

**GREATER LOS ANGELES SPORTS ASSOCIATION
GLASA SOFTBALL LEAGUE**
Women's Division
LEAGUE CODE & PROCEDURES

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Article I. DOCUMENTATION

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: Bylaws, Softball League Code and the Rules of Play.
- (b) The Bylaws will represent the general and organizational rules of the corporation and the orderly transaction of business in regards to the stated objectives of the corporation.
- (c) The Softball League Code 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 regards to the umpires in officiating softball games. Primarily, the Rules of Play will contain only exceptions to the standard ASA rules book.

Article II. DEFINITIONS

2.01 Affiliation:

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

2.02 Amateur:

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

2.03 ASANA

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

2.04 ASANA Player Classification

- (a) Players are classified by the final ranking of the team on which they were rostered during the previous year's ASANA World Series. Final team ranking sets the individual player classification for ASANA World Series participation. Player classifications are held in the GWSD roster database.
- (b) Players who are playing at a level below that of their World Series participating team shall not change their level unless their team is moved to a higher level due to World Series Performance
 - i) If you are a D player playing with a C team for World Series, you will stay D.
- (c) Players reclassified as a result of World Series performance must hold the reclassification for at least one full year before appealing to move down a division..

2.05 ASANA World Series:

The Amateur Sports Alliance of North America World Series, which offers "A" "B" "C" & "D", Softball Division Championships.

2.06 ASANA World Series Team Classification

Teams are classified according to the composition of players on their roster. Player classifications are issued after each year's ASANA World Series for teams participating in the series.

2.07 Cash Prize [*Paid To Play*]:

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.

2.08 Classification Committee:

A committee, who's composition should include a Chair, a Secretary, two (2) representatives from each Division, and one umpire representative, and whose main purpose is to create, review and affirm or deny all request for player classification changes.

2.09 Disqualified Player:

A person who has been disqualified from play in events promoted and conducted by the Division for violation of its rules.

2.10 Division:

Teams shall be designated as members of either "A", "B", "C" or "D" Divisions.

2.11 Dual Division Membership:**(a) Multi Association Members**

- ii) 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. For Softball World Series purposes, the player must meet eligibility requirements as set forth in ASANA Women's Division code 3.06.
- iii) All players who are also members of another ASANA organization shall declare this membership via the league registration form.

(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.

2.12 Executive Board

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, (3) Assistant Commissioner, Secretary, and a Treasurer, who shall serve as the Chief Financial Officer. These positions shall comprise the Board of Directors.

2.13 Gay:

A predominant sexual interest in a member of the same gender

2.14 GLASA "A" Division Team:

A team that has either/or:

- (a) no more than two (2) Elite players,
- (b) more than three (3) players identified as "A"
- (c) Any group of players numbering 5 or above, who participated on a team that finished first in the field of the previous year's "B" division of the GWSWS
- (d) a team that has finished in first and/or second place in the "B" division for two consecutive summer seasons, in which the team has participated, will be reclassified as "A".

2.15 GLASA "B" Division Team:

A team that has either/or:

- (a) no Elite players,
- (b) no more than three (3) players identified as "A" and/or more than three (3) players identified as "B"
- (c) Any group of players numbering 5 or above, who participated on a team that finished either first in the field of the previous year's "C" division of the GWSWS
- (d) A team that has finished in first place in the "C" division for two consecutive summer seasons will be reclassified as "B"

2.16 GLASA "C" Division Classified Team :

A team that has either/or:

- (a) No players identified as "A" or Elite
- (b) No more than three (3) players identified as "B" and/or more than three (3) players identified as "C"
- (c) Any group of players numbering 5 or above, who participated on a team that finished either first in the field of the previous year's "D" division of the GWSWS
- (d) A team that has finished in first place in the "D" division for two consecutive summer seasons will be reclassified as "C"

2.17 GLASA "D" Division Classified Team :

A team that has either/or:

- (a) A team that has no players identified as "A or B or Elite"
- (b) A team that has no more three (3) players identified as "C" and/or more than three (3) players identified as "D"

2.18 Inactive Player:

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.

2.19 Ineligible Player:

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.

2.20 Instruments of Governance (IOG):

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

2.21 League Commission:

A team representative chosen to serve on the governing body of the League commission.

2.22 Manager/Player Restrictions:

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

2.23 Member:

A member of our association who is eighteen years of age or older.

2.24 Player Classification Guidelines – A Division:

"A" Division players are defined as:

- (a) A player currently playing or rostered on a tournament team classified by any sanctioned softball or baseball organization as "A" or "B" level within the calendar year (defined as January 1 – December 31)
- (b) A player who has been added into the ASANA player classification system with an "A" classification
- (c) A player who has been on the roster of a GLASA or ASANA "A" Team within the past three (3) consecutive seasons or two (2) consecutive Summer Seasons
- (d) A player who has participated on a team that finished in the top 2 finishers of the field in the previous year's "B" division of the GWSWS
- (e) A player who been identified as "A" by the GLASA Classification committee, after applying the approved player classification guidelines.

2.25 Player Classification Guidelines – B Division:

"B" Division players are defined as:

- (a) A player currently playing or rostered on a tournament team classified by any sanctioned softball or baseball organization as "C" level within the calendar year (defined as January 1 – December 31)
- (b) A player who has been added into the ASANA player classification system with an "B" classification
- (c) A player who has been on the roster of a GLASA or ASANA "B" Team within the past three (3) consecutive seasons or two (2) consecutive Summer Seasons
- (d) 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
- (e) A player who been identified as "B" by the GLASA Classification committee, after applying the approved player classification guidelines.

2.26 Player Classification Guidelines – C Division:

"C" Division players are defined as:

- (a) 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)
- (b) A player who has been added into the ASANA player classification system with an "C" classification
- (c) A player who has been on the roster of a GLASA or ASANA "C" Team within the past three (3) consecutive seasons or two (2) consecutive Summer Seasons
- (d) 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
- (e) A player who been identified as "C" by the GLASA Classification committee, after applying the approved player classification guidelines.

2.27 Player Classification Guidelines – D Division:

"D" players are defined as:

- (a) 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)
- (b) A player who has been added into the ASANA player classification system with an "D" classification
- (c) A player who has been on the roster of a GLASA or ASANA "D" Team within the past three (3) consecutive seasons or two (2) consecutive Summer Seasons.
- (d) A player who been identified as "D" by the GLASA Classification committee, after applying the approved player classification guidelines.

2.28 Player Eligibility:

A player is eligible in our League provided said player:

- (a) 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.
- (b) 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
- (c) 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.
- (d) has followed the team registration policies as set forth in [TEAM REGISTRATION PROCEDURE](#) (see ARTICLE V, TEAM REGISTRATION PROCEDURE);
- (e) signs a League Membership Statement that asserts commitment to the right to privacy without discrimination based on sexual orientation
- (f) if dropped/cut/leaves a team, petitions the Commission for permission to participate with another team;
- (g) properly handles League and team property, responsibilities and monies as herein defined;
- (h) maintains sportsmanlike conduct, especially immediately preceding, during and immediately following practice or League or tournament competition while acting as a member of the League;
- (i) is not under suspension or disqualification from any ASANA league;
- (j) is not on the active roster of another ASANA association or another ASANA team without acknowledgement;
- (k) does not have or use alcohol or drugs of any kind while on the bench, playing field or spectator area. Any player with such in her possession will be subject to automatic ejection and/or suspension;
- (l) 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
- (m) is declared as a "A", "B" or "C" or "D" player via classification process or previous classification

2.29 Probation:

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.

2.30 Rules of Play

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

season.

2.31 Seasons Of Play:

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.

2.32 Team:

A roster of at least 10 players, all of whom are eligible as per Code 2.28. 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.

2.33 Umpire In Chief:

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

2.34 Unsportsmanlike Conduct:

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

2.35 Woman:

Any player shall be eligible for play in the Women's Division who self-identifies as female.

Article III. PLAYER CLASSIFICATION PROCEDURES

3.01 Player Classification:

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

3.02 New Player Classification Process

- (a) Once the new member has completed all required league documentation, said member should also complete a New Player Classification Request form located on the league website.
- (b) This form must be completed, signed and delivered to the appropriate Division Commissioner, either via email or in hard copy on the first day of play.
- (c) Division Commissioners, along with the league Secretary will compile a list of new players for the classification committee. The list, along with each New Player Classification Request will be delivered by the Executive Board to the classification committee no more than seven [7] days after first week of play.
- (d) The Division Commissioners will be responsible for delivery of all additional New Player Classification Requests to the Classification Committee after the first week of play, until the final roster deadline.
- (e) All new members will be temporarily classified the same as their team;
 - i) Your team is C, you are temporarily "C"

3.03 Inactive Player Classification Application Process:

- (a) The Division Commissioners must identify with team managers if any players hold this status via review of past league information.
- (b) The inactive player should complete a Player Reclassification Request form located on the league website. This form must be completed and delivered to the appropriate Division Commissioner, either via email or in hard copy on the first day of play.
- (c) Division Commissioners, along with the league Secretary will compile a list of inactive players for the classification committee. The list, along with each Player Reclassification Request Form will be delivered by the Executive Board to the Classification committee no more than seven [7] days after first week of play.
- (d) The Division Commissioners will be responsible for delivery of all additional New Player Classification Requests to the Classification Committee after the first week of play, until the final roster deadline.
- (e) All new members will be temporarily classified the same as their team;
 - i) Your team is C, you are temporarily "C"

3.04 Player Reclassification Application Process

- (a) The player and coach/manager should complete a Player Reclassification Request form located on the league website. This form must be completed, signed and delivered to the appropriate Division Commissioner, either via email or in hard copy on the first day of play.
- (b) Division Commissioners, along with the league Secretary will compile a list of players requesting re-classification. The list, along with each Player Reclassification Request Form will be delivered by the Executive Board to the Classification committee no more than seven [7] days after first week of play.
- (c) The Division Commissioners will be responsible for delivery of all additional Player Classification Requests to the Classification Committee after the first week of play, until the final roster deadline.
- (d) Classification Committee will respond to request within 14 days of receipt with a status of classification process.

3.05 Player Classification/Review Process:

- (a) Process To Review Players/Teams
 - i) The Classification Committee will meet and review all player requests, as well as any other documentation, to allow all committee members the same frame of reference prior to review.
 - ii) The Committee Secretary will compile a master list of players for review and provide said list to Executive Board.
 - iii) Classification Committee will use said master list to observe and evaluate all players during games. Any players participating on an A/B level team will be observed a minimum of three (3) games during that season. All other 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. (S12) Committee will make every attempt to make sure that all reviews will be completed by different individuals when possible.
 - iv) Classification Committee members can NOT review players on their own team, or with whom they are in a relationship.
 - v) The committee will use the 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;
 - vi) At the conclusion of all games that day, the committee will meet and discuss their findings. The committee secretary shall take all forms at this time and complete the master documentation.
 - vii) If any player and or manager intentionally misrepresents their player's ability in order to provide an unfair advantage to their team will result in sanctions and fines.
- (b) Process To Submit Reviews to Board
 - i) At the conclusion of all reviews, the committee will meet to review findings and determine player classifications. This will be done by committee vote.
 - ii) Once the committee's final player classification has been decided and documented, the Secretary of Classification Committee will create the Executive Board Report and Evaluation Sheet for each player.
 - iii) The Classification Committee Chair and Secretary will meet with the Executive Board to report all player reviews.
 - iv) Final player classification paperwork will be signed by both classification Committee Chair and League Commissioner.
 - v) Division Commissioners will report classification issues to their team managers.

3.06 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.
- (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 is 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 IV. TEAM ELIGIBILITY**4.01 Maintaining Eligibility:**

In order to maintain eligibility, a team:

- (a) 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.
- (b) 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
- (c) 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;
- (d) not compete with ineligible or misclassified players.
- (e) designate a Commission Representative (see "Bylaws, Article III, Section 8.02 "Team Representatives")
- (f) ensure that all team members are active paid members of GLASA.
- (g) not compete at anytime with members who have not signed a League Membership Statement.
- (h) must declare a "A", "B" or "C" or "D" classification based upon player classifications of team roster

4.02 Team Classification:

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

4.03 Team Reimbursement:

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.

4.04 Inducements:

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

4.05 Sponsor Restrictions

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 V. TEAM REGISTRATION PROCEDURE**5.01 Team Roster**

Team rosters must be turned in to the league's secretary by the given due date. This document will be considered your initial team roster for the season.

5.02 League Fees and Forfeiture Bond

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.

5.03 Membership Fees (\$30 Spring Season/\$15 Winter Season)

Membership fee for all players listed on team's roster must be paid by the given due date to the league's treasurer. Check, cashier's check, or money orders are the only form of payment accepted. Membership fee is non-refundable but transferable to another player on your team's roster.

5.04 Forms Required

Spring Season:

- (a) All new players are required to submit a GLASA membership form.
- (b) You must also submit a GLASA player classification request form if you are a new player to the league or if you haven't played in our league for over two years.
- (c) If you are a player with a current classification who wants an appeal, you must also submit a completed classification request form with your reasoning for said appeal.

Fall Season:

- (a) All new players are required to submit a GLASA membership form.
- (b) You must also submit a GLASA player classification request form if you are new player to the league or if you haven't played in our league for over two years.
- (c) If you are a player with a current classification who wants an appeal, you must also submit a completed classification request form with your reasoning for said appeal.
- (d) Players who played in the previous spring season will not be required to submit a GLASA membership form or membership fee.

5.05 Sign In Procedure

- (a) All players must show ID, sign team roster, and turn in required paperwork at least 30 minutes prior to scheduled game time to the designated board member in charge of registration.

5.06 Roster Changes

- (a) Under no circumstances can a team's roster of active players exceed twenty (20) players during each season.
- (b) Between the delivery of the initial team roster, and the point of which a team will reach 50% of the seasons regularly scheduled games, roster additions and deletions can be made under the following circumstances:
- (c) A player may not drop more than one level of division play from one season to the next season of play.
- (d) A player cannot change rosters without the completed paperwork (add/drop form, registration, and payment)
- (e) A player cannot be added or dropped from a roster after the pre-designated drop point within each season
- (f) If the player was dropped from another team's roster during the season in question, the league fees and membership application are waived and the roster addition becomes active immediately
- (g) The league co commissioner shall notify all teams within that division of the completed add/drop procedure within 10 days of the completed transaction.

5.07 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 show ID, sign team roster, pay membership fee, and turn in required paperwork at least 30 minutes prior to scheduled game time to the designated board member in charge of registration.
- (c) Membership fee must be paid by check, cashier's check, money order, or electronic transfer (subject to service charge fee).
- (d) You are required to fill out an add/drop form if a player is switching from one team to another.
- (e) Deadline to make any roster change is up to 50% mark of your scheduled games played.

5.08 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 player drop should be made within 7 – 10 days of a player leaving a team in order for the player to be considered eligible for play.
- (c) If the player drop has not been recorded within 10 days of the initial departure, players can petition the Board for "drop" status.

5.09 Final Team Roster

- (a) Once a team begins play of the game that constitutes completion of 50% 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 VI. Election Voting Procedures

6.01 Voting Guideline

- (a) Official Team Rosters with the League will be considered the guideline to create ballots for voting.
- (b) The official line-up sheets from that day will constitute the official team voting list. In the case of Division Co-Commissioners, only the applicable division will vote for their representatives.
 - i) A/B Division only votes for A/B Commissioner
 - ii) C Division only votes for C Commissioner,
 - iii) D Division only votes for D Commissioner
- (c) For non-playing members, their names will need to be written on the bottom of the line-up sheet.
- (d) In the event of team(s) with a schedule bye or in the case of rainout, ballots shall be distributed to such affected team(s) on ~~the following Sunday of the regularly scheduled games~~ or the Sunday prior if it meets the two weeks requirement of Article 6.04.a;
- (e) Any team voting outside of the given voting day will follow the voting procedure noted in Section 6.02;
- (f) If the election closes with only one candidate nominated for an open position, the candidate can be elected by acclamation; with the exception of 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)
- (g) Nominations shall include names of persons to fill the positions for the Officers designated in Bylaw Article 6.01 above and any additional subordinate positions, which the Executive Board, at its discretion, determines are appropriate. The Executive Board shall determine the title, term of office and duties for any such subordinate positions.

6.02 Voting Process

- (a) Official ballots shall be distributed, along with a League provided envelope, to each team at the playing field(s) on the designated Election Sunday of regularly scheduled games.
- (b) Voting shall be by secret ballot of each League member choosing from the qualified candidates nominated.
- (c) Each member listed on the line up sheet on Election Sunday is entitled to one vote.
- (d) In no case can someone else cast a vote for another league member.
- (e) Absentee balloting for a given team will not be permitted.
- (f) All team members should place completed ballots into League Provided envelope upon completion of team voting.
- (g) Envelope should then be sealed by League representative, noting the number of ballots inside.

6.03 Election Protocols

- (a) In case of a delay in counting the ballots due to a scheduled bye or rainout, custody of the sealed ballot boxes shall be kept in the custody of the Commissioner and or Co-Commissioner (whoever is not a candidate);
- (b) Ballots shall not be distributed to nor collected by anyone who is a candidate. Each Officer shall be elected by majority vote of all votes cast;
- (c) The Executive Board is responsible for overseeing the integrity of the election. Without sacrificing the integrity of the election, the Executive Board may establish additional guidelines for the election process;

Article VII. UNIFORM AND TEAM PROPERTY**7.01 Uniform Rules**

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.

7.02 Coaches Uniform

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

7.03 Hats and Head Gear

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 VIII. ASANA AFFILIATION**8.01 ASANA Player Eligibility**

GLASA player eligibility for the Gay Women's Softball World Series shall be governed by the Qualifying Tournament, Regional and Gay Women's Softball World Series Procedures.

8.02 ASANA Team Eligibility

GLASA team eligibility for the Gay Woman's Softball World Series shall be governed by the ASANA Gay Women's Softball Division, Codes, Procedures and Bylaws.

8.03 ASA Rules

Any playing rules not specifically identified in this document will be governed by current ASA regulations.

Article IX. AMENDMENTS**9.01 Procedures to Change League Code**

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.