the team in person of the fine and of Bylaw Article Eight defined above
- (b) Upon third violation during the same season
 - s) A \$50 fine shall be imposed upon the team;
 - t) The Team shall be ineligible for League and ASANA Championship play for the season

Section 6.02 Team Related Fines and Penalties

- (a) Failure to pay team league fees before the approved deadline will result in
 - i) Team will not be placed on the schedule until team registration fee has been paid
- (b) Failure to Pay Team Forfeit Fees
 - i) Team will not be placed on the schedule until team forfeit fee has been paid
- (c) Failure to Pay Individual Player Fees before the approved deadline will result in:
 - i) Player will not be allowed to participate on team until fee is paid

Section 6.03 Individual Penalties

- (a) Individual members may be disqualified or put on probation for a period of time by the Executive Board for violations of the League Code.
- (b) Any individuals committing the following acts of disqualification will mandate a minimum of one year loss of eligibility and of monies paid or due:
 - i) Threat of Physical violence or any act of physical violence against another player, league official or umpire;
 - i. This covers on the field or anywhere around the play facilities, as well as at GLASA Women sanctioned events
 - ii) Playing while under the influence of alcohol or illegal drugs.
 - iii) Commission of fraud (such as playing under an assumed name, falsifying an affidavit or roster, or giving false information to the League or its Officers;
 - iv) Receiving professional considerations (such as money or cash prizes);
 - v) Competing knowingly with disqualified players
 - vi) Any acts of larceny or theft
- (c) Individuals committing these violations will immediately be *considered suspended* and therefore disqualified from any participation within the league for the defined minimum.
 - i) No appeal will be accepted.
- (d) These mandatory suspensions can be extended up to a period of three years by vote of the Executive Board and the Council.
 - i) The extension period will be proposed to the council by the board.
 - ii) This vote must be a 2/3 majority in order to pass.

Section 6.04 Disqualification Penalties

- (a) An individual can be given probation or disqualified from league play for violations of League Code.
 - i) Violations of Section 2.28, Player Eligibility, item 'h' [sportsmanlike conduct] & item 'l' [smoking at facility] will result in a one week suspension of eligibility from league play.
 - ii) Violations of Section 2.28, Player Eligibility, item 'k' [alcohol and drugs] will result in three ~~game~~ **week** suspension of eligibility from league play.
 - iii) Violations of Section 2.28, Player Eligibility, item 'j' [active roster no notification] & item 'i' [under suspension sister association] will result in immediate disqualification from league play until issues are resolved.

Section 6.05 Disqualification Procedures

- (a) Disqualification procedures are constituted as follows:
 - i) Hearing
 - a) After a disqualification, a team or individual member shall be given an opportunity for a hearing to appeal their disqualification by the Executive Board if they so choose, *or they can request a full commission hearing to appeal as well.*
 - b) If the team or individual member requests a Full Commission Meeting, The Commissioner shall at this time call for a special meeting of the Commission as set forth in "Code, Article V Meetings, Section 5.03".
 - c) A team or individual member disqualified from League play must notify the Commissioner within seven (7) days if said team or individual member has an intention to appeal the

disqualification or suspension, and which process they would like to choose, either Executive Board only, or entire full commission hearing.

- d) This request must be writing, via email to League Commissioner and appropriate Division Assistant Commissioner.
 - e) Commissioner and/or Assistant Commissioner will confirm receipt of request.
- (b) Notification of Hearing
- i) The team or individual member will be notified in writing of the time, place and date of the hearing. Such notification must be made at least forty-eight (48) hours prior to the date of the hearing.
- (c) Hearing Process
- i) The Executive Board or Full Commission will meet with the team or member to listen to their appeal of the disqualification.
 - ii) The team or member will state their case to the assembled group for review and questions
- (d) Rulings
- i) After appeal is heard, the Executive Board or Full Commission will meet to discuss the appeal, and vote on acceptance, revision or rejection of appeal.
 - f) After hearing the evidence available, the Executive Board *or Full Commission* will vote on action necessary and appropriate.
 - g) If disqualification or suspension is approved, the Commissioner shall notify all Commission Representatives of such action being taken.

Section 6.06 Ejections

- (a) Game ejections automatically constitute ineligibility for the next scheduled game, in addition to the completion of the current game.
- (b) Any game ejections will follow the rules set forth in ASA.

Article VII. COMMITTEES

Section 7.01 Creation of a Committee:

- (a) The Commission, by a majority vote, or the Commissioner may create a committee. Motions to create a committee shall specify:
 - i) The objective(s) of the committee.
 - ii) The term of the committee. (One year maximum, and renewable.)
 - iii) The date(s) upon which committee is to report and the method by which the committee to report their findings.
 - iv) The number of members on the committee.
 - v) The members to serve on the committee.

Section 7.02 Membership in a Committee

- (a) Only League members in good standing may be members of a committee.

Section 7.03 Restrictions

- (a) No Committee, regardless of Board resolution or authorization from the Commissioner, may;
 - i) Fill vacancies on the Executive Board
 - ii) Fix compensation of the Executive Board member for serving on the Board or on any committee
 - iii) Amend or repeal Bylaws or adopt new Bylaws;
 - iv) Amend or repeal any resolution of the Executive Board which by its express terms is not so amendable or repealable;
 - v) Appoint any other committees
 - vi) Approve any transaction between
 - h) The League and one or more of its Executive Board members; or
 - i) The League and any entity in which one or more of its Executive Board members have a material financial interest

Section 7.04 Tenure

- (a) Each member of a committee shall serve for the term of the committee and may be re-appointed.
- (b) A committee may be disbanded by a 2/3 vote of the Commission, at the recommendation of the Executive Board

Section 7.05 Chairpersons

- (a) The Commissioner shall appoint a Chairperson(s) from the membership of each committee unless he/she chooses to allow the Committee to elect such Chair. Such Chairperson(s) shall be responsible for the timely accomplishment of the measurable objectives to be reported to the Commission.

Section 7.06 Committee Vacancies:

- (a) The Committee Chairperson shall fill vacancies occurring in committee membership during its term, with the review and approval of the Executive Board.

Section 7.07 Committee Finances

- (a) Committee expenditures and fund-raising exceeding \$500 shall have the prior approval of the Commission (or the Executive Board in off-season interim).
- (b) Such approval must be preceded by submission of a written budget with required detail by said committee.
- (c) Changes in an approved committee budget must also be approved by the Commission.
- (d) Committees involved in expenditure and fund-raising shall regularly, promptly (i.e. up to date within two (2) weeks), and accurately provide the financial controls and reporting necessary for the League Treasurer; including, but not limited to, reports to the Commission if the committee has its own Treasurer.
- (e) The League Treasurer will handle such duties if the committee does not have its own Treasurer.

Section 7.08 Committee Rules:

- (a) Each committee may adopt rules consistent with these Bylaws for its government and accomplishment of objectives.

Section 7.09 Standing Committees:

- (a) The following committee(s) shall serve from year to year as Permanent Committee(s). Standing Committee(s) report at Commission Meetings as requested by the Commission, or as committee deems fit. Term of each committee will be one year – September 1st – August 31st of given year, or as defined by the committee composition.
- i) Communications Committee:
- a) A committee that shall serve to promote new memberships and membership retention, publicity and communication tasks for the league, as well as maintain and create outward facing public messaging for the league via the website and any other approved information technology methods.
 - b) This committee will consist of a Chairperson, and no more than 5 members; most with a background in Marketing, Public Relations and any Information Technology professions.
 - c) This Committee will include the webmaster of the League website, whether a league member or not.
 - d) Its duties shall include, but not be limited to
 - i. *Publicizing the GLASA League in the community.*
 - ii. *Increase League membership.*
 - iii. *Serve on Executive Board,*
 - iv. *Prepare and distribute membership information as appropriate.*
 - v. *Monitor GLASA membership email lists*
 - vi. *Responsible for maintenance and upkeep of league website and internet efforts*
 - vii. *Any membership, public relations and communication duties deemed appropriate by Commissioner.*
- (b) Election Committee
- i) A committee that shall serve to protect the integrity of the election process by organizing, validating and reporting the results of yearly elections.
 - ii) This Committee shall be *formed at each scheduled final spring/summer meeting* and shall be in place until all election results become effective.
 - iii) The Committee chair shall be selected by the Election Committee, upon creation of said committee.
 - iv) The committee shall be comprised of the following:
 - a) Two board delegates not affected by the outcome of the vote;
 - i. *the Assistant Commissioner- D Division and Secretary on odd numbered calendar years or*
 - ii. *the Commissioner, Assistant Commissioner – B/C Division and Treasurer on even numbered calendar years,*
 - b) AND at least one team representative from each division.
 - c) Responsibilities shall include:
 - i. *Validation of annual board election by overseeing, counting and verifying said election;*
 - ii. *Reporting of election results to the Commissioner within 2 hours of the election.*
 - iii. *Reporting of election results to the League Commission within 3 hours of the election.*

(c) Classification Committee:

- i) A committee, who's composition should include a Chair, at least two (2) representatives from each Division, and whose main purpose is to review and affirm or deny all request for player classification changes or reductions.
- ii) Its duties shall include, but not be limited to
 - a) Creation and maintenance of player skills rubric and classification standards;
 - b) Distribution of standards to all coaches and managers via Board
 - c) Prompt Review and documentation of current players classifications;
 - d) Prompt Review and create classifications for all new league players;
 - e) Suggestion/approval of player classification changes to the board
 - f) Create documentation of all player classification change and deliver to appropriate bodies
 - g) Valid reclassifications requests are defined as requests that come to the committee via the proper format
- iii) If a committee chair cannot be found at the beginning of a season, The Executive Board will take on the responsibility of classification for that season.

Article VIII. FISCAL YEAR

Section 8.01 Fiscal Year

- (a) The Fiscal year of the Softball League shall begin on September 1st and end on August 31st.

Article IX. BUDGET AND FEES

Section 9.01 Projected Annual Budget

- (a) The Projected Annual Budget prepared by the Treasurer, with the Executive Board, and presented in writing at the second regular Commission Meeting of the fiscal year. The budget should reflect all requirements necessary for a non-profit organization, and shall include, but not be limited to:
 - i) Funds for league operations, such as fields, balls, ASA membership & insurance costs
 - ii) Funds for administration of the league, such as postage, printing, secretarial expense, office supplies and website maintenance.
 - iii) Funds toward attendance at the ASANA semi annual meetings to fulfill our obligation as deemed available by the budget;
 - iv) Funds for the Annual League Awards Banquet & Kickoff Party
 - v) Projected revenue for from dues, fees, fines, tournaments, and any league fundraising events.
 - vi) Potential Award funding for the League Champion teams from each division; as determined and proposed by the Executive Board, to be ratified by the Commission.

Section 9.02 Changes to Budget

- (a) The Commission may upon submittal of the Projected Annual Budget or at some future date during the regular League Season, adjust or change the Budget as necessary majority vote of a Commission Meeting, except for team and/or individual dues/fees.

Article X. CODE DEFINITIONS

Section 10.01 Affiliation:

- (a) Affiliation of this softball League is as a Member Association member of the Amateur Sports Alliance of North America (ASANA).

Section 10.02 Amateur:

- (a) A softball player who engages in the sport solely for pleasure and physical, mental, or social benefits derived there from.

Section 10.03 ASANA

- (a) This softball league is a member of the Amateur Sports Alliance of North America (ASANA).

Section 10.04 ASANA Player Classification

- (a) ASANA Player Classifications are used to determine the appropriate ASANA division(s) of play for each player.
- (b) All players in all ASANA Member Associations must be assigned a player classification.
- (c) Players are classified by their local leagues and all player classifications are held in the ASANA Player database.

Section 10.05 ASANA World Series:

- (a) The Amateur Sports Alliance of North America World Series, which offers “B” “C” “D” and “E” Softball Division Championships.

Section 10.06 ASANA World Series Team Classification

- (a) Teams are classified according to the composition of players on their roster.
- (b) Player classifications can be changed after each year’s ASANA World Series for teams participating in the series, depending upon final placement.

Section 10.07 Cash Prize [Paid To Play]:

- (a) A prize or prizes in cash or merchandise that is easily converted into cash which are awarded players, teams, or sponsors based on the final standings of a tournament or other competition; aka “*Paid To Play*”. A player or team may receive reimbursement for actual expenses incurred as long as the amount of the reimbursement is not dependent on the standings of the event.

Section 10.08 Classification Committee:

- (a) A committee, who’s composition should include a Chair, and at least two (2) representatives from each Division, whose main purpose is to create, review and affirm or deny all request for player classification changes.
- (b) This committee should **NOT** include the GLASA Board, unless no other chairpersons can be found at the beginning of the season.

Section 10.09 Disqualified Player:

- (a) A person who has been disqualified from play in events promoted and conducted by the League or association for violation of its rules.

Section 10.10 Division:

- (a) Teams shall be designated as members of either "B", "C", "D" or "E" Divisions.

Section 10.11 Dual Division Membership:

- (a) Multi Association Members
 - i) A player may play for any member association(s) they choose, however, a player may not be listed on more than one official Women's Division Softball World Series roster.
 - ii) For Softball World Series purposes, the player must meet eligibility requirements as set forth in ASANA Women's Division Article 4, ASANA World Series, Section 4.04 Player Eligibility.
 - iii) All players who are also members of another ASANA organization shall declare this membership to the league commissioner prior to the end of the season.
- (b) Open Division Members
 - i) If a woman plays on both a Women's and a NAGAAA Open Division team during regular season play, she shall be allowed to participate in both the NAGAAA and ASANA World Series.
 - ii) If a woman's plus athlete participates in the Open Division during a Spring Summer Season, they are eligible for pickup by an GLASA league team for participation in the ASANA World Series, as long as an appropriate ASANA rating has been placed in the database prior to the deadline.

Section 10.12 Executive Board

- (a) The officers of the organization, which shall include: a Commissioner, who will serve as both the Chairman of the Board of Directors and as the Chief Executive Officer, (2) Assistant Commissioner, Secretary, and a Treasurer, who shall serve as the Chief Financial Officer. These positions shall comprise the Board of Directors.

Section 10.13 Gay/LGBTQ+:

- (a) The terms gay/LGBTQ+, ally, and related gender identification terms shall be Amateur Sports Alliance of North America interpreted in accordance with the glossary of the Human Rights Campaign.

Section 10.14 GLASA "B" Division Classified Team:

- (a) A team that has either/or:
 - i) no Elite players,
 - ii) no more than four (4) players identified as "A"
 - iii) sum of 10 highest rated players does not exceed 824
 - iv) A team that has finished in first place in the "C" division for two consecutive summer seasons will be reclassified as "B"

Section 10.15 GLASA "C" Division Classified Team:

- (a) A team that has either/or:
 - i) No players identified as "A" or Elite
 - ii) Maximum of 3 B players with a rating of 79
 - iii) sum of top 10 players ratings cannot exceed 674

- iv) A team that has finished in first place in the “D” division for two consecutive summer seasons will be reclassified as “C”

Section 10.16 GLASA “D” Division Classified Team:

- (a) A team that has either/or:
 - i) No players identified as “A” or “B” or Elite
 - ii) Maximum of 3 C players with a rating of 65
 - iii) sum of top 10 players ratings cannot exceed 519

Section 10.17 GLASA “E” Division Classified Team:

- (a) A team that has either/or:
 - i) No players identified as “A” or “B” or “C” or Elite
 - ii) **Maximum of 3 D players with a rating of 40**

Section 10.18 Inactive Player:

- (a) A player who was a member of GLASA or another ASANA league, has a previous rating, but has not participated in any league for over three years.

Section 10.19 Ineligible Player:

- (a) A player that is not eligible to participate in league or championship play. A disqualified player is included in this definition of an ineligible player.

Section 10.20 Instruments of Governance (IOG):

- (a) The governing documents of the league, including Bylaws, Code & Procedures and Playing Rules.

Section 10.21 League Commission:

- (a) A team representative chosen to serve on the governing body of the League commission.

Section 10.22 Manager/Player Restrictions:

- (a) Manager/player restrictions prohibit said manager or player of one GLASA team from coaching for another team within the same division.

Section 10.23 Member:

- (a) A member of our association who is eighteen years of age or older.

Section 10.24 Player Classification Guidelines – A Division:

- (a) “A” Division players are defined as:
 - i) A player who been identified as “A” by the GLASA Classification committee, after applying the approved player classification guidelines.
 - ii) A player who has been added into the ASANA player classification system with an “A” classification, *defined as a player rating from 91 – 100*

Section 10.25 Player Classification Guidelines – B Division:

- (a) "B" Division players are defined as:
 - i) A player who been identified as "B" by the GLASA Classification committee, after applying the approved player classification guidelines.
 - ii) A player who has been added into the ASANA player classification system with an "B" classification, *defined as a player rating of 70 - 90*
 - iii) A player who has participated on a team that finished in the top 2 finishers of the field in the previous year's "C" division of the GWSWS

Section 10.26 Player Classification Guidelines – C Division:

- (a) "C" Division players are defined as:
 - i) A player who been identified as "C" by the GLASA Classification committee, after applying the approved player classification guidelines.
 - ii) A player who has been added into the ASANA player classification system with an "C" classification *defined as a player rating of 51 - 69*
 - iii) A player who has participated on a team that finished in the top 2 finishers of the field in the previous year's "D" division of the GWSWS
 - iv) A player currently playing or rostered on a tournament team classified by any sanctioned softball or baseball organization as "D" level within the calendar year (defined as January 1 – December 31)

Section 10.27 Player Classification Guidelines – D Division:

- (a) "D" players are defined as:
 - i) A player who been identified as "D" by the GLASA Classification committee, after applying the approved player classification guidelines.
 - ii) A player who has been added into the ASANA player classification system with an "D" classification, *defined as a player rating of 31 -50*
 - iii) A player who has participated on a team that finished in the top 2 finishers of the field in the previous year's "E" division of the GWSWS
 - iv) A player currently playing or rostered on a tournament team classified by any sanctioned softball or baseball organization as "E" level within the calendar year (defined as January 1 – December 31)

Section 10.28 Player Classification Guidelines – E Division:

- (a) "E" players are defined as:
 - i) A player who been identified as "E" by the GLASA Classification committee, after applying the approved player classification guidelines.
 - ii) A player who has been added into the ASANA player classification system with an "E" classification, *defined as a player rating of 30 and below*

Section 10.29 Player Eligibility:

- (a) A player is eligible in our League provided said player:
 - i) Competes as an amateur softball player who engages in the sport solely for the pleasure and physical, mental, or social benefits they derive from and to whom softball is nothing more than an avocation and is not receiving professional consideration as either a softball or baseball player, especially by accepting money directly or indirectly.

- ii) A player may not accept cash or merchandise which is easily converted into cash when such payments are based primarily on the individual's performance or participation in the softball competition
- iii) has signed and accurately completed a League approved membership application and release of liability form and paid any membership dues as determined by the Executive Board and approved by the Commission.
- iv) has followed the team registration policies as set forth in TEAM REGISTRATION PROCEDURE
- v) signs a League Membership Statement that asserts commitment to the right to privacy without discrimination based on sexual orientation
- vi) properly handles League and team property, responsibilities and monies as herein defined;
- vii) maintains sportsmanlike conduct, especially immediately preceding, during and immediately following practice or League or tournament competition while acting as a member of the League;
- viii) is not under suspension or disqualification from any ASANA league;
- ix) is not on the active roster of another ASANA association or another ASANA team without acknowledgement.
- x) does not have or use alcohol or drugs of any kind while at the field, parking lot, on the bench, playing field or spectator area.
 - a) Any player with such in her possession will be subject to automatic ejection and/or suspension;
 - b) This includes legal and non legal substances in all cases;
- xi) does not smoke in the dugout/bench. A first violation will result in a warning by the umpire to the individual in question and to the individual's coach/manager. A second violation during the same game will result in an automatic ejection of the individual
- xii) is declared as a "A", "B" or "C" or "D" or "E" player via classification process or previous classification

Section 10.30 Probation:

- (a) A penalty assessed to a player or team who have found to be in violation of the Bylaws or Code of GLASA. This probation will be defined by the specific infraction.

Section 10.31 Rules of Play

- (a) Rules of play shall be those adopted by the USA Softball, unless specifically and uniformly amended by our League Playing Rules Document. Copies of USA Softball rules will be given to every team manager at the start of the season.

Section 10.32 Seasons Of Play:

- (a) The term "Season" used throughout these Bylaws shall refer to the Summer and Winter Seasons, unless otherwise specified. The Summer Season shall be held during the months of February through August and the Winter Season being held during the months of September through January.

Section 10.33 Team:

- (a) A roster of at least 10 players, all of whom are eligible as per Section 10.29.
- (b) A team may also include but not be limited to coaches, managers, scorekeepers, and sponsors who represent the same group and occupy the player area during a game.

Section 10.34 Umpire In Chief:

- (a) An ASA accredited umpire who is appointed by the Commissioner to coordinate the umpiring staff for the league.

Section 10.35 Unsportsmanlike Conduct:

- (a) Action that is detrimental or unbecoming to the purposes, objectives, rules or regulations of GLASA.

Article XI. PLAYER CLASSIFICATION PROCEDURES

Section 11.01 Player Classification:

- (a) All GLASA players must have an assigned classification level, either via review, previous league participation, or previous ASANA classification.

Section 11.02 Player Classification Process

- (a) All players must register for our league within the online registration system. This registration includes a designation of player status
 - i) New
 - ii) Returning – last season or previous seasons
- (b) Executive Board will create a master list of classification for the classification to review and assess their work for the season.
- (c) All new members will be temporarily classified the same as their team;
 - i) Your team is C, you are temporarily “C” until ratings are confirmed

Section 11.03 Player Classification/Review Process:

- (a) Process to Review Players/Teams
 - i) The Classification Committee will receive the list of all new league players identified for review from the Executive Board, compiled from the registration process.
 - ii) The Classification Committee will also receive a list of all league players identified for reclassification review from the Executive Board, compiled from the registration process.
 - iii) Coaches will receive a compiled list of players, both new and reclassification, from the league secretary for their team before the end of the second week of play.
 - i. *In the event of a scheduled bye in the first two weeks of play, the timeline for all effected teams will be moved accordingly.*
 - iv) All Coaches will provide a base classification form for all newly rostered players, as well as players flagged for reclassification two weeks after receiving the list from the league secretary.
 - v) Classification Committee will use said master list to observe and evaluate all players during games.
 - vi) The Classification Committee will review players for classification using their agreed to method for validation and keep all backup materials ready for review in case of appeal.
 - vii) Players will be viewed a minimum of two games and if the committee reaches consensus during those two games, the classification will be considered complete.
 - viii) If there is no consensus, then a third review will be conducted.
- (b) Standards for Review
 - i) Committee will make every attempt to make sure that all reviews will be completed by different individuals when possible.

- ii) Classification Committee members can NOT review players on their own team, or with whom they are in a relationship.
 - iii) The committee will use the latest ASANA classification rubric to validate the submitted player classification request. Classification Committee members will complete the Player Classification worksheet, while observing, and make specific notes on the back of the form for future reference; utilize scorebooks, active score keeping, video reference and other manners of observing players to corroborate any and all notes on a given player.
 - iv) At the conclusion of player ratings by a committee member, all reviews must be submitted to the committee chair for safekeeping and documentation.
 - v) If any player and or manager intentionally misrepresents their player's ability to provide an unfair advantage to their team, this action will result in sanctions and fines.
- (c) At the conclusion of all reviews, the committee will meet to review findings and determine player classifications. This will be done by committee vote.
- i) If the Executive Board is acting as the committee chair, they will compile this report.
- (d) Once the committee's final player classification has been decided and documented, the Chair of Classification Committee will create the Master Classification Report and Evaluation Sheet for the season.
- (e) The Classification Committee Chair will meet with the Executive Board to report all player reviews.
- i) If the Executive Board is acting as the committee chair, they will identify two additional league players to be a part of the review.
- (f) Final player classification paperwork will be signed by both classification Committee Chair and League Commissioner.
- (g) Division Commissioners will report classification issues to their team managers.
- (h) The Secretary will then upload all ratings into the ASANA Database, prior to ASANA predefined deadlines.

Section 11.04 Appeal Qualification:

- (a) Any player classification appeals must be made in writing to the Executive Board within ten (10) calendar days of notice of classification.
- (b) Executive Board will review all player evaluation sheets and information that the Classification Committee utilized to make their decision and review the written appeal to determine if player should receive reclassification consideration.
 - i) If the Executive Board is acting as the committee chair, they will identify up to three impartial league participants to review the material and report their findings.
- (c) After review, the Executive Board will determine whether player classification stands, or if player should be reviewed again for the next season.
- (d) If appeals are granted, Classification committee will complete a new classification for said player
- (e) Players are only allowed one appeal per classification and no matter what the result; players must hold new classification for one calendar year until requesting another review.

Article XII. TEAM ELIGIBILITY

Section 12.01 Maintaining Eligibility:

- (a) In order to maintain eligibility, a team:

- i) must maintain an active roster of not less than ten (10) nor more than twenty (20) eligible players during each season to remain eligible as a team.
- ii) shall be responsible for requiring all players on their team to sign and accurately complete a player registration sheet and a League approved release of liability form
- iii) be responsible for providing any player additions, deletions or changes to the Commissioner or her delegated Officer in writing before the next regularly scheduled game the team plays following such a team composition or change;
- iv) not compete with ineligible or misclassified players.
- v) designate a Commission Representative (see "Code, Section 4.02 "Team Representatives"")
- vi) ensure that all team members are active paid members of GLASA.
- vii) not compete at any time with members who have not completed an official League Membership Registration.

Section 12.02 Team Classification:

- (a) Teams are classified according to the composition of players on their roster.
- (b) Player classifications are issued upon review from classification committee.
- (c) Team classifications can change based upon performance in each year's ASANA World Series.

Section 12.03 Team Reimbursement:

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

Section 12.04 Inducements:

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

Section 12.05 Sponsor Restrictions

- (a) Sponsor restrictions prohibit a team sponsor from instructing a manager as to who will be on a team, who will play or who will start a game.

Article XIII. TEAM REGISTRATION PROCEDURE

Section 13.01 Team Roster

- (a) Team rosters are created by the individual registration of players to our registration system. A team must have at least 10 players registered by the first day of play to be considered as a team.

Section 13.02 League Fees and Forfeiture Bond

- (a) League fee and forfeit bond fee must be paid by the given due date to the league's treasurer. Check, cashier's check, money order, or electronic transfers (subject to service charge fee) are the only form of payment accepted.
- (b) Membership fee are paid by each player individually during registration

Section 13.03 Registration Process:

- (a) All players are required to register online and identify their status
 - i) New
 - ii) Returning
 - iii) Asking for a Reclassification
- (b) Any player who is new to the league or has not participated in the league for over two years will be automatically put into the classification list for that year.
- (c) If you are a player with a current classification who wants an appeal, you must state this during the registration. There is a place for those who want to be reclassified to put in a request.

Section 13.04 Roster Changes

- (a) Under no circumstances can a team's roster of active players exceed twenty (20) players during each season.
- (b) Between the creation of the initial team roster, and the point of which a team will reach 80% of the seasons regularly scheduled games, roster additions and deletions can be made under the following circumstances:
 - i) A player may not drop more than one level of division play from one season to the next season of play.
 - ii) A player cannot change rosters without the agreement of both team managers
 - iii) A player cannot be added or dropped from a roster after the pre-designated drop point within each season
 - iv) The league co commissioner shall notify all teams within that division of the completed add/drop procedure within 10 days of the completed transaction.

Section 13.05 Adding Players

- (a) You must inform your division's commissioner via email that you would like to add a new player to your team's roster.
- (b) Player must complete the online registration process prior to scheduled game time.
- (c) This information must be confirmed prior to the player taking the field.
- (d) Deadline to make any roster change is up to 75% mark of your scheduled games played.

Section 13.06 Dropping Players

- (a) A team manager may drop a player from a submitted roster through written communication to the league commissioner. Such a fully paid member would be eligible to be added to another team's roster through existing roster addition rules.
- (b) This information should be shared with the designated commissioner within 1 – 7 days of a player leaving a team in order for the player to be considered eligible for play.

Section 13.07 Final Team Roster

- (a) Once a team begins play of the game that constitutes completion of 75% of the season's regularly scheduled games, the initial roster plus any approved additions or deletions will constitute the team's final roster.
- (b) No additions or deletions to the roster can be made after this point.

Article XIV. UNIFORM AND TEAM PROPERTY

Section 14.01 Uniform Rules

- (a) Players must wear uniform shirts (tees, tanks, and/or jerseys) of the same color. Each shirt must have a number on the back of at least 6 inches. This rule applies to the Summer Season Only.

Section 14.02 Coaches Uniform

- (a) Coaches must be neatly attired, dressed uniformly and in accordance with the color code of the team.

Section 14.03 Hats and Head Gear

- (a) Headgear is optional and may or may not be worn at the individual player's discretion. For purposes of this section, headgear may be headbands, caps, visors, or any combination thereof, without regard to color

Article XV. ASANA AFFILIATION

Section 15.01 ASANA Player Eligibility

- (a) GLASA player eligibility for the ASANA Softball World Series shall be ultimately governed by the ASANA Softball Code Documentation.

Section 15.02 ASANA Team Eligibility

- (a) GLASA team eligibility for the ASANA Softball World Series shall be ultimately governed by the ASANA Softball Code Documentation.

Section 15.03 USA Softball Rules

- (a) Any playing rules not specifically identified in this document will be governed by current USA Softball regulations.

Article XVI. AMENDMENTS

Section 16.01 Procedures to Change League Code

- (a) The method by which this Code may be amended is by a majority vote of a Commission Meeting. Amendments shall be effective immediately upon adoption, unless otherwise specified in the amendment.