**Central Coast Softball Association**



**REGULATIONS**

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# SECTION 1 - The Board of Management

### **1.1 Board Responsibilities**

### **1.1.1 Duties**

The Board of Directors are subject to the Corporations Act and the Constitution of Central Coast Softball Association and shall manage the business of the Association. They will act in accordance with the Objects outlined in the Constitution and will operate for the benefit of the Members, the Sport and the community of the Central Coast.

They have a duty to;

1. Act in good faith and with care and diligence
2. Act in the best interests of the organisation as a whole
3. Avoid/ disclose any relevant potential conflict of interest
4. Maintain confidentiality
5. Adhere to the constitution
6. Avoid negligence, fraud, and other wrongs
7. Ensure the organisation remains solvent
8. Duty not to trade while insolvent
9. Duty not to misuse information or misuse your position
10. Duty not to abuse a corporate opportunity

### **1.1.2 Tasks**

The Board of Directors (the Board) is responsible for the oversight and governance of the Central Coast Softball Association Inc. (CCSA) and its business.

Its main roles and tasks are to:

1. Set objectives, define policy, develop, and implement strategic direction
2. Incorporate good governance and ethical standards into daily activities
3. Specify the delegation of the Chair (whether paid or volunteer) and the Board
4. Ensure the Chair provides satisfactory leadership, planning, organisation, control, and succession
5. Monitor the performance of management and volunteer team
6. Monitor the performance of the organisation against the agreed goals
7. Ensure present plans and actions provide for the organisation’s continuity
8. Manage communication with members and other stakeholders including government, sponsors etc.
9. Manage risk
10. Clearly identify Board and management responsibilities
11. Ensure compliance with policies, laws, and regulations
12. Ensure regular reporting and monitoring of the organisation’s finances
13. Ensure financial practices adhere to accounting standards of practice.

### **1.2 Board Roles**

### **1.2.1 President**

The President is the public face of the Association. Their role is to provide leadership and ensure effectiveness in all aspects of the governance role.

Subject to the Act, the Constitution, the Regulations and any policy directive of the Board, the President has power to perform all such things as appear necessary or desirable for the proper management and administration of the Association. No resolution passed by the Association at a General Meeting shall invalidate any prior act of the Board which would have been valid if that resolution had not been passed.

The President may in consultation with the Board, as appropriate, employ such personnel as are deemed necessary or appropriate from time to time and such appointments shall be for such period and on such conditions as the President determines.

The President is responsible for:

1. Developing a common view of the Board’s purpose
2. The management of meetings and must ensure that discussion is open and balanced
3. Casting deciding votes where required
4. Ensuring that decisions made at meetings are implemented
5. Providing a focus for the governing body of the organisation (please note, however, that the President has no more authority than any other Board members unless specified in the governing document)
6. Acting as a spokesperson for the organisation and/or the governing body
7. Signing and certifying the annual accounts for the organisation

### **1.2.2 Secretary**

The Secretary must, as soon as practicable after being appointed as Secretary, lodge notice with CCSA of their address.

The Secretary is responsible for:

1. Maintaining records of all appointments of the Board and other office bearers as appointed
2. Maintaining attendance records off Members present at a Board meeting or a general meeting
3. The promulgation of required agendas, minutes, notices and any other documentation required by the Act, the Constitution or these Regulations
4. Maintaining records of all proceedings of Board meetings and general meetings. Minutes of proceedings at a meeting must be signed by the Chair of the meeting or by the Chair of the next succeeding meeting

### **1.2.3 Public Officer**

The Secretary shall be appointed the Public Officer in accordance with the Act, must be over 18 years of age and a resident of New South Wales. The Public Officer is by virtue of that office, an authorised signatory for CCSA.

The Board must fill any vacancy in the office of Public Officer within 28 days of that vacancy and the new Public Officer must advise Fair Trading the details of the appointment within 28 days of taking office.

The former Public Officer must ensure that all documents of the CCSA in their possession are delivered to a Board member within 14 days of vacating office.

The Public Officer is responsible for:

1. Lodging the annual financial statements with the Department of Fair Trading within 30 days of the AGM being held
2. Lodging change of Public Officer details (Form 11) within 28 days of taking Office

### **1.2.4 Treasurer**

The Treasurer is responsible for:

1. Maintaining adequate accounts and records regarding the organisation’s financial transactions, including accurate and up-to-date records of all income and expenditure in line with standard accounting practices.
2. Coordinating the preparation of a budget and monitoring it carefully.
3. Issuing receipts and promptly depositing all monies received in the organisation’s bank account within 5 business days of their receipt.
4. Making all approved payments and invoicing groups/members promptly
5. Acting as the signatory to the organisation’s bank accounts, cheque accounts, investments, and loan facilities (with at least one other Board member) with the exception of the canteen account
6. Managing the organisation’s cash flow and be accountable for any cash floats.
7. Preparing and presenting regular financial statements to the Board and delegates at meetings
8. Negotiating with banks for overdraft facilities, mortgages and other loan facilities where required by the Board
9. Regularly filing business activity statements (including GST) with the relevant authorities, where applicable
10. Preparing financial accounts for an annual audit, and providing the auditor with information as required
11. Preparing an annual financial report.

### **Registrar**

The Registrar is responsible for:

1. Maintaining the register of Members as per the Softball Australia registration system, in which shall be entered the full name, address, date of birth, class of membership together with the date on which the person became a Member, and where appropriate, ceased to be a Member.
2. Maintaining a registrar of un-financial members which is to be made available upon request to Clubs. Clubs are to submit a list of un-financial members to the Board by AGM
3. Maintaining the register of authorised persons and volunteers and ensuring annual validation of Working with Children checks (WWCC)
4. The management of game results and Player of Year points
5. Populating the draw as soon as available on the website
6. Entering game results on a weekly basis on the website
7. Updating competition ladders weekly

### **1.3 Support Roles**

There are a number of equally important support roles that must be filled to ensure the smooth running of the CCSA. These could be dual appointments and filled by members of the Board.

### **1.3.1 Umpire in Chief**

In conjunction with the Board, the Umpire in Chief (UIC) holds a dual responsibility for the development of umpiring programs to improve the standard of umpiring and for rule interpretation when required at CCSA games.

The UIC is responsible for:

1. Maintaining a list of umpire qualifications
2. Completing ratings of current umpires on their ability to umpire plate at all club and representative levels.
3. Implementing a training schedule for new and upgrading umpires. U16’s must have written parent/guardian approval
4. The allocation of games to umpires in the training program, including Tee Ball. The UIC will use their discretion when allocating junior umpires to senior games
5. Creating the umpiring roster for the finals series with input from the Board where required
6. Representing Umpires at Delegates meetings and providing expert comment on rule change requests etc.
7. Develop and implement an umpire development plan
8. Where resources are available, forming an Umpires Sub-Committee (USC) to assist in rule determination and training programs. USC members are restricted to Umpires with Level 1 as a minimum and must be over the age of 15. Membership is not open to serving CCSA Board Members.
9. Providing assistance and recommend allocation of umpires to representative teams.
10. Coordinating roster of paid umpiring availability and requests

The UIC is not responsible for formulating the weekly club umpiring roster nor to find replacements for allocated club umpiring duties.

### **1.3.2 Statistician Coordinator**

The Statistician Coordinator is the point of contact for all CCSA scorers for information and guidance. They are responsible for:

1. The development of scoring programs in conjunction with the Board.
2. Providing recommendations to representative Coordinator to allocating representative scorers.
3. Liaise with SNSW to facilitate scoring development and accreditation
4. Maintaining list of accredited scorers and facilitating opportunities for continued engagement.

### **1.3.3 Representative Coordinator**

The Representative Coordinator is responsible for coordinating the formulation of teams for participation at Gala days, Festivals, Regional and State Championships. In addition, the Representative Convener is responsible for:

1. Coordination of team officials including Coaches, Scorers, Managers and Umpires
2. Recommendations of team officials to be endorsed by the Board
3. Setting of trial dates, promotion and running of trials in conjunction with designated coaching staff
4. Coordinating selectors for trials as required.
5. Responsible for storage, audit, replacement, and ordering of uniforms
6. Liaise with Registrar to ensure teams are entered into data base as per SNSW requirement.

### **1.3.4 Canteen Manager**

The canteen is a valuable income source which generates additional funding to support CCSA development, ground development and representative teams.

The Canteen Manager is responsible for:

1. Ensuring the canteen is stocked with a variety of cost-efficient choices including healthy options.
2. Ordering food stocks to support the weekly requirements of the canteen
3. Overseeing canteen operations and standards of cleanliness.
4. Provide receipts promptly to the Treasurer
5. Hold a current food handling certificate

### **1.3.5 Promotions and Marketing Coordinator**

The website is an information source for all clubs and for the public looking to become involved in softball. The provision of up to date, relevant information on this site, other social media and through newsprint and radio, is paramount for the maintenance and development of the sport.

They are responsible for:

1. Posting Delegate meeting Minutes
2. Generating news and general interest items
3. Generating social media posts and maintaining social media profile – minimum two posts per week.

### **1.3.6 Coaching Coordinator**

The Coaching Coordinator holds a dual responsibility for the access to coaching programs as well as facilitating communication and support of coaches, particularly new coaches.

The Coaching Coordinator is responsible for:

1. Maintaining a list of accredited coaches
2. Liaise, coordinate, and promote coaching programs
3. Liaise with the rep co-ordinator on the selection and support of coaches in the representative program.
4. Develop and implement a coach development plan

# SECTION 2 - Finance

### **2.1 Fees and Levies**

Each Affiliated Club shall pay:

1. The affiliation fee set at the Annual General Meeting and is payable within 30 days of the AGM.
2. Registration fees, including any levies decreed by the Softball NSW. (SNSW). The Treasurer shall collect and forward such levies to the Secretary of SNSW
3. All and any other levies and/or fines as determined by the Board.
4. All levies and fees must be paid to the CCSA by the due date as set by the Board
5. The treasurer will ensure timely renewal and payment of the SNSW affiliation fee.

Any Club failing to pay any monies due by the due date shall forfeit its right to representation at all meetings and its teams shall be ineligible to take part in any competition until such fees etc. are paid.

### **2.2 Fines**

Fines for breaches of the Constitution, the Regulations or for disciplinary purposes may be imposed by the Board.

Fines include but are not limited to:

1. Withdraw a team prior to commencement of comp. - $50
2. Withdraw a team after commencement of comp. - $100
3. Failure to supply umpire (including supervising umpires). - $30 per person
4. Failure to sign Result Sheet - $20 per missing signature
5. Failure to supply canteen/BBQ staff - $20 per person per hour or part there of
6. Failure to set up/pack away bases and equipment - $50
7. Failure to attend Delegates meetings. $50 per delegate. Habitual non-attendance could result in affiliation with CCSA being CANCELLED.

### **2.3 Canteen Account**

To assist in the management of the canteen, a separate account has been created with a provision of a keycard. The card is to be used for all purchases of stock for the canteen. The use of the keycard negates the requirement of two signatories for purchases as required by the constitution.

Cash purchases are to be avoided and required the prior written approval of at least two Board members.

To minimise losses through inappropriate use, the maximum amount the Canteen account may hold at any time is $1500. Accumulated funds are to be transferred back to the Association working account. The Treasurer is responsible for monitoring the Canteen Account and transferring funds as required.

# SECTION 3 - Competition Regulations

### **3.1 Duties**

Clubs will be allocated duties on a weekly rotational basis including grounds, amenities, and canteen.

### **3.1.1 Ground Duties**

Ground duties will be undertaken by all clubs in a manner determined by the Board. Responsibilities include ensuring the set up and pack up of the diamonds including bases, portable nets, rubbish bins, benches, and shade shelters.

Ground duties also includes removing rubbish from the amenities at the completion of the morning session and at the end of days play.

### **3.1.2 Canteen/BBQ Duties**

1. The provision of staff as required by the Board to help serve in the canteen or the BBQ.
2. Must be a minimum of 15 years of age
3. Must wear enclosed shoes at all times

### **3.2 Jewellery**

Jewellery may be worn at the player’s own risk. Discretion of the umpire will apply to ensure safety. Distracting adornments will need to be removed excluding for medical alerts which will need to be taped with the medical information remaining visible.

### **3.3 Umpiring**

Where clubs are rostered to umpire, then they must supply a minimum of two (2) accredited umpires or three (3) non accredited umpires per game. They are required to arrive at least 10 minutes prior to the start of the game. Failure to supply umpires will result in a fine. A two-person rotation can only be utilised by accredited umpires.

Each individual umpire is required to ensure their name and club are identified on the result card. The plate umpire signs the result card ensuring the final score has been entered and is correct.

All novice and developing plate umpires (under 16 yrs) must be supervised by a competent adult. The umpire may supervise from behind the back net but cannot leave the junior umpire unsupervised and unsupported. The supervising umpire is required to ensure they co-sign the result card.

### **3.4 Protests**

The notification of intent to protest must be made immediately to the plate umpire before the next pitch.

If available at the time of the protest, the UIC or the appointed deputy will handle the protest immediately. If the UIC or appointed deputy is not available, then the incident is noted in BOTH scorebooks at the time of the protest and the game continued. The protest is to be noted in the incident book at the conclusion of the game including the game time of the incident. If time is lost due to a protest extra time is not added to the game.

A written protest is then lodged to the Board within 48 hours of the game with all relevant information. The Board will review and advise teams of the outcome.

Player eligibility is not the responsibility of the plate umpire. Any Coach disputing a player’s eligibility is to lodge a written protest to the CCSA Board who will adjudicate on the protest.

# SECTION 4 - Player Registration

### **4.1 Registration**

1. Registration is online as per the system endorsed by Softball Australia. To register, all players must complete their legal name, address and date of birth. Clubs, via their registrar are responsible to ensure all players are registered prior to taking the field.
2. Any individual players desiring to register at any time after registration is due may do so by completing the online registration form prior to taking the field in their first game.
3. The date of birth (DOB) of new junior players is to be confirmed by clubs by sighting proof of age prior to the player taking the field.
4. Clearances and permits are enacted automatically at the time of registration
5. A player playing on permission from within another club within CCSA requires dispensation for the season or game and is entered by the registrar

### **4.2 Eligibility**

CCSA will abide by the following eligibility criteria:

1. Players participating in age divisions must be UNDER the age as at 31st December the year the season commences.
2. All players can only be registered in one grade at the start of the season.
3. Any player or officials will pay the fee as set in the registration system.
4. No player registered the previous season may be downgraded more than one grade without written permission of the Board.
5. A new player’s grading may be changed up to and including the third week of competition without reference to the Board.
6. No player may move down from the registered grade after the third week of competition unless reassessed by the Board. The Board reserves the right to regrade a player at any time.
7. Senior players may play their club’s next higher grade without penalty. Senior players may play above their club’s next higher grade a maximum of 5 times. On the 5th time they must remain in that grade.
8. Junior players who are NOT dual registered, may play up in any grade without penalty if they are nominated and approved by the Board. A junior who is dual registered will be governed by regulations applicable to senior grades.
9. Should a team take the field with an ineligible player, then the following penalty will result: -
   * 1. The team playing the ineligible player will lose 3 competition points and any runs scored.
     2. The other team will be awarded a win and will have 7 runs allocated or keep their runs whichever is higher.
10. For a grade registered player to be eligible to play in Finals Series, they must have played in at least twenty five (25) % of the total games played (this includes team byes and excludes abandoned games) for that grade rounded to the nearest whole number.
11. to compete in a Senior Division a player must be 13 years or over at the commencement of the competition.
    * 1. To compete in Division 1 or Men’s teams players must be 15 years or over prior to 31st December in the year the competition starts.
      2. Requests for exemptions will be considered on age, skills, and ability by the Board.
      3. The Board may implement playing restrictions for juniors in senior grades for safety. Such as limiting a player to the outfield.

### **4.5 Officials**

All officials (head coach, assistant coach, trainee coach, manager, scorer and umpire) must be registered with CCSA as either a player or a non-playing official.

Each club must have a minimum of one Foundation level coach, one level one scorer and one level one umpire with current accreditation.

Each team shall have a coach who has completed the minimum coaching requirements set by SNSW being;

* Play by the rules
* Coaching general Principles
* Coaching code of conduct
* Working with children check

Coaches must complete the minimum requirements by week 4 of competition.

Clubs are strongly encouraged to have one coach per team achieve Foundational accreditation.

Each team must have a coach with minimum requirements on diamond at each game.

### **4.6 Uniforms**

Clubs must register uniform styles and colours at the time of affiliation. Uniform changes must be submitted at the time of annual re-affiliation. Variations must be approved by the Board prior to implementation/purchase.

ALL players are to be in FULL uniform by the THIRD WEEK OF COMPETITION otherwise no competition points will be awarded unless an exemption given.

# Section 5 Games and Competition

### **5.1 Competition**

1. Team Nominations will be called for 4 weeks prior to the commencement of the competition with final nominations being accepted two weeks prior to the commencement of the competition.
2. The submission of teams in specific grades shall be done by Clubs. However, the Board reserves the right to regrade teams to meet competition requirements and ensure suitability and skill mix.
3. Grades constituting the CCSA competition will be determined from receipt of entries from Clubs. The competition will be conducted in Senior, Junior, Mod Ball and Tee Ball Divisions. ranked in that order and will be open to female, male or mixed teams (in competitions so specified).
4. A team must have 9 registered players to be entered into a competition.
5. A junior player is only permitted to be registered in one team in the junior competition.
6. A senior player is only permitted to be registered in one team in the senior competition.
7. A senior team may dual register junior players to make 9 players.
8. A mixed team will be able to register any number of males and females, BUT no more than FOUR males can fill the infield at any one time.
9. A minimum of four teams is required to constitute a Grade. Where this is not possible, options including the re-grading of teams permanently or amalgamating Grades for the duration of the regular season and holding separate finals may be utilised. The decision of the Board is final.
10. The competition will be played between the dates specified by the Board.
11. Where possible, each team shall be drawn to play each other an equal number of times in preliminary rounds, however to ensure that players obtain value for money it may be necessary for uneven rounds to occur.

### **5.2 Games**

CCSA will abide by the following game criteria:

1. A team must have a minimum of seven players to commence and continue a game (5 of which must be registered in that team) during the regular season to avoid a forfeit. A team must have nine players to commence and continue a game during the finals (7 of which must be registered in that team).
2. Any player can be added to the team list at any time prior to the conclusion of the game, as long as they are eligible to play in that grade.
3. Any team failing to take the field for three competition games will be reviewed by the Board with disqualification a consideration. HOWEVER any duties rostered to that team/club for the remaining part of the season MUST still be completed.
4. Games can only be DEFERRED by the Board for representative reasons. A Club wishing to defer must seek permission from the team to be played and then apply to the Board, stating reason, time of re-scheduled game and the umpires that will be officiating. If permission is granted, failure to play at the set time will result in the game being abandoned and two points allocated to each team. Results for the game are to be handed within 48 hours of the game being played.
5. A notified forfeit must be received by email notification to the Secretary of CCSA by 9pm on the Thursday preceding the game. Should the round be abandoned the forfeit will not be enforced.

### **5.3 Results**

CCSA will abide by the following results criteria:

1. Result sheets must be collected prior to the game by the home team ONLY from the central administration point. The HOME team is the team mentioned first on the draw.
2. The team official is to mark off the players participating in the game in black or blue ink. Any players not listed are to be written on the result sheet indicating “new” or the grade they are registered..
3. Both coaches MUST sign the card PRIOR to the game to verify starting line-ups.
4. The result of the game is to be recorded on the result card and confirmed by the game umpires.
5. All umpires are required to sign the result card which verifies their participation and the score. The supervisor of a junior umpire is also required to sign the result card.
6. It is the responsibility of the winning team to place the completed scorecard in the Result Box on the day of competition OR to the Registrar within twenty-four hours of the completion of the game.
7. Points to be awarded:

Win 3 points

Loss 1 point

Draw 2 points

Abandoned 2 points

Bye 0 points

Forfeit - Team forfeited to 3 points

Forfeit - Team who forfeits 0 point

### **5.4 The Finals Series**

Where practicable, the final series shall comprise of the top four teams at completion of the rounds.

The Board will utilise a range of strategies to bring the competition to a reasonable conclusion should the finals or final series be impacted by weather or other unforeseen circumstances. These strategies may include but are not limited to scheduling games to the following day/week, reducing the teams to compete in the final series or adjusting start/finishing times.

In the event a finals game is unable to be completed the placings shall be awarded as per points at that time. In the event the full final series is abandoned, then the team who qualified first for the Grand Final will be declared the Premiers.

### **5.5 Qualification of Team for Finals**

The team scoring the most points after all rounds of competition in each grade will be declared Minor Premiers. If after completing all rounds of competition in a particular grade, more than one team is on equal points, then the higher team shall be decided by the following:

Runs differential – total runs scored minus runs against. If it remains tied the runs against will be divided by the number of games played.

The team with the higher percentage shall be declared higher on the points table.

# SECTION 6 Local Rules

### **6.1 All Grades**

The Competition will be conducted under the official rules of softball adopted by the Softball Australia Limited (SAL) and Softball New South Wales (SNSW) and under the Local Rules contained in Section 11 of the CCSA Regulations.

Local Rules can be varied in accordance with Section 10 of the Regulations.

### **6.2 Declaration**

The opportunity to declare an innings has been introduced as a tactical option for teams in every grade. Each team will be allowed one declaration per game and can be implemented by notifying the plate umpire of the intention to declare. This is to be noted in both scorebooks as a DECO (Declaration by Coach).

### **6.3 Metal Cleats**

Metals cleats are not permitted under any circumstances. If a player is detected wearing metal cleats the player is removed from the game and cannot take any further part in the game until the correct footwear is worn. A warning is to be issued to the Head Coach, 2nd offence, game is forfeited.

### **6.4 Run Ahead Rule**

The Run Ahead Rule will apply when one team leads the other by fifteen (15) runs after three (3) innings, ten (10) runs after four (4) innings or seven (7) runs after five (5) innings. The game will then be called and that score entered in the scorebook and on the result sheet.

The Run Ahead Rule does not apply where teams are limited to 7 runs or less across the plate.

### **6.5 Warming Up**

No teams, pitchers or catchers are to warm-up in the vicinity of spectators or on the diamond.

Catchers (or other members of the defensive team or adult club members) must wear a mask, throat protector and helmet while receiving warm-up pitches from the pitching plate or in the warm-up area. This rule applies whether standing or squatting.

Junior catchers must wear Mask with throat protector, helmet, chest protector and full leggings.

### **6.6 Catcher Speed Up Rule**

If the batting team has 2 out and the catcher is on base, a temporary runner for the catcher shall replace the catcher on base without penalty. The temporary runner should be the player, who is scheduled to bat last at the time of the change, provided they are not on base at the time, if a temporary runner is on base when their turn at bat occurs, then they shall be deemed out.

### **6.7 Home team and the toss**

The first mentioned team on the draw is the home team and shall occupy third base. The toss is to be taken before the umpires arrive at the game, the first base team tosses and the third base team calls.

### **6.8 Game Length**

Games will consist of 7 innings or 1hour 30 minutes (or allocated game time in the case of juniors).

### **6.8.1 Regular season**

Games will finish at time with score reverting to the last completed innings, unless the team second at bat has drawn level or gone ahead. In that instance scores will stand. If the game reverts to a draw, the draw will stand for round games. No new innings is to commence within 5 minutes of the scheduled finishing time of the game.

### **6.8.2 Finals**

During the finals commenced innings are to be completed unless the team second at bat cannot win due to the runs per inning scoring limitation i.e. they are more than 5 or 7 (depending on the division) behind and completing the innings will not alter the result.

If at the conclusion of the innings the scores are tied, then the tie breaker rule is to be played. No new innings is to commence within 5 minutes of the scheduled finishing time of the game.

### **6.9 Injured Players**

In all divisions and competitions where an injured player is removed from the game and re-entered, the Head Coach will assume responsibility for the injured player under the Duty of Care Laws. Injuries are to be reported to a Board member and recorded in the injury book in the clubhouse.

### **6.10 Illegal Pitches**

Umpires will call all illegal pitches. No warning is given in senior grades and the penalty is a ball on the batter and all runners awarded one base. The ball is dead. If the pitcher continues to repeatedly violate the pitching regulation, they will be excluded from the pitcher position for the remainder of the game.

### **6.11 Game Officials**

All game officials including scorers must wear fully enclosed footwear. All coaches under the age of 16 must wear a helmet when coaching on the diamond. A helmet is not required when entering the diamond for a defensive conference or umpires conference.

### **6.12 Pitching Distances**

SNSW pitching distances apply. Junior players in senior competitions will pitch from the senior distance.

# SECTION 7 Local Grade Rules

### **7.1 Tee ball**

Tee ball introduces players to softball with a tee relieving the need for live pitches. CCSA has adopted the Tee ball rules of Softball NSW with the addition of the following local rules:

1. 10.5 inch soft core ball
2. 1 hour length game
3. 6 per side, maximum of 8 registered per team
4. NO restriction on gender ratio.
5. Catchers do not have to wear catchers gear BUT they must wear shin pads and a helmet.
6. All players must wear shin pads
7. Pitchers DO NOT have to wear a helmet BUT must stand at the 40ft pitching mark.
8. Players can only play a maximum of 2 innings per game at either pitcher or 1st base. They are not to exceed 2 innings at either position per game. Where players exceed the number of innings in positions, the offensive team can lodge a protest with the plate umpire while the innings is in progress (prior to the third out being made). The defensive innings will be voided a restarted, noted on the score card and occur only once per season. This will not be enforced retrospectively. 4.2.l will apply for further breaches during the season.
9. Five runs across the plate will constitute completion of an innings
10. Pass/dead balls apply
11. Fielders must stand in conventional fielding positions
12. Play will cease when the ball is in control of an infielder within the diamond and shown to the umpire – time will be called
13. Outfield cones are to be placed at 200ft. A hit shall be considered a home run if hit over the cones on the full and a dead ball if it passes through the cones. The batter will be awarded second base and any base runners will be awarded two bases from the last base legally held.

### **7.2 Mod Ball**

Mod ball introduces players to the live pitch environment and develops their batting ability. CCSA has adopted the Mod Ball rules of Softball NSW with the addition of the following local rules:

1. 11 inch ball
2. 1 hour 15 min length game
3. Mixed competition refer to 5.1 (e)
4. Five runs across the plate will constitute completion of an innings
5. A wider home plate will be used to open the strike zone
6. Shin guards must be worn
7. The catcher speed up rule will be enforced
8. Players can only play a maximum of 2 innings per game at either pitcher or catcher. They are not to exceed 2 innings at either position per game irrespective of the pitching strategy in play. Where players exceed the number of innings in positions, the offensive team can lodge a protest with the plate umpire while the innings is in progress (prior to the third out being made). The defensive innings will be voided a restarted, noted on the score card and occur only once per season. This will not be enforced retrospectively. 4.2.l will apply for further breaches during the season.
9. A team will bat through the line up to a maximum of 12 players.

### **7.2.1 Mod Ball Pitching Strategy**

To encourage continued development of skills, in addition to the speed and enjoyment of the game a pitching strategy will be applied as determined by the Board at the commencement of the season. These may include the use of a pitching official, the use of a tee or a pitching device. The following rules will apply.

While the pitching strategy is in use, the team pitcher must stand parallel with, or behind the pitching plate, regardless of where the official/machine is located. The team pitcher is permitted to move to either side of the pitching official/machine to maintain visibility. The Pitching Official should avoid the play wherever possible.

Pitching Machine

1. The machine is to be operated by a parent or official. For consistency, it is helpful if it is the same operator for the whole game.
2. The machine operator must attempt to avoid or obstruct play.
3. The use of a second ball with arm drop indicates release of the pitch
4. The ball is live if it hits the pitching machine or the operator
5. The pitching machine is to remain on the same setting for both offensive innings and can only be adjusted at even innings.
6. Stealing all bases is encouraged
7. Walks are not permitted when the pitching machine is in use.

Pitching Official

1. After three consecutive walks have been pitched in an inning by the team pitcher, the pitching official (from the offensive team) will replace the team pitcher for the remainder of the inning.
2. A hit by pitch does not contribute to the 3-walk rule for the team pitcher.
3. Where an official is used, they must be registered and on the team sheet.
4. Officials can pitch from anywhere within the circle. No pitching distance applies.
5. The official cannot walk a batter however a strike out stands
6. A batter hit by their official will not be awarded first base. It will be considered a ball.
7. If a ball hits the official it is live and play will continue.
8. No catch will be awarded if it has deflected off the official.
9. No stealing home while the pitching official is in play.

### **7.3 Junior Softball**

Junior softball continues the development of skills introduced in Mod ball and introduces more standard softball rules:

1. 12 inch ball
2. 1 hour 30 min length game
3. Mixed competition refer to 5.1 (e)
4. Five runs across the plate will constitute completion of an innings
5. The catcher speed up rule will be enforced
6. The use of shin guards are required.

### **7.4 Youth**

The youth competition is to facilitate transition from juniors to seniors.

* 1. A 12-inch ball is to be used
  2. Pitching distance - Regulation 11.1.12
  3. Coaches are to use discretion and fair play when junior pitchers are on the mound,.i.e. developing left-handed batting or bunting skills for traditional ‘big hitters’ is encouraged.
  4. 9 Runs across the plate and the batting side retires
  5. There are no defensive fielding limitations

### **7.5 Youth Pool**

In an effort to reduce forfeits and to provide additional opportunities for youth players, CCSA has introduced a youth Pool that clubs can draw upon from week to week if short on players.

Youth players wishing to register for the pool must complete the Youth Pool form outlining current club teams, playing experience and contact details.

### **7.5.1 Player Grading**

The Representative Coordinator will be responsible for grading Youth Pool players and imposing restrictions as required, taking into consideration the players’ skill level. The Representative Coordinator may call on coaches to assist in appropriate grading as well as score books from both current and opposing clubs if required.

Restrictions may include being limited to playing in certain grades, being limited to playing in particular teams or being precluded from playing against particular teams. The Representative Coordinators decision is final.

### **7.5.2 Pool Restrictions**

The following restrictions are to be applied:

1. Youth Pool players cannot be used if 9 registered grade players are available
2. Youth Pool Players are not permitted to compete in finals of any type
3. Youth Pool Players should not be called on to sit on the bench ‘just in case’. They should only be used when there is a genuine need to fill a vacancy
4. Youth Pool players can be male or female and must meet the Under 17 Criteria to be considered.
5. Reg 5.1(e) applies where no more than 4 males can take the infield

### **7.6 Division 4**

Division 4 was introduced to allow a more social environment where participants to still enjoy the game of softball without being ultra-competitive. CCSA has adopted the following local rules:

1. Pitching Distance – 40ft
2. Pitching is at a moderate speed.
3. 12 inch ball
4. Game time 1hr 30 mins or 7 innings
5. No current or prior representative players are permitted to play in Division 4 without the approval of the Board.
6. No Junior players.
7. Seven runs across the plate will constitute completion of an innings
8. Sliding into bases is not permitted. A warning is to be issued.
9. Sliding of players between Div 4 teams is allowed to bring a team to seven players. Teams must have minimum of five players from the registered team.
10. A wider home plate will be used to open the strike zone.
11. Outfield cones are to be placed at 200ft. A hit shall be considered a home run if hit over the cones on the full and a dead ball if it passes through the cones. The batter will be awarded second base and any base runners will be awarded two bases from the last base legally held.

### **7.7 Slow Pitch**

CCSA will adopt the OzPitch rules for the Slow pitch Competition. OzPitch is a recreational softball program for anybody wanting to have fun, increase their physical activity and is looking for the social aspects of a team sport. It is a mixed gender competition for adults and teenagers which caters for all skill levels.

OZPITCH is a variation of softball that provides a social game that all can play. For those that play either softball or baseball here are the main differences:

* Pitching is underarm at a moderate speed. If it’s pitched to fast, it’s a ball
* ALL foul balls count as strikes so a ball hit foul on strike 3 is OUT
* All plays in OzPitch are force plays. No tagging is permitted
* All runners must run on a hit ball.

On balls hit in the air and caught before touching the ground, base runners must remain in or return to the safety zones. If they cannot return to the safety zones before the fielding team get the ball back to that base the base runner will be called out.

There is no tagging in OzPitch.

Sliding – There is no sliding in OzPitch. Penalty: base runner is automatically out.

Stealing Bases – There is no stealing bases when a pitched ball is not batted

Bunting is not allowed

Safety Zones – These are areas 1 metre around each base and home plate. The zones are used to remove sliding and tagging from the game. They represent safe ground for the base runner, who must have a foot within the circle before a fielder, in possession of the ball, contacts the base to which the base runner is advancing.

There are commitment lines marked halfway between second and third bases and third base and home plate. If a base runner places a foot on or over this commitment line they are committed to advance to the next the base, except when the umpire calls foul ball or no pitch.

### **7.8 Fully Loaded Softball**

Fully Loaded rules or concepts may be utilised in part of in full to increase participation and variety of play. This will be determined by the board in consultation with delegates. Further information on Fully Loaded rules can be sourced at;

<https://fullyloadedsoftball.com.au/rules-page>

### **7.9 Sliding Players**

To reduce the number of forfeits during the season, players may slide from other teams or clubs. CCSA has adopted the following rules:

1. As per 5.2.b, a team must still have 5 registered players from that team commence the game.
2. Clubs must draw on club registered players in the first instance.
3. Any team may use a player from a lower grade.
4. Clubs are responsible for monitoring the use of sliding players. As per 3.4, any disputes on a player’s eligibility are to be lodged in writing to the CCSA Board who will adjudicate on the eligibility.
5. Sliding players are to be clearly identified on the score sheet.
6. Sliding players are not permitted to be used in finals.
7. Where clubs have more than one team in a grade, and that club DOES NOT HAVE A LOWER GRADE (either junior or senior) to draw from, then NO MORE than two players may be borrowed at any time, BUT ONLY to make the minimum of seven players required to take the field. They may not be used as the eighth or ninth players for the team.

# **SECTION 8 Policies**

### **8.1 Suspended or abandoned play**

A number of factors may impact the capacity to facilitate safe participation. These could include inclement weather, excessive heat/smoke, grounds/facilities or health risks. Decisions to suspend or abandon play will be made by two representatives of the Board in conjunction with the ground’s person.

### **8.1.1 Junior Softball**

Where inclement weather has been prevalent in the days leading up to the day of play, an inspection of the ground is required at 6:45 am on the day of play to determine the ground conditions.

Games are to be moved from Diamonds 1 and 2 to temporary grass diamonds in the first instance. Only when the ground condition is likely to cause injury or significant damage to the playing surface are games to be suspended or abandoned.

Conditions are to be monitored throughout the day to determine ground conditions.

Games will be suspended in the first instance until 50% of the allocated time slot has passed at which time the game will be declared abandoned.

All games in a grade must be completed for the round to stand. If one game is abandoned, then the round is considered incomplete and all games in that grade will be abandoned, regardless if a result was achieved.

Suspension of play due to unplayable conditions will be decided by the UIC and/or a minimum of two Board members. Abandonment of play due to unplayable conditions will be decided by a minimum of two Board members.

Notified forfeits will NOT be upheld if an entire timeslot of forfeited game is unplayed.

### **8.1.2 Senior Softball**

An inspection of the ground is required by 10:30 am on the day of play to determine the ground conditions.

Games are to be moved from Diamonds 1 and 2 to temporary grass diamonds in the first instance. Only when the ground condition is likely to cause injury or significant damage to the playing surface are games to be suspended or abandoned.

Conditions are to be monitored throughout the day to determine ground conditions.

Games will be suspended in the first instance until 50% of the allocated time slot has passed at which time the game will be declared abandoned.

All games in a grade must be completed for the round to stand. If one game is abandoned, then the round is considered incomplete and all games in that grade will be abandoned, regardless if a result was achieved.

Suspension of play due to unplayable conditions will be decided by the UIC and/or a minimum of two Board members. Abandonment of play due to unplayable conditions will be decided by a minimum of two Board members.

Notified forfeits will NOT be upheld if an entire timeslot of forfeited game is unplayed.

### **8.2 Extreme Heat**

Games will be suspended or abandoned if the temperature is greater than or equal to 38 degrees Celsius in the shade. Games may be called off earlier for junior teams. A thermometer will be available on the wall of the club house as a point of reference.

The plate umpire may call a water break for all players when considered necessary.

Abandonment of play due to extreme heat conditions will be decided by a minimum of two Board members.

All games in a grade must be completed for the round to stand. If one game is abandoned, then the round is considered incomplete and all games in that grade will be abandoned, regardless if a result was achieved.

Notified forfeits will NOT be upheld if an entire timeslot of forfeited game is unplayed.

### **8.3 Lightning Activity**

In the event of lightning activity the 30/30 rule recommended by Softball Australia will be enforced.

* During a thunderstorm, a ‘flash-to-bang’ count of 30 seconds indicates that the lightning is 10km away. This indicates a potential for significant risk and the plate umpire should suspend the game. The Board may also suspend games across all Diamonds where required.
* The game shall not be resumed until 30 minutes after the last sight of lightning or the sound of thunder. Blue sky and lack of rainfall is not a reason to breach the 30 minimum return-to-activity rule.
* Where this impacts the next regular game time slot by more than thirty minutes, the game will be abandoned, provided that three innings have been completed, and the score reverted to the last even inning. Where three innings have not been completed a draw will be awarded.
* Where this impacts finals, refer to 6.4.

### **8.4 Smoking**

Due to Council regulations and the Smoke Free Environment Act 2000 (NSW), smoking is not permitted in any area of the complex other than the car park. Designated smoking area is in the car park behind the storage shed.

CCSA will enforce the No Smoking policy and will ask players or spectators not adhering to the policy to leave the game area. Failure to adhere to a reasonable direction will result in fine or loss of points for the team

Any infringements and/or fines issued to CCSA will be forwarded to the offenders Club for further action if the offender can be identified. If the offender cannot be identified, any infringement will be equally distributed amongst all Clubs.

The smoking rules also apply to vaping.

### **8.5 Alcohol and use of other substances**

Alcohol is only permitted if CCSA has a current multi-function liquor licence in place and, if the alcohol is purchased as part of that same licence.

1. No alcohol to be consumed prior to the 2pm time slot on any competition day,
2. Players are not to consume alcohol prior to or during a game.
3. No glass containers are permitted with the exception of within the confines of the club house and the adjacent veranda
4. The Friday night social comp are to ensure that all containers are removed from all diamonds so that junior competitions are not impacted in any way

Any breach would allow for an immediate return of a blanket ban on alcohol.

Any member involved in the sale of alcohol must hold a current Responsible Service of Alcohol certificate.

No alcohol Is to be purchased externally and consumed at the ground.

If a player or spectator is showing signs of intoxication or substance use the club will be asked to have them leave immediately. Fines for the club will result for refusal.

### **8.6 Illegal Drugs and Prohibited Substances**

The use illegal drugs or prohibited substances at the grounds or within the carpark on training or game days will not be tolerated. Any member in breach of this rule will be ejected and will required to face the disciplinary Board.

### **8.7 Blood**

CCSA shall enforce the Softball Australia Rules of Softball in the event of a player bleeding during a game.

1. The player must be withdrawn from the game if the bleeding cannot be stopped within a reasonable time or if the uniform becomes covered in blood.
2. The withdrawn player shall not return to the game until all bleeding ceases, the area cleaned and covered and if necessary the uniform replaced with a clean article of clothing.
3. Players may be interchanged by any player (or official eligible by sex, age and registered grade for that team).
4. Any infected area must be cleaned and infected soil removed.

### **8.8 Sun Smart**

CCSA will actively seek to promote, encourage and support sun protection at meetings, training and competitions. Where possible CCSA will:

1. Actively encourage players, coaches, managers and umpires to use and re-apply SPF50+ broad spectrum water resistant sun-screen on all exposed skin including face, back and front of neck and arms.
2. Actively encourage players, coaches, managers, umpires and supporters to maximise use of existing shade provided by structures and vegetation at each venue. When shade is inadequate, CCSA will seek to work with relevant authorities and the community to provide more shade at sporting facilities.
3. Provide portable shade structures for players, coaches, managers and supporters and actively encourage players, coaches, managers and supporters to provide and use their own portable shade structures.
4. Encourage players, coaches, managers, umpires and supporters to wear a hat that meets the Sun Smart guidelines, noting that hats are compulsory element of the uniform. Sun visors are an acceptable alternative.
5. Incorporate the features outlined in the Sun Smart guidelines in the design of uniforms for players and in the selection of clothing for officials and supporters.
6. Allow players to use 100% UV protective sunglasses (including non-prescription sunglasses).
7. Ensure players, coaches, managers, umpires and supporters are aware of the Sun Smart policy and encourage them to comply with it.
8. Consider this Sun Smart policy and sun protection strategies when formulating or changing rules and/or Constitution & Regulations at both Association and Club levels.
9. Promote sun safety through the web page, Facebook and other avenues as relevant.

### **8.9 Social Media**

Social media offers the opportunity for people to gather in online communities of shared interest and share content. CCSA recognises the benefits of social media as an important tool of engagement and enrichment for its members and makes use of various platforms.

For members, executive and representatives using social media, such use:

1. Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames.
2. Must not comment on, or publish, information that is confidential or in any way sensitive to CCSA, its affiliates, partners or sponsors.
3. Must not bring the organisation ~~or~~ of Softball into disrepute.
4. May not use the CCSA brand to endorse or promote any product, opinion, cause or political candidate; and it must be clear to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of CCSA.
5. Is done so with the understanding that the web is not anonymous. CCSA members and representatives should assume that everything they write could be traced back to them.
6. Acknowledges that due to the unique nature of Softball in Australia, the boundaries between a Member’s profession, volunteer time and social life can often be blurred. It is therefore essential that Members make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity as a volunteer for CCSA. CCSA considers all members of CCSA as its representatives.
7. Is a permanent record of online actions and opinions.
8. Must respect the CCSA brand to ensure CCSA’s intellectual property or its relationship with sponsors and stakeholders is not compromised.

Further information can be found in the Softball NSW policy for social media. <https://www.nsw.softball.org.au/resources/policies/>

**SECTION 9 Misconduct**

1. Umpires have full control over all matters of misconduct during a particular game.
2. Head coaches will be responsible for the conduct of the team prior to the game starting and team conduct in the bench area during the game.
3. Any player or official or spectator guilty of misconduct shall be reported to the Board for disciplinary action. Such report shall be made in the incident book.
4. Any player or coach swearing directly at an umpire will be immediately ejected from the game and reported to the Disciplinary Board.
5. The incident book is maintained in the club house by the Board and is available to any plate umpire who feels an incident has occurred which warrants an umpires’ report. The plate umpire is to discuss the situation with the UIC, where available, before making the entry. Names are to be stated and the specific incident detailed. The incident book will be tabled at the next Board meeting and will be used as a basis for any further action. Clubs are to be informed of any recorded misconduct by their member/s recorded in the incident book, even if no action is taken.
6. Incidents NOT relating specifically to a game may also be recorded in the Incident Book and be dealt with at the next Board meeting.
7. Children are to be under the control of a responsible adult at all times. Any vandalism of the amenities or ground facilities will result in those responsible having action taken to remove them from the grounds. Parents or guardians will be liable for any damage or injury the child causes.

# SECTION 10 Disciplinary Committee

The CCSA may have a need to convene a Judiciary Committee and/or an Appeals Committee at some stage during the season.

The members of both of these Committee’s are to be nominated by their club at the Annual General Meeting and will also include the UIC. Members must be over 18 years of age.

Accurate records will be kept by the CCSA Secretary or other appointed Board of Management member who will take full written minutes but no active role in the Judiciary business being dealt with. A dictaphone may be used to assist in taking minutes if all parties agree to it under the law.

Each member shall have one vote, with the Chairperson to have a second casting vote if required. The vote shall be by secret ballot. The quorum for the meetings will be seventy five (75) % of the eligible members.

### **10.1 Notification**

CCSA shall give seven (7) days written notice to the person who is to be the subject of a Judiciary meeting. The notice is to include a summary of the reason for the meeting along with any supporting documentation or evidence

### **10.2 Judicial Process**

Below is a demonstration of a typical judicial process

1. A Chairperson is elected from the members present.
2. The Chair informs all that the proceedings will be recorded.
3. The Chair states the date/time/location/purpose of the hearing for the record.
4. The Chair asks members of the committee to introduce themselves for the record.
5. The Chair has parties involved (i.e. accused and accuser) introduce themselves for the record. Advisors, if any, introduce themselves at this time.
6. The parties involved are asked if they consider there are any conflicts of interest.
7. The Chair reads the charges brought against the accused.
8. The Chair asks the accused to respond to each charge by saying that s/he is “responsible” or “not responsible”. Once the accused indicates that s/he is responsible or not, the hearing continues so that the Committee may make a decision that either agrees or disagrees with the accuser’s assertion.
9. The Chair asks the accuser or individual presenting charges to state his/her case. The accuser may speak from memory or read a written statement, whichever they prefer.
10. The Chair will then instruct the Committee (including him/her) that they may now ask questions regarding the information presented by the accuser. Once the Committee is finished with their questions, the Chair will ask the accused if they have any questions regarding the information presented before them. After the accused is finished with any questions, the Committee has a final opportunity to ask questions of the accuser.
11. At this point, the accuser has an opportunity to call witnesses. The witness is to present his/her information and the accuser has an opportunity to ask questions of his/her witness. Once the accuser’s questions are complete, the same ordering of questions described above begins for the witness.
12. The same process is repeated until all witnesses for the accuser are called and have presented their information.
13. The exact same process occurs for the accused. The accused will present his/her information and call any witnesses. Once again, the same ordering of questions will commence.
14. The final process is the opportunity for the accuser and the accused to make summative/closing statements. This is optional, however it frequently occurs.
15. Once final statements are finished, the Chair dismisses the parties involved and the Committee convenes to discuss the information presented. A decision is reached and this is forwarded to the CCSA Chair in the form of a recommendation. The recommendation will be checked for appropriateness and severity.
16. Once complete, the CCSA Chair will write a formal letter to the accused regarding this decision within seven (7) days of the meeting, together with a notice information the person on the right to appeal. A meeting can be arranged between the accused and the CCSA Chair at which time the letter is delivered and discussed.

The flow above represents a standard formal hearing. However, please be advised that not all formal hearings will flow in reality as nicely as they do on paper. The role of the Chair is to ensure orderly and efficient administration of the hearing. S/he is in charge of maintaining control, allowing/disallowing questions, informing parties/Committee members when they can ask questions etc. Any procedural/process issues or complications are the sole responsibility of the chair.

### **10.3 Flow of Dialogue**

It is important to reiterate that formal hearings are heavily reliant on proper administration and procedure. Failure to abide by designated guidelines can result in an appeal and potential reversal of a decision. The role of the Chair is vital in maintaining the orderly fashion of the formal hearing.

### **10.4 Role of Witnesses**

Witnesses are often used. In order for the accused/accuser to have witnesses, s/he must submit the witnesses’ names at least 48 hours prior to the hearing. Witnesses must present information that is relevant to the case at hand. If a witness presents information that is not relevant to the case at hand, it is the responsibility of the Chair to redirect the witness. Additionally, scores of witnesses designed to essentially provide the same information is not necessary or acceptable; one or two witnesses will suffice if information is relatively similar.

### **10.5 Role of Advisors**

Both the accused and the accuser are afforded the opportunity to have an advisor(s). The advisor is essentially a support person who can speak with, or pass notes to, their advisee during the hearing. Additionally, advisors may be permitted to make opening and closing statements to the judicial committee on the accused’s behalf.

Any Junior Member involved in disciplinary proceedings, whether as the accused, the accuser or as a witness must have an advisor present for the duration of the proceedings.

### **10.6 The Judicial Hearing Outcome**

At the conclusion of the hearing process the Chair will dismiss all parties from the proceedings and the Committee will remain to review the case and come to a decision. The decision at the end of the hearing is based on information presented during the course of the proceedings. Committee members should discuss their opinions as a group and reach a decision that all can agree with.

The first decision that must be determined is whether the accused party is responsible for the charge (if the party has already accepted responsibility then this step is obliviously skipped). As with any group decision, it is entirely possible that disagreements will exist. Should this be the case, a compromise is to be made that best represents all individuals. In the event of a serious disagreement, the chair is responsible for resolution of the issue.

### **10.7 Appeal Process**

All members found responsible by the judiciary Commitee are provided with the opportunity to appeal. Appeals must be received by the CCASI in writing within 72 hours after receiving official notice of the hearing results and must be based on one of the following directives:

* New evidence not considered during the initial hearing
* Evidence leading to charges of unfair disciplinary action
* Evidence leading to denial of rights

An appeals Committee shall be scheduled for a date fourteen (14) days after the date of the appeals notice and will follow the same process as for a Judicial Committee. Once final statements are finished, the Chair dismisses the parties involved and the Committee convenes to discuss the information presented. A decision is reached and this is forwarded to the CCSA Chair in the form of a recommendation. The recommendation will be checked for appropriateness and severity.

Once complete, the CCSA Chair will write a formal letter to the accused regarding this decision within seven (7) days of the meeting. The decision of the Appeals Committee is final and binding.

### **10.8 Confidentiality**

All members of the Judiciary/Appeals Committee must hold confidential all materials viewed and/or information spoken prior to, during and after the hearing process. Any violation of confidentiality will not be tolerated. Anyone violating this directive will be permanently removed from the Judiciary/Appeals Committee. Additional action will be taken wherever appropriate.

# SECTION 11 Awards

The CCSA will make the following awards at the Presentation Ceremonies at the completion of the season:

### **11.1 Club Championship Award**

This is awarded to the season’s most successful Club. It is determined by adding all points scored by a Club, from all grades, at the completion of normal competition rounds and dividing that score by the number of competition teams fielded by each Club in the competition year. The Club with the highest score will be the recipient of the Club Championship Trophy.

### **11.2 Player of the Year**

This is awarded to the player determined as the best player in the grade. It is determined from the points awarded by each team at the completion of the game. Each team will award 3 votes to the best player of the game regardless of the team, 2 votes to the second-best player regardless of the team and 1 vote to the third best player regardless of the team.

At the completion of normal rounds of competition, the player with the highest total of points will be awarded Player of the Year.

### **11.3 CCSA Junior Member of the Year**

This is awarded to a junior member of CCSA. for outstanding service to the CCSA IN ANY CAPACITY, whether Official or not. Nominations are to be called for from Clubs prior to semi-finals and the vote (by Secret ballot), to be taken at that meeting, considering the Board’s nominations as well.

### **11.4 CCSA Associate Member of the Year**

This is awarded to a Member of CCSA. for outstanding service to the CCSA IN ANY CAPACITY, whether Official or not. Nominations are to be called for from Clubs prior to semi-finals and the vote (by Secret ballot), to be taken at that meeting, considering the Board’s nominations as well.

### **11.5 Umpires of the Year**

1. Most Improved Umpire – To be nominated by the UIC.
2. Junior Umpire of the Year **-** This awarded to umpires under the age of 16. Nominations are to be called for from Clubs and the UIC prior to the semi-finals. The junior umpire with the most nominations will receive the award. In the case of a tie, the UIC will cast the deciding vote.
3. Senior Umpire of the Year - This awarded to umpires 16 years and over. Nominations are to be called for from Clubs and the UIC prior to the semi-finals. The senior umpire with the most nominations will receive the award. In the case of a tie, the UIC will cast the deciding vote.

### **11.6 Coach of the Year**

This is awarded to the coach who exemplifies fair play, has contributed to player development and/or has made significant contribution to club or representative play. The recipient is to be determined by the Board.

# SECTION 12 Changes to Regulations

Changes may be made to these Regulations at any general meeting of the CCSA provided two weeks written notice of motion is given and the vote is two-thirds majority of those present and eligible to vote.

# SECTION 13 – Sports Integrity

All member and participants have an obligation to protect and maintain the integrity of Softball as well as the health and wellbeing of all participants.

Softball Australia is affiliated with Sport Integrity Australia, with guidance and resources available via their website to inform members of their obligations.

All clubs are to ensure they are familiar with their obligations to report issues relating to Prohibited Conduct to Sport Integrity Australia. Complaints on other issues are to be reported to the CCSA Board in the first instance and may be referred to Softball NSW or Softball Australia as appropriate.

Further information and resources are available at <https://www.softball.org.au/resources/sport-integrity-australia>

### **13.1 Code of Conduct**

Fair play involves honesty, respect for umpires and officials, and respect for team-mates and opponents whether winning or losing.

### **13.1.1 Players**

1. Play for the fun of it and not just to please parents and coaches
2. Play by the rules
3. Never argue with an umpire or official. If you do not understand, have your captain or coach approach the umpire or official during the game to ascertain a ruling
4. Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable and are subject to an ejection from the game
5. Work equally hard for yourself and your team. Your team's performance will benefit and so will you
6. Be a good sport. Cheer all good plays whether by your team or the other team
7. Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player
8. Co-operate with your coach, team-mates and opponents. Without them there would be no game

## 13.1.2 Coaches

All coaches must adhere to the Softball Australia - Coaches Code of Conduct. In addition, coaches must;

1. Be reasonable in your demands on players' time, energy and enthusiasm
2. Teach your players that rules of the game are mutual agreements which no one should evade or break
3. Avoid over playing talented players. All players need and deserve equal time
4. Remember that children play for fun and enjoyment and that winning is only part of their motivation. Never ridicule or yell at the children or adults for making mistakes or losing a competition
5. Ensure that equipment and facilities meet safety standards and are appropriate for the players
6. Ensure both on and off the field your behaviour is consistent with the principles of good sportsmanship
7. The scheduling and length of practice times should take into consideration the age or maturity level of the players
8. Develop team respect for the ability of opponents as well as for the judgment of umpires and opposing coaches
9. Follow the advice of a physician when determining when an injured player is ready to recommence play.
10. Make a personal commitment to keep yourself informed of sound coaching principles.
11. Never argue with an umpire or official. Disagreement on a point of the rules shall be handled via a protest. Any concerns on the actions of an Umpire or Official can be noted in the incident log for investigation by the Board.

### **13.1.3 Umpires**

1. Be fair, honest and impartial
2. Be friendly and courteous to all players and officials
3. Do not argue with players and officials
4. Treat players and officials as you would want others to treat you
5. See that the game proceeds within the rules of the game
6. Enforce the rules to the best of your ability
7. Set and maintain an atmosphere for the enjoyment of the game.

### **13.1.4 Parents**

1. If children are interested, encourage them to participate. However, if a child is not willing to play, do not force them
2. Focus upon the child's efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to their ability by reducing the emphasis on winning
3. Teach children that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment
4. Encourage children to always play according to the rules
5. Never ridicule or yell at a child for making a mistake or losing a game. Remember children are involved in organised sports for their enjoyment, not yours
6. Remember that children learn best from example. Applaud good plays by both teams
7. If you disagree with an umpire or official, raise the issue through the appropriate channels rather than question the umpire or official's judgment and honesty in public. Remember, most umpires and officials give their time and effort for your child's involvement. Many umpires are also children
8. Support all efforts to remove verbal and physical abuse from sporting activities
9. Recognise the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for the children and deserve your support
10. Avoid the use of derogatory language for any reason.
11. Never argue with an umpire or official. Any concerns on the actions of an Umpire or Official can be noted in the incident log for investigation by the Board.

# SECTION 14 - Child Safe Policy

CCSA is committed to being an organisation that fosters the safe development and enrichment of children throughout their participation in all aspects of softball life.

CCSA and each club shall nominate a Child Safe Officer who will ensure they complete the training on the NSW Child Safe Standards, Play by the Rules Child Protection and Safeguarding training. They will also ensure that their committee are familiar with the Softball Australia Child Safeguarding policy, ensure all members and volunteers are familiar with that policy and it is promoted on their website.

It is the responsibility of clubs to ensure they validate working with children checks annually as per the Office of Children’s Guardian requirements.

Further information and resources can be found at;

<https://ocg.nsw.gov.au/resources>

<https://www.playbytherules.net.au/online-courses/child-protection-and-safeguarding-course>

<https://cdn.revolutionise.com.au/cups/softballaust/files/l7sveiwv7qclovoq.pdf>

# SECTION 15 – Representative Regulations

Representative Softball or ‘Reps’ as it is commonly known, is where players from the different clubs within our association form a team to represent Central Coast Softball Association Inc. (CCSA) at Gala Days, Regional and State Championships.

Representative softball:

1. Provides players with the opportunity to play against other associations and make new friends.
2. Provides players with the opportunity to learn new skills
3. Allows players to be seen for selection to regional, state, and national teams. Participation in SNSW state championship is required for selection in a state team.
4. Regional Championships, if held, can be played at Newcastle, Central Coast or Tamworth.
5. State Championships can be played at any association within NSW. The location for each championship is set by Softball NSW each year.

## 15.1 Selection

15.1.1 Team Selection

Expressions of Interest for Representative team nominations will be call for as required. Notification may occur via email, ground notices or via social media. As part of process a representative nomination form is to be submitted. Minimum of one selection trial will be held to ensure viability.

Where available, 2 members of the CCSA Board and the coaching staff will form the selection panel. Additional selection panel members may be called for from either clubs or the CCSA Board where required. Selection panels maybe used to watch trial sessions or club games to determine a player’s ability.

Once the selection process is complete advice will be provided:

* If you have been selected in a squad from which the final team will be chosen (this occurs mostly with junior teams)
* If your name has been placed on a pick-up list with SNSW – this occurs where we do not have enough players to field a team, or
* If CCSA will be combining with another association to field a team – this occurs where we do not have enough players to field a team.
* If you have been selected in a development squad.
* If you have not been selected for this team

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## 15.1.2 Official Selection

Nominations will be called for no less than three months prior to State Championship. The application form and softball CV, with current accreditation and valid WWCC will be submitted by the due date.

The Representative coordinator culls nominations and provides recommendations to the Board for endorsement. Consideration shall be given to the most qualified, age appropriate and skilled officials including gender mix as per SNSW State Championship regulations. Where practicable inclusion of a development coach/manager is encouraged.

Where no nominations are received – the rep coordinator will directly approach officials considering the skill mix required and the availability of suitably qualified officials.

## 15.2 Commitment

**15.2.1 Player Commitments**

1. Players must attend 85% of the training dates set by the coach
2. Players must sign and abide by the code of conduct of a Rep Player
3. Players must attend both Regional and State Championships
4. It is the player’s responsibility to notify the manager of the team if they are not able to attend training at the earliest possible time

**15.2.2 Parent/Guardian Commitments**

1. Travelling to and from training and tournaments.
2. Ensuring your child attends the set training dates
3. Ensuring your child is on time for all training dates and tournaments
4. Ensuring they follow the parent/guardian code of conduct
5. Supporting and encouraging the player at all times - even when they are having a bad day.
6. Financial Cost – as below

Under the Child Protection Act coaches and officials are not allowed to transport any child other than their own without the company of another adult who is also not a coach or official.

## 15.3 Player Development

Players participating in Representative teams will also be required to develop skills in relation to their understanding and knowledge of the game. The example of skills development below would be typical of a player that starts from the under 13’s:

* Under 13 - Participation in the Junior Blues program
* Under 15 - Undertake and consolidate Level 1 Umpire
* Under 17 - Level 2 Umpire, or Level 1 Coach
* Under 19 - Level 2 Umpire or Level 2 Coach or Level 1 Scorer
* Open – Level 3 Umpire or Level 3 Coach or Level 2 Scorer

Regardless of player entry point, all Representatives from Under 15s and above are required to undertake their Level 1 Umpire as part of their representative commitment.

## 15.4 Uniform

The Central Coast Uniform is predominately navy blue in colour with red and white accents:

1. Shirt - Navy blue with red and white trim. Central Coast is written across the chest in white script. White numbering is located on the rear of the shirt. The NSW logo will be displayed on the right chest. The shirt is to be tucked in at all times.
2. Pants – Navy blue. Belted or drawstring are acceptable. Pants must be in fair condition with minimal fading. Torn clothing is not acceptable.
3. Belt – Can be worn with belted pants only. Belt must be red in colour and must be in good condition.
4. d. Socks – Predominantly red socks must be worn with a white foot. Socks must be in a good condition
5. Undershirt – Undershirts maybe worn underneath the playing shirt if required. Sleaves must be white in colour and maybe full or ¾ in length.
6. Cap – Red with white stitching
7. Cleats – While not encouraged, metal cleats are acceptable where local ground rules permit. Players choosing to use metal cleats must also carry non-metal cleats to accommodate any rule changes.
8. Helmet – Must be navy blue. Adornments should be minimal and restricted to names. Derogatory adornments are unacceptable.

CCSA will hire playing shirts and pants to Under 15, 13 and 11 Representative teams players. The hire fee will form part of the Representative fee. Players will be responsible for purchasing socks, belts (if required) and undershirts.

CCSA will hire playing shirts to all players over 15. The hire fee will form part of the Representative fee. Players will be responsible for purchasing socks, pants, belts if required and undershirts. All items of the uniform (including cleats) must be of a fair condition with minimal fading. Torn clothing is not acceptable.

## 15.5 Representative Caps

CCSA has been very fortunate that so many members have represented the Association in gala days, round robin tournaments, regionals and State Championships over the years. In 2014, a player’s register was established to allocate a Representative number for life. The number is embroided on the player’s cap which will be issued to the player on their first representation of CCSA after 2014.

In recognition of the many players that played for CCSA prior to 2014, the first 100 numbers were ‘retired’. Life Members are also allocated a number in recognition of their outstanding contribution.

Players are encouraged to wear the numbered representative caps to highlight their contribution and are permitted to wear numbered caps during normal club games.

The players number is to be no larger than 1 inch in size, white stitching and to be located centrally on the on the left side of the cap. The first issue of the cap will be at Association expense. All subsequent cap requirements including the participation number is to be at the players own expense.

## 15.6 Representative Fees

A $125 Representative levy is placed on each representative player for the Central Coast regardless of the grade. A replacement fee of $25 per shirt or pants, may be charged if the uniform is not returned in an acceptable condition (Fair Wear and Tear acceptable).

The fee is to cover:

1. Team entry fees
2. Training Grounds Hire
3. Training Lights Hire
4. Equipment maintenance and replacement
5. Match Balls
6. Umpire payment, accommodation and meals
7. First aid equipment
8. Ice
9. Ancillary items as required.

The Representative levy is applied across all teams with any unexpended funds being maintained in a separate Representative accounts to replace uniforms where required and for the payment of specialist or guest coaches if required. This information is to be included in all representative information so that all players and parents understand where the fees are being used.

The fee covers entry for up to 2 x gala days and 1 x State Championship although attendance is not guaranteed. The fee is subject to change at short notice as deemed suitable by the CCSA Board.

Other costs in addition to the Representative fee can include accommodation costs, petrol to attend training and tournaments. CCSA wish to provide every opportunity for participation in Representative programs and will discuss financial options to assist in achieving this including implementing payment plans. Local councils also offer a variety of support and grants for sports. Ask your local council for information regarding grants.

## 15.7 Development teams

Development squads will not be required to pay the Representative levy. They will only be required to $25 per gala day entered to cover team entry. Development players will be given a playing shirt but will be required to pay for a cap and socks. Players will also be required to source navy blue shorts to complete the uniform.