

**GREATER LOS ANGELES SPORTS ASSOCIATION  
GLASA SOFTBALL LEAGUE  
Women's Division  
Code and Procedures Documentation  
Updated JAN 2025**

<b>Article I. DOCUMENTATION</b>	<b>5</b>
Section I.01 League Documentation	5
<b>Article II. WOMEN'S DIVISION EXECUTIVE BOARD</b>	<b>5</b>
Section II.01 Executive Board Composition	5
Section II.02 Duties of Executive Board	5
Section II.03 Executive Board Meetings	5
Section II.04 The Annual Report	6
<b>Article III. LEAGUE OFFICERS</b>	<b>6</b>
Section III.01 Election of Officers	6
Section III.02 Removal of Officers	7
Section III.03 Filling Vacancy of Office:	7
Section III.04 Duties of Commissioner:	8
Section III.05 Duties of Assistant Commissioners – Upper and Lower:	9
Section III.06 Duties of Secretary:	9
Section III.07 Duties of Treasurer	10
Section III.08 Marketing Director	11
Section III.09 Classification Director	11
Section III.10 Board Advisor Emeritus	12
<b>Article IV. MEETINGS</b>	<b>12</b>
Section IV.01 Regular Meetings	12
Section IV.02 Attendance at Meetings	13
Section IV.03 Special Meetings:	13
Section IV.04 Quorum	13
<b>Article V. COMMITTEES</b>	<b>13</b>
Section V.01 Creation of a Committee	13
Section V.02 Membership in a Committee	13

Section V.03	Restrictions _____	13
Section V.04	Tenure _____	14
Section V.05	Chairpersons _____	14
Section V.06	Committee Vacancies _____	14
Section V.07	Committee Finances _____	14
Section V.08	Committee Rules _____	14
Section V.09	Standing Committees _____	14
<b>Article VI.</b>	<b>CALENDAR DEFINITIONS _____</b>	<b>16</b>
Section VI.01	Fiscal Year _____	16
Section VI.02	Seasons _____	16
<b>Article VII.</b>	<b>BUDGET AND FEES _____</b>	<b>16</b>
Section VII.01	Projected Annual Budget _____	16
Section VII.02	Changes to Budget _____	16
<b>Article VIII.</b>	<b>CODE DEFINITIONS _____</b>	<b>17</b>
Section VIII.01	Affiliation: _____	17
Section VIII.02	Amateur: _____	17
Section VIII.03	ASANA _____	17
Section VIII.04	ASANA Player Classification _____	17
Section VIII.05	ASANA World Series: _____	17
Section VIII.06	ASANA World Series Team Classification & Caps _____	17
Section VIII.07	Cash Prize [Paid To Play]: _____	18
Section VIII.08	Classification Committee: _____	18
Section VIII.09	Disqualified/Expelled Player: _____	18
Section VIII.10	Division: _____	18
Section VIII.11	Dual Division Membership: _____	18
Section VIII.12	Executive Board _____	18
Section VIII.13	Gay/LGBTQ+: _____	18
Section VIII.14	GLASA Upper Division Team _____	19
Section VIII.15	GLASA Lower Division Team: _____	19
Section VIII.16	Inactive Player: _____	19
Section VIII.17	Ineligible Player: _____	19
Section VIII.18	Instruments of Governance (IOG): _____	19

Section VIII.19	League Commission: _____	19
Section VIII.20	Manager/Player Restrictions: _____	19
Section VIII.21	Member: _____	20
Section VIII.22	Non-Playing Member: _____	20
Section VIII.23	Player Classification Guidelines – ASANA A Division: _____	20
Section VIII.24	Player Classification Guidelines – ASANA B Division: _____	20
Section VIII.25	Player Classification Guidelines – ASANA C Division: _____	20
Section VIII.26	Player Classification Guidelines – ASANA D Division: _____	20
Section VIII.27	Player Classification Guidelines – ASANA E Division: _____	20
Section VIII.28	Player Eligibility: _____	20
Section VIII.29	Probation/Probationary Player: _____	21
Section VIII.30	Rules of Play _____	21
Section VIII.31	Suspended Player: _____	21
Section VIII.32	Team: _____	21
Section VIII.33	Umpire In Chief: _____	22
Section VIII.34	Unsportsmanlike Conduct – Player and Team: _____	22
<b>Article IX.</b>	<b>PENALTIES AND FINES _____</b>	<b>23</b>
Section IX.01	Meeting Attendance Fines and Fees _____	23
Section IX.02	Team Related Fines and Penalties _____	23
Section IX.03	Individual Penalties _____	23
Section IX.04	Levels of Penalties _____	24
Section IX.05	Investigation Procedures _____	25
Section IX.06	Appeal Procedures _____	25
<b>Article X.</b>	<b>PLAYER REGISTRATION AND CLASSIFICATION _____</b>	<b>27</b>
Section X.01	Player Registration: _____	27
Section X.02	Player Classification: _____	27
Section X.03	Player Classification Process: _____	27
Section X.04	Player Classification/Review Process: _____	27
<b>Article XI.</b>	<b>TEAM ELIGIBILITY _____</b>	<b>29</b>
Section XI.01	Team Eligibility: _____	29
Section XI.02	Team Classification: _____	29
Section XI.03	Team Reimbursement _____	29

<b>Section XI.04</b>	<b>Sponsor Restrictions:</b> _____	<b>30</b>
<b>Section XI.05</b>	<b>Team Roster:</b> _____	<b>30</b>
<b>Section XI.06</b>	<b>Team Registration Process:</b> _____	<b>30</b>
<b>Section XI.07</b>	<b>Roster Changes:</b> _____	<b>30</b>
<b>Section XI.08</b>	<b>Final Team Roster:</b> _____	<b>31</b>
<b>Article XII.</b>	<b>ORGANIZATIONAL AFFILIATION</b> _____	<b>31</b>
<b>Section XII.01</b>	<b>ASANA Eligibility:</b> _____	<b>31</b>
<b>Article XIII.</b>	<b>AMENDMENTS</b> _____	<b>31</b>
<b>Section XIII.01</b>	<b>Procedures to Change League Code:</b> _____	<b>31</b>

**GREATER LOS ANGELES SPORTS ASSOCIATION  
GLASA SOFTBALL LEAGUE**

**Women's Division  
Code and Procedures Documentation**

**Article I. DOCUMENTATION**

Section I.01 League Documentation

- (a) To establish an organized structure for this organization, the rules are divided into three sections: Bylaws, Softball League Code & Procedures, and the League Playing Rules.
- (b) The Bylaws are shared with the Open Division as both divisions operate as a unified entity.
- (c) The Softball League Code and Procedure will contain the specific softball related rules and objectives regarding our softball league.
- (d) The League Playing Rules document includes all field play rules and guidelines for umpires in officiating games. Primarily, the League Playing Rules will contain only exceptions to the standard USA Softball rulebook, and any local rules and standards the league adopts.

**Article II. WOMEN'S DIVISION EXECUTIVE BOARD**

Section II.01 Executive Board Composition

- (a) The Women's Division Executive Board consists of the Commissioner, Assistant Commissioner – Upper Division, Assistant Commissioner – Lower Division, Secretary, Treasurer, Marketing Director, and Classification Director.
- (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 II.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.
- (b) Executive Board is empowered to make decisions in the best interest of the league and for league growth. Executive Board will report these actions to the League Commission at first available opportunity.

Section II.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 - Special Meetings". A quorum for any Board meeting shall be constituted by the attendance of a majority of the Executive Board and the League Commission.

Section II.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 a report shall be submitted by the Commissioner-to the first regular League Commission meeting of the Fall/Winter Season. The Treasurer shall present that part of the report that constitutes the Projected Annual Budget.
- (b) 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 III.        LEAGUE OFFICERS**

Section III.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.
  - (iii) 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.
  - (iv) Nominations shall remain open until the last Commission Meeting prior to the election, or the deadline set at the managers meeting prior to the start of the Spring/Summer Season.
  - (v) 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 3.01 \(a\)](#)" listed above)
  - (ii) Each Officer shall be elected from the qualified candidates nominated, and by majority vote of all votes cast.
  - (iii) A "Member in Good Standing" is defined as an individual who has met all membership obligations, including fee payments, and adherence to league rules.
- (c) Term of Office
  - (i) The term of office is set as follows
    - 1) the Assistant Commissioner-Lower Division, Classification Director and Secretary will be voted on in odd numbered calendar years
    - 2) the Commissioner, Assistant Commissioner – Upper, Marketing Director and Treasurer will be voted on in even numbered calendar years
  - (ii) Terms of office begin at the start of the fiscal year [September] for the year of the election

- (iii) Elections are only held in the Spring/Summer season
- (d) Voting
  - (i) All votes are cast by secret ballot by each registered member of the commission during the voting period. If only one candidate is nominated for an open position, they may be elected by acclamation, except for the Commissioner, which requires a confidence vote.
  - (ii) Votes are to be counted by the Election Committee, (defined in this document in [Section v.09, item iii](#))
  - (iii) Voting may occur in person or online, with specific procedures established by the League Commission, including eligibility verification and dispute resolution mechanisms at the first meeting of the Spring/Summer season.
  - (iv) 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 Women's Executive Board and teams will be informed of the voting period no less than two weeks prior to election period.
    - 1) If in person, only members present at time and location(s) of vote may vote. No absentee or late votes shall be considered.
  - (v) For Division Assistant Commissioners, only members of the respective division vote for their representative.
    - 1) Lower Division players only vote for Assistant Commissioner – Lower Division
    - 2) Upper Division players only vote for Assistant Commissioner – Upper Division

Section III.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.
- (b) The notice must include details of the alleged violations or performance issues and offer the Officer an opportunity for a hearing before the final vote.

Section III.03 Filling Vacancy of Office:

- (a) If an office is vacated by resignation, removal, or death with half (1/2) or less of the current term remaining, the Commissioner will appoint a replacement. 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 Commission.
  - (i) 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 Executive Board 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 III.04 Duties of Commissioner:

- (a) The Commissioner acts as the Chief Executive Officer, presiding over meetings, enforcing rules, and directing League policies. The Commissioner oversees the budget, coordinates with ASANA, and ensures effective communication across the League.
- (b) Tasks are defined as follows:
  - (i) 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.
  - (ii) 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.
  - (iii) Preside at all meetings of the Executive Board and of the League Commission.
  - (iv) 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].
  - (v) 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.
  - (vi) Direct the policies of the Softball League.
  - (vii) Enforce all rules of the Softball League.
  - (viii) 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.
  - (ix) Appoint an individual to act as Parliamentarian at a Commission meeting if the Commissioner finds it necessary.
  - (x) Attend semi-annual ASANA meetings or appoint a designee to attend said meetings, and report on the results of these meetings to the Commission
  - (xi) Be responsible for approval and review of all intra/inter League and ASANA correspondence
  - (xii) Be ex-officio member of all committees.
  - (xiii) 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 or pre approved electronic transactions.



- (xiv) Be responsible for arranging for the Women's Division Treasurer to coordinate with the Open Division finance committee for compliance purposes.
- (xv) Coordinate with Open Division on all joint GLASA Business
- (xvi) 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 III.05 Duties of Assistant Commissioners – Upper and Lower:

- (a) The Assistant Commissioners shall coordinate and direct the activities of her respective division under the supervision of the Commissioner and assist the Commissioner in upholding League standards.
- (b) Duties shall include, but not be limited to;
  - (i) Review and coordination of umpire schedule (in coordination with the umpire in-chief),
  - (ii) Validate any league standings prior to website posting
  - (iii) Assist in making sure all fields are prepared prior to first game;
  - (iv) Creation of any and all materials needed for any Division meetings
  - (v) Directing league tournament committee [if applicable]
  - (vi) Be required to attend all executive board meetings and commission meetings
  - (vii) 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;
  - (viii) USA Softball rule adaptation recommendations to Executive Board from UIC
  - (ix) Serve as members of any standing committee, based on background and experience, as Board representative
  - (x) Coordinate participation of League teams in ASANA World Series, ensuring the League/Teams meet the appropriate ASANA deadlines
  - (xi) Assist the Commissioner in those duties he/she/they specifies as necessary for the proper and effective conduct of the league;
  - (xii) In the case of the resignation, removal, or death of the Commissioner, shall be willing to fill the vacancy as stipulated in "[Section III.03 \(c\) Filling Vacancy of Office:](#)".
  - (xiii) Vote on issues before Council.

Section III.06 Duties of Secretary:

- (a) The Secretary records and maintains all meeting minutes, oversees the official documents, and manages the league's official calendar.
- (b) Duties shall include, but not be limited to;
  - (i) 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;
  - (ii) Upon approval of said meeting minutes, an electronic copy of minutes should be forwarded to communication director for website posting;
  - (iii) Maintain the official copy of the Bylaws, Softball League Code & Procedures, Rules of Play, and related documents of the Softball League and ASANA;
  - (iv) Maintain a list of teams and their respective Division[s] of play;
  - (v) Creation and maintenance of league schedule

- (vi) Communication to existing League members:
- (vii) Send communications to existing players and league members
- (viii) Monitor GLASA membership email lists and answer or redirect any member questions
- (ix) Solicit feedback and guide conversations with League membership as appropriate
- (x) Promote events for League members
- (xi) Prepare and distribute membership information as appropriate
- (xii) Maintain a master list of all League Events, League Deadlines and ASANA Deadlines;
- (xiii) Maintain a roster of the Commission current mailing addresses and phone numbers;
- (xiv) Be responsible for maintaining all historical team rosters, and individual player data for up to 5 years from current season;
- (xv) Be responsible for League and ASANA correspondence as directed by the Commissioner and other members of Executive Board;
- (xvi) Attend all executive board meetings and commission meetings
- (xvii) Work with Marketing Director on making sure website is kept up to date
- (xviii) Vote on issues before Council;

Section III.07 Duties of Treasurer

- (a) The Treasurer Shall be the chief financial officer in charge of and with responsibility of handling all financial transactions, maintaining the League's budget, and providing regular financial reports to the Executive Board.
- (b) Duties include, but are not limited to
  - (i) responsible 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.
  - (ii) Shall make sure all 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 Section III.04 (xiii)
  - (iii) 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.
  - (iv) 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.
  - (v) 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 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.

- (vi) 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.
- (vii) 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.
- (viii) Verify that all checks have two legally approved signatures
- (ix) Work with the Open Division Treasurer to file appropriate Federal and State informational tax returns with the appropriate agencies.
- (x) Maintain all files and all required documents as necessary for a non-profit organization in a timely manner.
- (xi) attend all executive board meetings and commission meetings
- (xii) Vote on issues before Council;

Section III.08      Marketing Director

- (a) The Marketing Director oversees public relations, communications to all players, and digital outreach. Responsibilities also include managing the League website, coordinating event promotion, and acting as the primary media contact for the League.
- (b) Duties include, but are not limited to
  - (i) Publicity and marketing of the GLASA Women's Division to the community:
    - 1) Publicize the league to recruit new members
    - 2) Promote any community-facing League events or campaigns
  - (ii) Orientation of new League members:
    - 1) Guide new League members through the process of joining the League
    - 2) Serve as the point of contact for any new member questions
    - 3) Ensure new members are placed on teams and have the information they need
  - (iii) Maintain and provide direction for the League website
  - (iv) Run the League's social media presence
  - (v) Any membership, public relations and communication duties deemed appropriate by the Commissioner
  - (vi) Vote on issues before Council

Section III.09      Classification Director

- (a) The Classification Director is responsible for managing player classification standards and reviewing player eligibility for league play. They oversee the classification committee and ensure standards align with ASANA guidelines.
- (b) Duties include, but are not limited to
  - (i) Develop and maintain player skills rubric and classification standards
  - (ii) Review and approve player classifications and changes.
  - (iii) Collaborate with coaches and managers to ensure compliance with classification standards.
  - (iv) Oversee appeals process for player classifications and report updates to the Executive Board.

- (v) Responsible for Prompt Review and documentation of current players classifications and all new league players
- (vi) Suggest and approval of player classification changes to the Executive Board for review
- (vii) Create documentation of all player classification change and deliver to appropriate bodies
- (viii) Validate reclassifications requests as they are presented
- (ix) Vote on issues before Council.

Section III.10 Board Advisor Emeritus

- (a) Position is to serve as a resource to the current board by providing historical league knowledge, guidance, and support, ensuring continuity and organizational strength during leadership transitions.
- (b) Eligibility Criteria
  - (i) Must be nominated by board members and must be a majority vote of current board members
  - (ii) A maximum of three former board members may hold this position concurrently.
  - (iii) Eligible for revote/extension at the request of the board.
  - (iv) Term length: Minimum of 6 months, maximum of 18 months.
- (c) Duties of the Position
  - (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 IV. MEETINGS**

Section IV.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 IV.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 Spring/Summer Season shall be required to attend meetings during the months of February through July.
  - (ii) One Representative from each team participating during our Fall/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/Winter Season because of important League decisions and discussion. Attendance will not be applied towards the majority needed for the quorum.
- (c) Failure to comply with these meeting attendance requirements without 24 hours' notice will result in the fines and penalties outlined in [Section IX.01](#), Penalties

Section IV.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 e-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 IV.04 Quorum

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

**Article V. COMMITTEES**

Section V.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 the committee is to report and the method by which the committee reports their findings.
  - (iv) The number of members on the committee.

Section V.02 Membership in a Committee

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

Section V.03 Restrictions

- (a) No Committee, regardless of Board resolution or authorization from the Commissioner, may;
  - (v) Fill vacancies on the Executive Board
  - (vi) Fix compensation of the Executive Board member for serving on the Board or on any committee

- (vii) Amend or repeal Bylaws or adopt new Bylaws;
- (viii) Amend or repeal any resolution of the Executive Board which by its express terms is not so amendable or repealable;
- (ix) Appoint any other committees
- (x) Approve any transaction between
  - 1) The League and one or more of its Executive Board members; or The League and any entity in which one or more of its Executive Board members have a material financial interest

Section V.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 V.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 V.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 V.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 V.08 Committee Rules

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

Section V.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 a given year, or as defined by the committee composition.

(i) Classification Committee

- 1) A committee, whose composition should include at least two (2) representatives from each Division of play, and whose main purpose is to review and affirm or deny all requests for player classification changes or reductions.
- 2) Its duties shall include, but not be limited to
  - a) Review and ratings of league players based on player skills rubric and classification standards;
  - b) Review and rating of all new players for submission to the ASANA Database
  - c) Review and rating for all players whose ratings are more than three years old
  - d) Identify any outstanding or egregious player ratings to the Classification director
  - e) accomplish tasks at the direction of the Classification Director

(ii) Marketing Committee:

- 1) A committee that shall serve to aid the Marketing Director in communication tasks such as website upkeep, communications strategies and campaigns, the creation of promotion materials, and other relevant tasks
- 2) This committee will work with the Marketing Director as needed. Its membership will not have a set size, but will comprise of any individuals with relevant skills as deemed by the Marketing Director. Nonmembers of the League may join this committee at the discretion of Executive Board Review.
- 3) This Committee shall include the webmaster of the League website, whether a league member or not
- 4) Accomplish tasks at the direction of the Marketing Director

(iii) Election Committee:

- 1) A committee that shall serve to protect the integrity of the election process by organizing, validating and reporting the results of yearly elections.
- 2) This Committee shall be formed at each scheduled final spring/summer meeting and shall be in place until all election results become effective.
- 3) The Committee chair shall be selected by the Election Committee, upon creation of said committee.
- 4) The committee shall be comprised of the following:
  - a) Two board delegates not affected by the outcome of the vote;
    - the Assistant Commissioner-Lower Division, Classification Director and Secretary on odd numbered calendar years or
    - the Commissioner, Assistant Commissioner – Upper, Marketing Director and Treasurer on even numbered calendar years,

- AND at least one team representative from each division.
- b) Responsibilities shall include:
  - Validation of annual board election by overseeing, counting and verifying said election;
  - Reporting of election results to the Commissioner within 2 hours of the election.
  - Reporting of election results to the League Commission within 3 hours of the election.

## **Article VI. CALENDAR DEFINITIONS**

### **Section VI.01 Fiscal Year**

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

### **Section VI.02 Seasons**

- (a) The term "Season" is defined as follows:
  - (i) Fall/Winter Season: Held from August through December.
  - (ii) Spring/Summer Season: Held from January through July.
- (b) Transition rules apply for players who wish to change teams or divisions between seasons. Any player transfers must comply with eligibility and reclassification requirements.

## **Article VII. BUDGET AND FEES**

### **Section VII.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, USA Softball membership & insurance costs
  - (ii) Funds for administration of the league, such as postage, printing, secretarial expenses, 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 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 VII.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 VIII. CODE DEFINITIONS**

### **Section VIII.01 Affiliation:**

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

### **Section VIII.02 Amateur:**

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

### **Section VIII.03 ASANA**

- (a) This softball league is a member of the Amateur Sports Alliance of North America (ASANA) and follows their ratings guidelines for participation.

### **Section VIII.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.
- (d) Any players wishing to participate in the ASANA World Series must be a member in good standing, have an ASANA rating in the database and shall be declared eligible by the GLASA league.

### **Section VIII.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 VIII.06 ASANA World Series Team Classification & Caps**

- (a) Teams are classified according to the composition of players on their roster, according to the ASANA Rating system:
  - (i) B Team - no rating over 710
  - (ii) C Team - no rating over 580
    - 1) No more than 3 B players
    - 2) No B player over the rating of 65
  - (iii) D Team - no rating over 430
    - 1) No more than 3 C players
    - 2) No C player over the rating of 49
  - (iv) E Team - no rating over 310
    - 1) No more than three player over the rating of 36

Section VIII.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 VIII.08 Classification Committee:

- (a) A committee, who's composition should include at least two (2) representatives from each Division, whose main purpose is to create, review and affirm or deny all requests for player classification changes.

Section VIII.09 Disqualified/Expelled Player:

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

Section VIII.10 Division:

- (a) Teams shall be designated as members of either "B", "C", "D" or "E" Divisions for World Series and Tournament Play.

Section VIII.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) All players who are also members of another ASANA organization shall declare this membership during registration prior to the end of the season.
- (b) Open Division Members
  - (i) If a player plays on both a Women's and a iPride Open Division team during regular season play, that player shall be allowed to participate in both the iPride and ASANA World Series.
  - (ii) If a woman's+ 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, if an appropriate ASANA rating has been placed in the database prior to the deadline.

Section VIII.12 Executive Board

- (a) The officers of the organization, which shall include: a Commissioner, who will serve as both the Chairman of the Executive Board and as the Chief Executive Officer, (2) Assistant Commissioners – Upper and Lower Division, Secretary, Classification Director, Marketing Director and a Treasurer, who shall serve as the Chief Financial Officer. These positions shall comprise the Executive Board.

Section VIII.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 VIII.14 GLASA Upper Division Team

- (a) A team that is defined by player ratings, ASANA guidelines and competitive level selected to participate in the upper division of play for a given season
- (b) Team movement will be determined in each season, based upon league composition
- (c) This definition will be determined by the Executive Board each season based on the following factors:
  - (i) Composition of rostered players
  - (ii) Previous season league results
  - (iii) Ability to compete

Section VIII.15 GLASA Lower Division Team:

- (a) A team that is defined by player ratings, ASANA guidelines and skill level selected to participate in the lower division of play for a given season
- (b) Teams in the lower division of play are defined as beginner teams, and teams whose skill level is aligned to recreational competition
- (c) Team movement will be determined in each season, based upon league competition
- (d) This definition will be determined by the Executive Board each season based on the following factors:
  - (i) Composition of rostered players
  - (ii) Previous season league results

Section VIII.16 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 VIII.17 Ineligible Player:

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

Section VIII.18 Instruments of Governance (IOG):

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

Section VIII.19 League Commission:

- (a) The governing body of the League, made up of representatives from all league teams and the Executive Board, who are also in good standing as defined in the code.

Section VIII.20 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 VIII.21 Member:

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

Section VIII.22 Non-Playing Member:

- (a) A person who has registered as a part of a team but does not play on the field. Often a manager or coach, and they do not pay a membership fee.

Section VIII.23 Player Classification Guidelines – ASANA A Division:

- (a) "A" Division players are defined as:
  - (i) A player who has been added into the ASANA player classification system with an "A" classification, *defined as a player rating from 72 – 80*

Section VIII.24 Player Classification Guidelines – ASANA B Division:

- (a) "B" Division players are defined as:
  - (i) A player who has been added into the ASANA player classification system with an "B" classification, *defined as a player rating of 59 - 71*

Section VIII.25 Player Classification Guidelines – ASANA C Division:

- (a) "C" Division players are defined as:
  - (i) A player who has 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 44 - 58*

Section VIII.26 Player Classification Guidelines – ASANA D Division:

- (a) "D" players are defined as:
  - (i) A player who has 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 32 - 43*

Section VIII.27 Player Classification Guidelines – ASANA E Division:

- (a) "E" players are defined as:
  - (i) A player who has 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 31 and below*

Section VIII.28 Player Eligibility:

- (a) A player is eligible to participate 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) signs a League Membership Statement that asserts commitment to the right to privacy without discrimination based on sexual orientation
- (v) maintains sportsmanlike conduct, especially immediately preceding, during and immediately following practice or League or tournament competition while acting as a member of the League
- (vi) is not under suspension or disqualification/expulsion from any ASANA league
- (vii) is not on the active roster of another ASANA association or another ASANA team **without acknowledgement.**
- (viii) 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.
  - 1) Any player with such in her possession will be subject to automatic ejection and/or suspension;
  - 2) This includes non-legal substances in all cases;
- (ix) is declared as a "A", "B" or "C" or "D" or "E" player via classification process or previous classification

Section VIII.29 Probation/Probationary Player:

- (a) A penalty assessed to a player or team who have been found to be in violation of the Bylaws or Code of GLASA. This probation will be defined by the specific infraction and the process is defined in [Section V.03, D - Probation](#)

Section VIII.30 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 VIII.31 Suspended Player:

- (a) A suspended player will lose the right to participate in league play, activities and events for a time set by the Executive Board. Definition of the Suspension and Appeal policy can be found in [Section V03. C - Suspensions and Appeals](#)

Section VIII.32 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 VIII.33 Umpire In Chief:

- (a) A USA Softball accredited umpire who is appointed by the Commissioner to coordinate the umpiring staff for the league.

Section VIII.34 Unsportsmanlike Conduct – Player and Team:

- (a) Unsportsmanlike conduct refers to any behavior, action, or verbal expression by a player, coach, team official, or spectator that violates the principles of respect, fairness, and good sportsmanship and may create a hostile or unsafe environment.
- (b) This definition includes the following actions
  - (i) Verbal Abuse:
    - 1) Use of profanity, derogatory comments, or offensive language toward players, coaches, officials, or spectators.
    - 2) Taunting, mocking, or trash-talking in a manner intended to provoke or demean others.
  - (ii) Physical Misconduct:
    - 1) Physical aggression, including pushing, shoving, or striking another individual.;
    - 2) Intentionally throwing equipment (e.g., bats, helmets) in anger or frustration.
  - (iii) Disrespect Toward Officials:
    - 1) Arguing with umpires or league officials in a confrontational or disrespectful manner.
    - 2) Repeatedly disputing calls or showing visible dissent (e.g., excessive gesturing, slamming equipment).
  - (iv) Cheating or Rule Violations:
    - 1) Intentionally manipulating or disregarding league rules to gain an unfair advantage.
    - 2) Misrepresentation of player eligibility, such as using unregistered or misclassified players.
  - (v) Unsportsmanlike Team Behavior:
    - 1) Engaging in coordinated acts of poor sportsmanship (e.g., delaying the game intentionally, ridiculing the opposing team).
    - 2) Failing to control team members or spectators exhibiting inappropriate behavior.
  - (vi) Harassment or Discrimination
    - 1) Making comments or gestures based on race, ethnicity, gender, sexual orientation, religion, or other protected characteristics.
    - 2) Bullying or intimidation directed at any participant or official.
  - (vii) Game Interference
    - 1) Deliberate actions that disrupt the flow of the game, such as entering the field without permission or excessive delays.
    - 2) Encouraging others to behave in an unsportsmanlike manner.

- (c) Unsportsmanlike conduct will be addressed in the following manner
  - (i) **Warnings:** For minor infractions, the individual or team may receive a verbal or written warning.
  - (ii) **Ejection:** Serious or repeated offenses may result in immediate ejection from the game or league premises.
  - (iii) **Suspension or Fines:** The league may impose suspensions, fines, or other penalties based on the severity of the conduct.
  - (iv) **Expulsion/Removal:** Extreme or repeated violations may result in a permanent ban from league participation.

## **Article IX. PENALTIES AND FINES**

### Section IX.01 Meeting Attendance Fines and Fees

- (a) Penalties for failure to attend special or regularly scheduled meetings during a participating season
  - (i) If a team has no representatives present at a meeting without 24 hours' notice of their absence, the team will be fined \$25. The team will not be considered a part of the league for that season unless a representative of the team communicates with the league, and the fine is paid, within 3 business days.
  - (ii) The Assistant Commissioner of the appropriate division shall inform the team of the fine and communicate to the Executive Board on the team status.
  - (iii) Representatives will have a 20 minute grace period from the start of the meeting to join. Any team representatives who arrive more than 20 minutes late without notification will be fined \$25.

### Section IX.02 Team Related Fines and Penalties

- (a) Failure to pay team league fees before the approved deadline will result in
  - (i) A \$25 fine will be assessed for missing the announced deadline
  - (ii) Team will not be placed on the schedule until team registration fee has been paid
  - (iii) Team has 3 business days to pay league fee and fine to be to be considered/added to the schedule
- (b) Failure to Pay Team Forfeit Fees
  - (i) Prior to season start, the Team will not be placed on the schedule until team forfeit fee has been paid
  - (ii) Failure to immediately pay any outstanding forfeit fees mid-season will be considered a forfeit until fees are paid

### Section IX.03 Individual Penalties

- (a) 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
- (b) Individual members may be ejected, put on probation, suspended or expelled from the league for a period by the Executive Board for violations of the League Code and Procedures.

Section IX.04 Levels of Penalties

(a) Game Ejections

- (i) Game ejections automatically constitute ineligibility for the next scheduled game, in addition to the completion of the current game.
- (ii) Ejections are the sole province of the field umpire.
- (iii) Any player ejections should be reported to the executive board member on duty by the field umpire at the time of the ejection and noted on the score card.
- (iv) All ejections from games will mandate immediate removal from the game and the facility, as well as the next scheduled game.

(b) Probation

- (i) An individual can be put on probation within the season for violations of League Code sections on Player Eligibility or Unsportsmanlike Conduct.
  - 1) Violations of will result in a minimum one-game suspension of eligibility from league play.
- (ii) Individuals committing these violations will immediately be addressed and placed on probation for a period of no less than 2 weeks, schedule dependent
- (iii) At the end of the probationary period, if the issues have been addressed, the player will be considered a member in good standing and afforded the rights of all league players.
- (iv) If corrective action has not been taken at the end of the probationary period, the player faces the possibility of suspension from the league.

(c) Suspension and Appeals

- (i) An individual can be suspended from league play for violations of League Code.
  - 1) Violations of [Section VIII.28, Player Eligibility](#), item 'vii' [active roster no notification] & item 'vi' [under suspension sister association] will result in immediate suspension from league play until issues are resolved.
  - 2) Violations of more than one item from [Section XIII. 34, unsportsmanlike conduct](#) will result in a minimum three game suspension of eligibility from league play.
  - 3) Managers will also be suspended for one game if they are rostering players who are under suspension or not registered for play.
- (ii) The Executive Board can impose longer suspensions if they feel that the actions are egregious in nature but to not rise to the level of expulsion.
- (iii) Individuals committing these violations will immediately be considered suspended and therefore disqualified from any participation until an appeal can be granted if requested.
- (iv) Suspensions are appealable as outlined in [Section IX.06 - Appeals](#)
- (v) These suspensions shall be shared with the council at the discretion of the Executive Board.

(d) Expulsion

- (i) Any individuals committing the following acts will mandate a minimum of one year loss of eligibility and of monies paid or due:
  - 1) Threat of Physical violence or any act of physical violence against another player, league official or umpire;



- 2) This covers on the field or anywhere around the play facilities, as well as at GLASA Women sanctioned events
  - 3) Playing while under the influence of alcohol or illegal drugs.
  - 4) Any acts of larceny or theft
  - 5) Commission of fraud, falsifying an affidavit or roster, or giving false information to the League or its Officers;
  - 6) Receiving professional considerations (such as money or cash prizes for performance)
- (ii) Individuals committing these violations will immediately be considered expelled from the league and therefore ineligible for any participation within the league for the defined minimum.
- (iii) No Appeal will be accepted.
- (iv) These mandatory expulsions can be extended by vote of the Executive Board and the League Commission.
- (v) This defined extension period will be proposed to the League Commission by the Executive Board.
- 1) This vote must be a 2/3 majority to pass.

Section IX.05 Investigation Procedures

- (a) Any incidents that occur during play that might cause a player or team to be penalized will be investigated by the Executive Board.
- (i) This investigation will include the gathering of statements of all involved parties, as well as any spectators or officials who were witness to the incident in question and who want to make a statement.
    - 1) Statements will be requested by a single member of the board, who will act as the chair of the review.
    - 2) if the Commissioner is not involved in the incident, they will serve as the de facto review chair.
    - 3) Any Executive Board members involved in the incident will be removed from the investigation
  - (ii) After all statements are gathered, The Executive Board shall convene and review all statements from the incident and discuss any actions that should be taken for all involved parties.
  - (iii) Once penalties have been decided, the chair shall communicate outcome to all involved parties

Section IX.06 Appeal Procedures

- (a) Appeal procedures for suspensions are constituted as follows:
- (i) Request Hearing
    - 1) After a suspension, an individual member shall be given an opportunity to appeal their suspension.
    - 2) They can choose for the appeal to be heard by the Executive Board or by the Full League Commission.

- 3) If the 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 Article 4, Section .03 - Special Meetings
  - 4) An individual member suspended from League play must notify the Commissioner within seven (7) days if said team or individual member has an intention to appeal the suspension, and which process they would like to choose, either Executive Board only, or entire full commission hearing.
  - 5) This request must be written and sent via email to the League Commissioner and appropriate Division Assistant Commissioner.
  - 6) Commissioner and/or Assistant Commissioner will confirm receipt of request.
  - 7) There should be a minimum of 5 Executive Board members, including the Commissioner involved in any hearing. If the number drops below 5, the Commissioner will designate substitute personnel to hear the appeal.
  - 8) Any Executive Board members involved with the member or team must recuse themselves from the proceedings
- (ii) Notification of Hearing
- 1) The 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.
- (iii) Appeal Process
- 1) The Executive Board or Full League Commission will meet with the suspended league member to listen to their appeal of the suspension.
  - 2) appeals can only be allowed if there is new information or a code procedures interpretation dispute
  - 3) The team or member will state their case to the assembled group for review and questions
  - 4) The appeal should focus on the reason for the suspension and clarify any issues that the individual might want to bring forth in defense of said suspension only.
  - 5) clarifying questions can be asked by commission or board during this period.
- (iv) Rulings
- 1) 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.
  - 2) After hearing the evidence available, the Executive Board or Full Commission will vote on action necessary and appropriate.
  - 3) If the appeal is accepted via an Executive Board Review, the Executive Board shall notify all Commission Representatives of such action being taken.
  - 4) If the appeal is rejected, the Executive Board shall notify all Commission Representatives of such action being taken.

## **Article X.            **PLAYER REGISTRATION AND CLASSIFICATION****

### Section X.01            Player Registration:

- (a) All GLASA players must register for play via our online registration system and make payment for each season.
- (b) Players who have not registered prior to the deadline will be considered as ineligible for play until registration is completed.
- (c) During the registration process, the player will select their team and pay all appropriate fees to the league.
- (d) The link to register for players will be available no less than 5 weeks prior to the start of that season's play.

### Section X.02            Player Classification:

- (a) All GLASA players must have an assigned classification level, either via review, previous league participation, or previous ASANA classification.
- (b) All players are required to register online prior to each season and identify their status
  - (i) New
  - (ii) Returning
  - (iii) Asking for a Reclassification
- (c) 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.
- (d) 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 X.03            Player Classification Process:

- (a) All players must register for our league within the online registration system. This registration includes a designation of player status
- (b) The Secretary and Classification Director will create rosters for each team manager to review from the registration database.
  - (i) These rosters will be sent to the managers the day prior to the first day of play, and after the database is locked.
- (c) A master list of player classification status for the classification committee will be created from the registration database to review and assess their work for the season.
- (d) All players must register for our league within the online registration system.

### Section X.04            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.
    - 1) In the event of a scheduled bye in the first two weeks of play, the timeline for all affected 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) The 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. 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 Classification Director 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.
  - (vi) At the conclusion of all reviews, the committee will meet to review findings and determine player classifications. This will be done by committee vote.
- (c) Committee Reporting and Review
- (i) Once the committee's final player classification has been decided and documented, the Classification Director will create the Master Classification Report and Evaluation Sheet for the season.
  - (ii) The Classification Director will meet with the Executive Board to report all player reviews.
  - (iii) Final player classification paperwork will be signed by both classification Committee Chair and League Commissioner.
  - (iv) Division Commissioners will report classification issues to their team managers.
  - (v) The Secretary and any other board appointed designates will then upload all ratings into the ASANA Database, prior to ASANA predefined deadlines.

(d) Appeal Qualification:

- (i) Any player classification appeals must be made in writing to the Executive Board within ten (10) calendar days of notice of classification.
- (ii) The 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 the player should receive reclassification consideration.
- (iii) After review, the Executive Board will determine whether player classification stands, or if player should be reviewed again for the next season.
- (iv) If appeals are granted, Classification committee will complete a new classification for said player
- (v) Players are only allowed one appeal per classification and no matter what the result; players must hold a new classification for one calendar year until requesting another review.

## **Article XI. TEAM ELIGIBILITY**

### Section XI.01 Team Application:

- (a) For a team to participate in our league, they must complete the online application form and agree to a meeting with the Executive Board to assess intent.

### Section XI.02 Team 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 complete a player registration form, which includes all League approved release of liability forms
  - (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 ["Section 4.02 - Attendance At Meetings](#))
  - (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.
  - (viii) Pay all outstanding team fees, forfeit bonds and field rental expenses before the start of a season.

### Section XI.03 Team Classification:

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

### Section XI.04 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, if the amount of reimbursement is not dependent on the team's or individual's performance in the softball competition.
- b) Inducements, whether financial or otherwise, by any person/s in any form to any player to play for any team are strictly prohibited.

Section XI.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.

Section XI.06        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.
- a) Membership fees are paid by each player individually during registration

Section XI.07        Team Registration Process:

- a) Managers must enter the electronic system and register and pay for a team at the beginning of each season.
- b) Failure to register a team by the deadline without notification will be considered XXXXX.
- c) Team rosters are created by the individual registration of players to our registration system.
- d) A team must have at least 10 registered players by the deadlines identified at the managers meeting to be considered for inclusion on that season's schedule.
- e) Division Commissioners will communicate with managers leading up to the deadline on the number of registered players so managers can communicate with their teams.
- f) The Secretary will send all managers a version of their roster prior to the start of the season, created from the registration system.
- g) Under no circumstances can a team's roster of active players exceed twenty (20) players during each season.

Section XI.08        Roster Changes:

- (a) Roster Changes
  - (i) 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:
    - 1) A player may not drop more than one level of division play from one season to the next season of play.
    - 2) A player cannot change rosters without the agreement of both team managers
    - 3) A player cannot be added or dropped from a roster after the pre-designated drop point within each season

- (ii) The league co commissioner shall notify all teams within that division of the completed add/drop procedure within 10 days of the completed transaction.
- (b) Adding Players
  - (i) You must inform your division's commissioner via email that you would like to add a new player to your team's roster.
  - (ii) Players must complete the online registration process prior to scheduled game time.
  - (iii) This information must be confirmed prior to the player taking the field.
  - (iv) Deadline to make any roster change is up to 75% mark of your scheduled games played.
- (c) Dropping Players
  - (i) 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.
  - (ii) This information should be shared with the designated commissioner within 1 – 7 days of a player leaving a team for the player to be considered eligible for play.

Section XI.09 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' final roster.
- b) No additions or deletions to the roster can be made after this point.

**Article XII. ORGANIZATIONAL AFFILIATION**

Section XII.01 ASANA Eligibility:

- (a) ASANA Player Eligibility: GLASA player eligibility for the ASANA Softball World Series shall be ultimately defined and governed by the ASANA Softball Code Documentation, with approval of the GLASA Executive Board.
- (d) ASANA Team Eligibility: GLASA team eligibility for the ASANA Softball World Series shall be ultimately defined and governed by the ASANA Softball Code Documentation, with approval of the GLASA Executive Board.

**Article XIII. AMENDMENTS**

Section XIII.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.