



# Georges River Softball Association

## By Laws

### Contents

#### **Section 1: General Association Competition, Administration, Rules and By Laws**

#### **1.1 Association Competition Structure and Grading Page 8**

- 1.1.1 General
- 1.1.2 Sub Juniors
- 1.1.3 Juniors
- 1.1.4 Seniors
- 1.1.5 Restrictions/Qualifications

#### **1.2 Registration Page 9**

- 1.2.1 Club/Team Affiliation
- 1.2.2 Team Registration
- 1.2.3 Lodgement of Registrations
- 1.2.4 Late Registrations
- 1.2.5 Playing an Unregistered Player
- 1.2.6 Overage/Underage Dispensation

#### **1.3 Registration Fees and Charges Page 10**

- 1.3.1 Registration Fees
- 1.3.2 Fee Notices
- 1.3.3 Sub Junior and Junior Fees
- 1.3.4 Senior Participating in Two Senior Competitions in the Same Season

#### **1.4 Competition Grading Page 11**

- 1.4.1 Grading Structure
- 1.4.2 Teams Previous Season Qualifications Results
- 1.4.3 Player Representation Status Grading
- 1.4.4 Team Grading
- 1.4.5 General Eligibility

1.4.6	Restriction on Interchanges	
1.4.7	Eligibility for Finals	
<b>1.5</b>	<b>Clubs/Team/Players Obligations and Responsibilities</b>	<b>Page 13</b>
1.5.1	Outside Games	
1.5.2	Competition Matches	
1.5.3	Forfeits	
1.5.4	Conduct and Behaviour	
1.5.5	Umpiring Duty Responsibilities	
1.5.6	Team Umpires	
1.5.7	Club Delegates Responsibility to Attend Delegates Meetings Convened by Association	
<b>1.6</b>	<b>Team Uniform Responsibilities</b>	<b>Page 16</b>
1.6.1	General Requirements	
1.6.2	Uniforms	
1.6.3	Metal Cleats	
<b>1.7</b>	<b>Association Competition Point System</b>	<b>Page 17</b>
1.7.1	Awarding of Points	
1.7.2	Weather Game Point Provisions	
1.7.3	Competition Bye Point Allocations	
<b>1.8</b>	<b>Unplayable Conditions, Cancelled or Deferred Games</b>	<b>Page 18</b>
1.8.1	Weather Advice	
1.8.2	Cancelled Games	
1.8.3	Unplayable Provisions for Competition Finals	
1.8.4	Deferred Games	
1.8.5	Policy on Deferred Games	
<b>1.9</b>	<b>Competition Scoring and Points</b>	<b>Page 19</b>
1.9.1	Association Scoring Provisions	
1.9.2	Distribution of Score Sheets	
1.9.3	Winning Teams Responsibility	
1.9.4	Problems and Queries	
1.9.5	Umpire's Responsibilities	
1.9.6	Team's Responsibilities	
1.9.7	Team Players Entitled to Play	

**1.10 Insurance Liabilities** **Page 20**

- 1.10.1 General
- 1.10.2 Association Members Insurance Provisions
- 1.10.3 Incorporation Liabilities Insurance
- 1.10.4 Equipment Insurance Policies

**1.11 Player Clearance Requirements** **Page 21**

- 1.11.1 Clearance Conditions
- 1.11.2 Player Local Interchange
- 1.11.3 Withholding Clearance Release
- 1.11.4 Interstate Clearance Requirements
- 1.11.5 Association Members Seeking Clearance

**1.12 Final Game Provisions** **Page 22**

- 1.12.1 Final Game Structure
- 1.12.2 The Finals Series Game Time Duration
- 1.12.3 Tie Breaker
- 1.12.4 Team Forfeitures
- 1.12.5 Teams Qualifying for Finals
- 1.12.6 Players Entitlements and Responsibilities

**1.13 Competition Game Duration Times** **Page 23**

- 1.13.1 Length of Game in Regulation Time
- 1.13.2 Starting Times
- 1.13.3 Time Games
- 1.13.4 Declaration of an Innings
- 1.13.5 Run Ahead Rule (Mercy Rule)

**Section 2: Competition Ground Rules and Association Equipment Provisions.**

**2.1 Competition Duty Team Responsibilities** **Page 25**

**2.2 Duty Team Penalties**

**2.3 Bench Areas**

**2.4 Safety Precautions**

**2.5 GRSA Policy Re Loan of BBQ**

**2.6 Policy Re Club Commitment to Tournaments**

**2.7 Rain Policy**

**Section 3: Association Umpiring Competition Ground Rules and Conditions.**

**3.1 General Provisions Page 27**

1.1.1. General Provisions

1.1.2. Team Playing Protective Equipment

**3.2 Match Balls**

**3.3 Bases**

**3.4 Bat Throwing**

**3.5 Player Ejection by Umpire**

**3.6 Pitching Distance for Junior and Senior Competition Games**

**3.7 Junior Support while Umpiring**

**3.8 Ground Rules**

**3.9 Coaching Accreditation Requirement**

**3.10 Smoking Restrictions**

**3.11 Two Out Catcher Rule**

**3.12 GRSA Sliding Rule**

**Section 4: Protests, Disputes and Disciplinary Matters.**

**4.1 Rights of Appeal Page 31**

**4.2 Obligations of the Parties to a Disciplinary Hearing**

**4.3 Disciplinary Committee Hearing Procedure**

**4.4 Powers of a Disciplinary Hearing Committee**

- 4.5 Chairperson's Responsibilities
- 4.6 Appeals Against Disciplinary Hearing Committee Decision
- 4.7 Final Right of Appeal
- 4.8 Rules Covering Player Ejection From Games Leaving Teams With Less Than Nine (9) Players
- 4.9 Schedule of Penalties Fines and Monetary Charges for Non-Compliance Offences
- 4.10 Payment and Remittance of Fines
- 4.11 Appeals on Monetary Fines
- 4.12 Final Notice and Penalty for Non-Compliance for Submission of Fees and Registration Forms
- 4.13 Protest Fee

**Section 5:**      **Ground and Playing Conditions for Day and Night Training /Practice Sessions for Teams using the Association's Competition Grounds**

- 5.1 Training Diamonds Page 37

**Section 6:**      **Duty Statements for Committee Members and Duty Requirements of the Ground Duty Officer.**

- 6.1 General Duties of Executive Committee Members Page 38
- 6.2 Association Chairperson Page 39
- 6.3 Association Secretary Page 39
- 6.4 Association Treasurer Page 41
- 6.5 Association Registrar Page 42

<b>6.6</b>	<b>Umpire-in-Chief</b>	<b>Page 43</b>
<b>6.7</b>	<b>Coaching Coordinator</b>	<b>Page 43</b>
<b>6.8</b>	<b>Publicity Officer</b>	<b>Page 44</b>
<b>6.9</b>	<b>Competition Secretary</b>	<b>Page 44</b>
<b>6.10</b>	<b>Representative Team Co-ordinator</b>	<b>Page 45</b>
<b>6.11</b>	<b>Equipment Officer</b>	<b>Page 47</b>
<b>6.12</b>	<b>Uniform Manager</b>	<b>Page 47</b>
<b>6.13</b>	<b>Grounds Manager</b>	<b>Page 48</b>
<b>6.14</b>	<b>Historian</b>	<b>Page 49</b>
<b>6.15</b>	<b>Canteen Supervisor</b>	<b>Page 50</b>
<b>6.16</b>	<b>Ground Duty Officer</b>	<b>Page 51</b>

### **Appendices**

<b>Appendix A:</b>	<b>Rules for GRSA Sub-Junior Competition</b>	<b>Page 54</b>
<b>Appendix B:</b>	<b>Representative Teams</b>	<b>Page 61</b>

1. Head Coach – Duties and Responsibilities
2. Assistant Coach – Duties and Responsibilities
3. Manager – Duties and Responsibilities
4. Players – Duties and Responsibilities
5. Statistician – Duties and Responsibilities
6. Georges River Representative Teams Composition
7. Representative Team Co-Ordinator Duties & Responsibilities
8. Calendar for Representative Trials
9. Policy on Financial Assistance
10. Trainee Coach – Duties and Responsibilities
11. State Championship Jacket Policy

**Appendix C:**

**Policies**

**Page 73**

- 1.0 Sponsorship Policy
- 2.0 Pregnancy in Sport
- 3.0 Member Protection Policy
- 4.0 Representative Committee – “Terms of Reference”

Section 1:

**GENERAL ASSOCIATION COMPETITION  
ADMINISTRATION, RULES AND BY-LAWS**

**1.1 ASSOCIATION COMPETITION STRUCTURE AND GRADING**

**1.1.1 GENERAL**

The playing and Competition Structure of the Association shall be for the provision of competition sport in both Summer and Winter seasons. It shall provide Competitions, Divisions, and Grades as allowed by the registrations received.

The Association will endeavour to structure and provide the following basic competitions:

**1.1.2 SUB-JUNIORS**

This competition will be divided into such grades based upon age and experience, namely: Teeball (U/8 Babes & U/11 Vets Divisions), Modball (U/13 Divisions), depending on registrations received.

**1.1.3 JUNIORS**

This competition will be structured and divided into divisions and grades based upon age and experience, depending on registrations received.

**1.1.4 SENIORS**

This competition will be structured and divided into divisions and grades based upon experience, depending on registrations received and as follows:

- Senior Women's Division
- Senior Men's Division
- Senior Mixed or Combined Division
- Senior Slow Pitch Division

and any other divisions as deemed suitable by the Association.

**1.1.5 RESTRICTIONS / QUALIFICATIONS**

All Competitions, Divisions and Grades will be structured and formed pending seasonal entry registrations.

The Association reserves the right to form and divide such Teams or Players entering into grades based upon provisions and results of previous seasons' performances.

The Senior Mixed Division shall have teams consisting of male and female players on the diamond.



## 1.2 REGISTRATION

### 1.2.1 CLUB / TEAM AFFILIATION

Every Club or singular Team entering and wishing to participate in the Georges River Softball Association seasonal competitions, is required to submit in detail an Application for Affiliation.

Each Club (including a one Team Club) shall lodge a Club Affiliation Application. This registers Club uniform colours and provides all entitlements to Constitutional voting rights. Such forms shall be fully and accurately completed and submitted to the Secretary by the date set down by the Executive Committee.

### 1.2.2 TEAM REGISTRATIONS

Every Team participating in the Association's seasonal competitions shall lodge a fully completed Association Team and Officials Registration Form by the date set down by the Executive Committee.

### 1.2.3 LODGEMENT OF REGISTRATIONS

All registration sheets as submitted are to be paid for by the date specified by the Competition Committee. Failure to adhere to this may result in forfeiture of all points.

### 1.2.4 LATE REGISTRATIONS

Players and officials who are late entrants are required to complete fully a Late Registration Form and lodge together with the season's calculated fee.

All Late Registration Forms, prior to submission, shall be signed by the Applicant/Parent and Club Executive, and be submitted to a GRSA Executive Committee member prior to the player taking the field.

### 1.2.5 PLAYING AN UNREGISTERED PLAYER

If evidence is substantiated beyond a reasonable doubt that the offending Team deliberately indulged in this action a monetary fine equal to the corresponding full registration fee for that illegal player shall be paid.

All points for that Team shall be forfeit for any game in which the illegal player has taken part.

### 1.2.6 OVERAGE/UNDERAGE DISPENSATION

Requests for players to be given dispensation to play overage/underage in a particular competition or division must be submitted in writing to the Competition Secretary prior to the initial Grading Committee meeting of any particular season. Any request for dispensation must be granted prior to the player taking the field.

Consideration must be given to the age eligibility requirements contained within clauses 1.4.5.2 & 1.4.5.3 of the By Laws.

Dispensation in all competitions or divisions will be at the discretion of the Grading Committee or Executive Committee and will depend on the reason for the request. Any dispensations granted shall be reported to the Executive Committee.

Any player granted a dispensation will be monitored by the Executive Committee and if found to be inappropriately graded the dispensation may be revoked. *(amended 19/4/06)*

### **1.3 REGISTRATION FEES AND CHARGES**

#### **1.3.1 REGISTRATION FEES**

Fees applicable for Players, non-playing Officials and other affiliated Association members. All members of this Association shall be required to pay registration fees.

The exception to this rule are affiliated persons identified in the following categories:

- Association Patrons
- Association Life members
- Association Executive Committee members

#### **1.3.2 FEE NOTICES**

All fee scales shall be endorsed by the Association prior to the season commencing and such fees shall be fully notified to all intended entrant Clubs.

#### **1.3.3 SUB-JUNIOR AND JUNIOR FEES**

Sub-Junior & Junior Players who participate and play in higher competitions or division for the same Club shall be required to be registered and pay the additional fee, as set out by the Association, after they have participated in their third [3rd] game in that competition and prior to their participation in the fourth [4th] game.

Details of any player who participates as described in 1.3.3 shall have their name & registered team details stated fully on the match scorecard.

Note: Sub-Juniors or Juniors who indicate and register at the season's commencement a direct intention to be registered with a higher competition or division shall be required to subscribe the full amount of the competition fee charge for the higher competition or division at that time.

#### **1.3.4 SENIORS PARTICIPATING IN TWO SENIOR COMPETITIONS IN THE SAME SEASON**

Senior players who participate and play in more than one Senior Division shall be required to be registered and pay the additional fee, as set out by the Association, after they have participated in their third (3rd) game in that Division and prior to participating in the fourth (4th) game.

Note: Seniors who register at the season's commencement, with the direct intention to be registered in more than one Senior Division shall be required to pay an additional fee as set by the Association at the time of the registration.

## **1.4 COMPETITION GRADING**

### **1.4.1 GRADING STRUCTURE**

A Player may participate in more than one game per day within one Division, provided that it is a Player from a lower grade to a higher grade to that in which the Player is registered, and providing that the player satisfies the requirements of By-Law1.4.5.

A Player may participate in more than one game per day within two Divisions, provided that the Player is appropriately registered, and that the player satisfies the requirements of By-Law1.4.5.

### **1.4.2 TEAM'S PREVIOUS SEASON QUALIFICATIONS RESULTS**

Any Team registering five [5] Players who have reached the Grand Finals in that Team in the previous identical season competition shall be automatically upgraded where applicable.

### **1.4.3 PLAYER REPRESENTATIVE STATUS GRADING**

Any Team member who has represented the Association in State Titles within the last two [2] years shall not be entitled to register with any Team lower than a grade equivalent to the calibre of that Player's standard and performance as defined by the Grading Committee.

### **1.4.4 TEAM GRADING**

1.4.4.1 The grading of the Teams shall be carried out by the Grading Committee, which shall consist of member/s of each Club entering teams in the forthcoming season, the Competition Secretary and at least one other Executive Committee member.

In regard to matters presented to the Grading Committee, then each financial member Club of the Association shall have one vote. The Competition Secretary shall have one vote and each Executive Committee Member, not representing their Club, shall have one vote. If the Executive Committee member in attendance is also the representative for their Club, then they shall have one vote only as their Club representative. In the event of an equality of votes the Competition Secretary shall have one additional casting vote.

1.4.4.2 The Grading Committee shall be responsible for considering all team sheets submitted and formulating grades within each Division.

1.4.4.3 Should a Team be submitted by a Club, for which no team sheet is available, then that team shall be graded to the highest grade within that Division.

1.4.4.4 The Grading Committee shall have the power to recommend that a regrading shall be permitted for any grade within a Division, should this become necessary, and they shall set a date for the meeting to consider such a regrading.

1.4.4.5 Should such a regrading become necessary then it shall be the Grading Committee's responsibility to determine the distribution of any competition points allocated.

1.4.4.6 Any decisions or recommendations of the Grading Committee must be ratified by the Executive Committee, to ensure that no decisions of the Grading Committee are in contravention of the current By-Laws.

#### 1.4.5 GENERAL ELIGIBILITY

##### 1.4.5.1 Senior, Junior and Sub-Junior competitions

A Player from a lower grade may play in a higher grade for the Club with which they are registered. However a Player may only play three [3] games in a higher grade. At the commencement of the fourth [4th] game, the Player is ineligible for further play in the lower grade.

1.4.5.1.1 A player may only be registered and play for one Club in any one Grade or Division, during any one competition. Any player who does not comply with this provision shall be deemed an illegal player for the subsequent Teams for which they play. For Divisions where the GRSA sliding rule is applicable, players may play for another team when that team is unable to field a full team.

1.4.5.1.2 Failure by Teams or Clubs to comply with this provision will result in a penalty of a fine equal to the corresponding full registration fee for that illegal player. All points for that Team shall be forfeit for any game in which the illegal player has taken part.

1.4.5.2 To be eligible to play in **Senior Ladies' or Mixed Divisions**, a player must have turned thirteen [13] years of age at the time of the game in which they wish to take part. To be eligible to play in Senior Men's Divisions, a player must have turned fourteen [14] years of age at the time of the game in which they wish to take part.

1.4.5.3 There shall be a maximum 4 (four) year age distinction for the youngest player in any team in a Junior Division when determining the eligibility of a player for that Division. Any player must satisfy this age distinction at the time of the game in which they are to take part. e.g.:

Division	Minm age	Division	Minm age
Under 14	10 years	Under 17	13 years
Under 15	11 years	Under 18	14 years
Under 16	12 years	Under 19	15 years

1.4.5.4 In the **Senior Mixed** competition, teams shall consist of a minimum of three (3) male, three (3) female and one (1) other player of either sex, who shall take the field at all

times during the game, in both the offensive and defensive line-up. Teams shall at all times attempt to comply with the spirit of the rule, that is, to provide a true Mixed Competition.

If less than 3 males or 3 females are available to start the game, (and as long as the team complies with By-Law 1.5.2.2) then for each player of that sex that is unavailable, the normal “shortie” rule will apply. i.e an automatic ‘out’ will be recorded for that player during their team’s offensive innings, and a fielding position will remain vacant during that team’s defensive innings. If the player arrives after the commencement of the game then they may take their position in the team.

Providing teams comply with the minimum team composition requirements, the following exemptions will apply:

- i. Injury (including the ‘blood in sport’ rule)
- ii. Ejection/removal (if the player cannot be replaced by the same sex, then the team will be permitted to play ‘short’)

#### **1.4.6 RESTRICTIONS ON INTERCHANGES**

Where a Club has two [2] or more Teams playing within the same grade, Players are NOT permitted to interchange between those Teams. Exception being competitions where the GRSA sliding rule applies when temporary interchanges are permitted.

#### **1.4.7 ELIGIBILITY FOR FINALS**

To be eligible to play in the Semi-Finals, Finals and/or Grand Finals of a series a Player must be fully paid up in respect of fees due to the Association, and must have physically played at least three [3] games with that Team.

1.4.7.1 For players registering with any less than 5 rounds remaining in the competition prior to the Semi-Final rounds, no consideration will be given for dispensation should that player not satisfy By-Law 1.4.7

### **1.5 CLUBS / TEAM / PLAYERS OBLIGATIONS AND RESPONSIBILITIES**

#### **1.5.1 OUTSIDE GAMES**

Any Club wishing to play another Club not registered in the same competition involving an interstate or inter-territory visit, application must be made to NSWSA through the Executive Committee.

#### **1.5.2 COMPETITION MATCHES**

1.5.2.1 Members of the Association shall play in accordance with the latest rules, Constitution and By-Laws of the Association.

1.5.2.2 No Team shall take the field with fewer than seven [7] players. If a Team fields seven [7] or eight [8] players, one [1] “Out” shall be declared where EACH void in the line-up occurs.

### 1.5.3 FORFEITS

1.5.3.1 Any teams forfeiting three [3] consecutive matches shall be withdrawn from the competition, unless permission for such forfeits has been granted by the Association.

1.5.3.2 Any team forfeiting a match without giving 24 hours' notice to the Secretary of the opposing Club and to the Secretary of the Club providing the Umpires for the match and the Association Secretary, shall be penalised as set down in By-Law 4.8.

1.5.3.3 Teams forfeiting without notice will be awarded no points for the round, but there will be no monetary penalty.

1.5.3.4 When a team notifies the Association of intent to forfeit, and the round is subsequently washed out the points will be allocated as a 'washed out game' (i.e. two (2) points per team.) If the round is subsequently replayed the team originally forfeiting is to be entitled to play in the rescheduled round.

1.5.3.5 Should two teams scheduled to play each other, simultaneously decide to forfeit (i.e. a 'double' forfeit) then this shall be allowed upon completion of a Request for Deferment Form by both teams and in compliance with By-Law 1.8.5.3. The form shall clearly state that the request is for a 'double forfeit'.

1.5.3.6 If there is insufficient time for a Request for Deferment Form to be completed in compliance with By-Law 1.8.5.3, then a verbal notification by both Coaches can be made to the Competition Secretary, no less than 24 hours prior to the scheduled game and in keeping with By-Law 1.5.3.2.

1.5.3.7 In the event of a 'double forfeit', there shall be no points awarded to either team and no monetary penalty shall be imposed

### 1.5.4 CONDUCT AND BEHAVIOUR

1.5.4.1 Any instance of Coaches, Players or spectators harassing Umpires or opposing Team members shall result in:

- ejection of the responsible person
- if flagrant, forfeiture of the game to the non-offending Team.

1.5.4.2 A base coach may address players on the field, from either team, as long as in doing so he does not use language that will reflect negatively upon players, umpires or spectators

### 1.5.5 UMPIRING DUTY RESPONSIBILITIES

Each Team competing in the Association fixtures must provide Umpires in accordance with the draw. Clubs failing to do so will be penalised in accordance with the following provisions.

### 1.5.6 TEAM UMPIRES

1.5.6.1 It shall be the responsibility of each Team/Club to provide a minimum of three [3] suitably competent Umpires to meet rostered commitments. Exception to this By-Law may be extended to Teeball as per Appendix A: GRSA Rules for Sub-Junior Competition.

Dispensation for 1.5.6.1 may only be granted by the UIC for suitably accredited Umpires, where a minimum of two umpires may be allowed.

1.5.6.2 Club Umpires who arrive late to their rostered duty will be considered to have not properly fulfilled their umpiring commitment, and will therefore be in breach of By-Law 1.5.6.

1.5.6.3 Failure to comply with By-law 1.5.6.1 and/or 1.5.6.2 shall result in a penalty as set down in By-Law 4.9.

1.5.6.4 Failure by an Umpire to correctly complete the relevant team sheet may not constitute a valid reason for appeal against the above penalties.

1.5.6.5 Each Team in order to qualify to play in the competition, shall be required to have one [1] qualified Umpire per Team to umpire. A qualified Umpire is as defined in 1.5.6.6, 1.5.6.7 or 1.5.6.8.

1.5.6.6 An Australian softball levelled Umpire.

1.5.6.7 An Umpire qualified to participate in Junior and Senior State Championships run by NSWSA.

1.5.6.8 An Association qualified Umpire who has attended an umpiring course recognised by the Association and successfully passed any examinations to the satisfaction of the examiners.

1.5.6.9 Umpiring courses recognised by the Association will include:

- Association courses
- Courses run by NSW SUA
- Courses run by other Associations.

1.5.6.10 New and developing Clubs, at the discretion of the Executive Committee, will not be required to meet these requirements for their first season, after which time they must ensure that they comply with 1.5.6.1

1.5.6.11 In order to qualify to play in the Semis, Finals and Grand Finals, Teams must also have a qualified Umpire available to umpire.

#### 1.5.7 CLUB DELEGATE'S RESPONSIBILITY TO ATTEND DELEGATES MEETINGS CONVENED BY ASSOCIATION

1.5.7.1 All Clubs or Teams playing in the Association's competition shall be responsible to nominate and have in attendance their representative delegate(s) at each Delegates Meeting, Special Meetings or Annual General Meetings convened during that seasonal competition period.

1.5.7.2 Failure by Teams or Clubs to comply with this provision will result in a penalty as set down in By Law 4.9

1.5.7.3 All delegates must be affiliated with their Clubs that they represent. Where reasonable notice has been given and received by the Association, the Executive Committee of Management may waive the penalty in special circumstances, which decision is to be reported at the immediate following Delegates Meeting.

## **1.6 TEAM UNIFORM RESPONSIBILITIES**

### **1.6.1 GENERAL REQUIREMENTS**

Players and officials in Club matches shall wear the registered uniform of the Club to which they belong. No Player shall be allowed to play in any Association fixture unless wearing the registered uniform of their Club, except as allowed by the Executive Committee. The Plate Umpire shall have the power to veto any article of attire that they may consider dangerous or not consistent with the registered uniform of that Club. All Players must wear gloves when fielding, except where special permission to the contrary has been given by the Executive Committee.

### **1.6.2 UNIFORMS**

Players must wear Club softball uniform with similar style and colour as approved by the Executive Committee.

1.6.2.1 Enclosed footwear is compulsory. Recognised softball shoes must have moulded studs. Screw-in studs and metal cleats are not permitted.

1.6.2.2 Association rules pertaining to the wearing of jewellery or other items of adornment will match those currently endorsed by Softball Australia's official playing rules.

1.6.2.3 Club uniform will be as described on the Affiliation Sheet received for each Club in each season. Should any item, including hats and socks, not be detailed on the Affiliation Sheet as required, then it shall be at the Executive Committee's discretion if any article is deemed not to comply with the Association's By-Law in regard to uniforms.

1.6.2.4 If a Club hat is not detailed on the Affiliation Sheet then a hat in Club colours may be worn but shall be subject to 1.6.2.3

1.6.2.5 Any player who wears any article that does not comply with By-Law 1.6.2 and fails to remove it after being directed to do so by the game Umpires or by an Executive Committee Member shall take no further part in any game until they comply.

1.6.2.6 Penalty for non-compliance with By-Law 1.6.2 shall be as set down in By-Law 4.9.6.



## **1.7 ASSOCIATION COMPETITION POINT SYSTEM**

### **1.7.1 AWARDING OF POINTS**

For all qualifying round games, points will be awarded as follows:

WIN	3 points
BYE	3 points
DRAW	2 points
LOSS	1 point
FORFEIT given	0 points
FORFEIT received	3 points

Where Teams finish equal on competition points the Team with least runs against will be the higher placed.

### **1.7.2 WEATHER GAME POINT PROVISIONS**

Should a competition round be unable to be played due to poor weather conditions, then the following shall apply

1.7.2.1 If a complete time slot in a division is played, with other time slots within that division washed out, then only those games not completed will be rescheduled.

1.7.2.2 If the rescheduled games are subsequently also washed out then points will be allocated as for a Draw.

1.7.2.3 For Divisions or Grades with less than 4 teams – it will not be required that rained-off games be rescheduled, and points will be allocated as for a Draw.

1.7.2.4 When a deferred game is rescheduled for a time when the grounds are closed due to weather interference the game will be deemed a draw.

1.7.2.5 If a team has been given a Bye in any round and that round then becomes subject to the Rain Policy, then they shall be awarded Bye points regardless of 1.7.2.2

1.7.2.6 If a complete round in any Division or Grade is washed out, then all teams within that Division or Grade shall be allocated Draw points.

### **1.7.3 COMPETITION BYE POINT ALLOCATIONS**

Bye points will only be awarded where there are unequal Teams in the competition.

## **1.8 UNPLAYABLE CONDITIONS, CANCELLED OR DEFERRED GAMES**

### **1.8.1 WEATHER ADVICE**

In the event of unplayable conditions, Clubs will be notified on either Friday evening or after 7:30am on Saturday or Sunday morning. Notification will be by SMS, email, Association Facebook page, website or other communication channels set up by the Association.

### **1.8.2 CANCELLED GAMES**

The Association may reschedule games to other times and dates providing that the rescheduled games do not interfere with the provisions set down in 1.7.

### **1.8.3 UNPLAYABLE PROVISIONS FOR COMPETITION FINALS**

Where unplayable conditions precludes the playing of Semi-Finals, Finals and Grand Finals, the following shall apply:

1.8.3.1 In a Semi-Final the team finishing fourth [4th] shall be eliminated.

1.8.3.2 In a Final the lowest ranked Team shall be eliminated.

1.8.3.3 In the Grand Final the first [1st] Team reaching the Grand Final shall be declared the WINNER.

### **1.8.4 DEFERRED GAMES**

1.8.4.1 No games shall be deferred without the EXPRESS APPROVAL of the GRSA Executive Committee, or the Competition Secretary, as delegated by the Executive Committee.

1.8.4.2 Clubs requesting a deferment shall complete a Request For Deferment Form IN FULL, before deferment can be considered. It is the responsibility of the team requesting the deferment to ensure completion of the form.

1.8.4.3 The completed form must be lodged with the Association Competition Secretary a minimum of 5 days prior to the original scheduled game.

1.8.4.4 Under the following conditions the request shall be granted:

- a) If any Team is substantially affected by the loss of Players due to NSWSA Inc commitments, and has insufficient players to take the diamond (minimum seven [7] players), such determination to be ratified by the Competition Secretary.
- b) If any Team is substantially affected by the loss of Officials due to NSWSA Inc commitments, such determination to be ratified by the Competition Secretary.
- c) If both teams agree to the deferment, and it does not substantially affect the competition, then it shall be granted, such determination to be ratified by the Competition Secretary.

1.8.4.5 If either team does not agree to the deferment, then a decision shall be made by the Executive Committee, with consideration to any recommendation received from the Competition Secretary.

1.8.4.6 For Requests for Deferment not satisfied under 1.8.4.4, these shall be passed to the Executive Committee for determination, who shall give full consideration to the Policy on Deferred Games as laid down in 1.8.5

#### **1.8.5 POLICY ON DEFERRED GAMES**

1.8.5.1 A deferred game, once agreed, by the Executive Committee, or the Competition Secretary, will be required to be played within four (4) weeks of the game being deferred; or on the date agreed on the Request for Deferment Form; providing that:

- i) There is not another deferred game that has been approved.
- ii) The competition allows for the game to be played.

1.8.5.2 Should the deferred game not be played within the four (4) week period; or on the date agreed on the Request for Deferment Form; and ratified by the Competition Secretary and/or Executive Committee, then the team unable to play shall forfeit.

1.8.5.3 If both teams requested the deferred game, and it is not played within the four (4) week period, or on the date agreed on the Request for Deferment Form; and ratified by the Competition Secretary and/or Executive Committee, then both teams will be awarded NO points, except as provided in By-Law 1.7.2

1.8.5.4 If more than one (1) deferred game has been granted in any one round, then the requirement to play these games within four (4) weeks shall be waived. In this case, those teams not playing their deferred games shall be awarded NO points. If some teams play their deferred games and others do not, then the results shall stand.

1.8.5.5 At all times, teams shall attempt to play all games as required by the competition draw.

1.8.5.6 When a complete round is deferred and a bye is allocated, then those Bye points should be awarded.

### **1.9 COMPETITION SCORING AND POINTS**

#### **1.9.1 ASSOCIATION SCORING PROVISIONS**

The Association will provide a specially printed and prepared score sheet, individually prepared for each game to be played in the Association's competition.

#### **1.9.2 DISTRIBUTION OF SCORE SHEETS**

It is the responsibility of the First Base Team to collect the blank score sheet for their particular game. All score sheets will be displayed on the Association's Collection Board prior to each game. It is the responsibility of the respective Team collecting the score sheet to issue the sheet to the opposing Team in sufficient time prior to the game for all team entries and line-ups to be correctly indicated.

#### **1.9.3 WINNING TEAM'S RESPONSIBILITY**

The winning Team is responsible for return of the CORRECTLY COMPLETED score sheet to the result box. If, at the completion of the relevant round, a score sheet is incomplete as to result OR no sheet has been lodged as required, within 24 hours of the finishing time of the relevant game both teams will receive one competition point.

#### **1.9.4 PROBLEMS AND QUERIES**

If Teams encounter problems with the score sheets, all queries and inquiries are to be referred to the Association Competition Secretary.

#### **1.9.5 UMPIRE'S RESPONSIBILITIES**

1.9.5.1 Signing of Score Sheets - all Umpires assigned to the game shall print their names in the space allotted.

1.9.5.2 Team Substitute Provisions - the Plate Umpire shall ensure that during the game all substitutes are correctly entered into the game by marking the result card in the correct method.

#### **1.9.6 TEAM'S RESPONSIBILITIES**

Each Coach shall ensure that the names of all Players in their Team appear correctly on the result card.

1.9.6.1 The name of the Head Coach must appear on the line-up card, but they need not sign the card.

#### **1.9.7 TEAM PLAYERS ENTITLED TO PLAY**

Eligible players are permitted to play in any preliminary/finals games even if their names have not been entered on the Team Sheet prior to the commencement of the game.

Eligible players arriving late at any preliminary/finals games are permitted to be added to the Team Sheet. Should their team have less than nine (9) players on the diamond they may enter the field at the direction of the Plate Umpire. Should their team have a full complement on the diamond normal softball substitutions would apply.

### **1.10 INSURANCE LIABILITIES**

#### **1.10.1 GENERAL**

The Association does not accept responsibility for any injury sustained by a Player, Umpire, Official, or spectator. Members take part at their own risk despite all care being taken by the Association.

#### **1.10.2 ASSOCIATION MEMBERS' INSURANCE PROVISIONS**

The Association, through provisions of NSWSA Inc. contributes the required premium as determined and advised by NSWSA Inc. to cover all financial Association members against accidental injuries sustained under the conditions prescribed under the insurance cover policy.

#### **1.10.3 INCORPORATION LIABILITIES INSURANCE**

The Association shall pay the necessary premium to affect such liability insurance policies as required under the provisions of the Incorporation Act, Section 44.

#### **1.10.4 EQUIPMENT INSURANCE POLICIES**

The Association shall affect such insurance policies necessary to safeguard and protect the Association's equipment and property against theft, fire and other events as deemed essential in the Association's interest.

### **1.11 PLAYER CLEARANCE REQUIREMENTS**

#### **1.11.1 CLEARANCE CONDITIONS**

No member of the Association shall be permitted to obtain a clearance from one affiliated Club to play in another Club in any one season with the Association, unless approval is given by the Executive Committee.

This has particular regard to where one Player decides part way through a season to leave one Team and play in another Team for a different Club playing in the same grade/competition.

#### **1.11.2 PLAYER LOCAL INTERCHANGE**

Any Player may play in more than one Association within NSW in any one season provided permission is granted by the Association and Club to which the Player is first registered.

#### **1.11.3 WITHHOLDING CLEARANCE RELEASE**

Any affiliated Club withholding CLEARANCE release of a member must give the Executive Committee good and sufficient reason for so doing within seven [7] days of application being submitted to the Club.

#### **1.11.4 INTERSTATE CLEARANCE REQUIREMENTS**

Members from other States wishing to register with the Association must comply with the Constitution of the Australian Softball Federation Inc. They must obtain a clearance from their previous Association.

#### **1.11.5 ASSOCIATION MEMBERS SEEKING CLEARANCE**

Members leaving the Association shall obtain a clearance. Such clearance shall only be granted provided all financial, uniform and equipment commitments to Georges River Softball Association Inc and affiliated Clubs have been met.

##### **1.11.5.1 Clearance Fees**

All members seeking clearances from the Association are responsible to pay all clearance fees required and applied either by NSWSA Inc or the Association.

## **1.12 FINAL GAME PROVISIONS**

### **1.12.1 FINAL GAME STRUCTURE**

Semi-Finals will be played as follows:

- a) 1 v 2
- b) 3 v 4

With the winner of the (a) game (the major semi-final) advancing to the GRAND FINAL.

Finals will be played as follows:

The loser of the (a) game and the winner of the (b) game from the Semi-Final round.

Grand Finals will be played as follows:

Between the winner of the (a) game and the winner of the Final.

For Grades/Divisions with less than 4 teams, the Competition Committee shall have the power to implement an alternate Finals Series structure, as required.

### **1.12.2 THE FINALS SERIES GAME TIME DURATION**

The Semi-Finals and Finals and Grand Finals in various grades will be regulation games played over the following times:

Teeball	1 hour or 7 innings
Modball	1¼ hours or 7 innings
Juniors	1½ hours or 7 innings
Seniors	1½ hours or 7 innings

### **1.12.3 TIE BREAKER**

At 'time and game', the Umpire shall ascertain the score. If it is drawn at that stage the innings in progress shall be completed. If no result is obtained at the completion of THAT innings the Tie-Breaker Rule (refer Official Softball Rules) is then played until a result is obtained.

### **1.12.4 TEAM FORFEITURES**

Teams forfeiting Semi-Finals and/or Finals shall be automatically disqualified from continuing and penalised as set down in By-law 4.9 (refer to the provisions stated in Clause 1.5.3.)

### **1.12.5 TEAMS QUALIFYING FOR FINALS**

Each Team contesting the Finals Series shall field a minimum of seven (7) players, each of whom shall have physically played in not less than three (3) competition games in that Team.

### **1.12.6 PLAYERS ENTITLEMENTS AND RESPONSIBILITIES**

A player may play in more than one Semi-Final, Final or Grand Final Team in a higher Division or Grade as long as they satisfy the criteria of 1.4.7, and with the proviso that the player fulfils their obligations in the first instance to the team for which they originally registered.

### **1.13 COMPETITION GAME DURATION TIMES**

#### **1.13.1 LENGTH OF GAME IN REGULATION TIME**

1.13.1.1 All Senior and Junior competition round games will be regulation games with a time duration of 1½ hours.

1.13.1.2 All Modball competition games will be a regulation game with a time duration of 1¼ hours.

1.13.1.3 All Teeball competition games will be a regulation game with a time duration of 1 hour.

1.13.1.4 Competition games drawn at the end of the seventh (7th) innings shall be deemed a draw.

#### **1.13.2 STARTING TIMES**

All games shall commence and finish at the times scheduled in the draw. A late starting game must finish at the scheduled time.

1.13.2.1 The final decision on “time” is by the Plate Umpire.

1.13.2.2 Regular competition round games may start a maximum of ten (10) minutes later than the scheduled starting time if a Team has less than seven (7) Players. A Team with seven (7) or eight (8) Players must start at the scheduled time and late Players may enter as they arrive. If both Teams have less than seven (7) Players after ten (10) minutes has expired then a double forfeit shall occur.

#### **1.13.3 TIME GAMES**

Competition round games completed and drawn at “time” shall be declared drawn.

#### **1.13.4 DECLARATION OF AN INNINGS**

An innings is deemed to have started as soon as the Umpire has called the third (3rd) out of the previous innings.

#### **1.13.5 RUN AHEAD RULE (Mercy Rule)**

A Run Ahead Rule (Mercy Rule) may apply when one team leads the other by:

- Fifteen (15) runs after three (3) innings
- Ten (10) runs after four (4) innings
- Seven (7) runs after five innings

If a team is ahead by the runs and innings specified above, the umpire must give both teams the option of ending the game.

If after the completion of the top of an innings the team second at bat is ahead by the specified runs above the “run ahead rule” may apply.

If the team second at bat is ahead by the runs specified above then “run ahead rule” may apply immediately that run is scored.

Should both teams wish to continue the game may proceed until the scheduled finish time of the game.

Notwithstanding the score at the point at which the “run ahead rule” may have been applied, any final score shall stand should the game continue. *(amended 9/8/06)*



## Section 2:

### **COMPETITION GROUND RULES AND ASSOCIATION EQUIPMENT PROVISIONS**

#### **2.1 COMPETITION DUTY TEAM RESPONSIBILITIES**

2.1.1 All teams appearing first on the competition draw in their respective game time allocation are responsible to provide suitable type and size bases (2nd and 3<sup>rd</sup>) and pitching plate.

Duty Teams appearing first on the competition draw in the first early Saturday or Sunday game time allocation will be responsible for taking out and positioning such diamond and ground equipment provided by the Association. Such items will include safety 1st base.

2.1.2 All teams appearing second on the competition draw and participating on any diamonds in either the late or last game time allocation appearing on the draw shall be responsible for the return of any ground equipment taken out earlier in the day. Such items will include safety 1st base.

2.1.3 It is the responsibility of all teams participating in the season to be fully aware of all draw situations which may involve BYEs in their draw and as a result, late time allocations do not occur and as such competition there is only one game on that diamond. This will require the second named team in that particular game to carry out the duty requirements.

#### **2.2 DUTY TEAM PENALTIES**

Duty teams who fail to carry out their respective obligations are liable for a penalty for each offence as set down in By-Law 4.9.

#### **2.3 BENCH AREAS**

All teams are required to maintain a clean bench area, clear of all litter and rubbish. Teams leaving their bench areas with litter or rubbish will be liable to a penalty as set down in By-Law 4.9.

#### **2.4 SAFETY PRECAUTIONS**

Any form of pitching or ball throwing, any warm-up activities of team players are prohibited between back net corridor areas.

#### **2.5 GRSA POLICY RE LOAN OF BBQ**

2.5.1 BBQ is available for loan to member Clubs, upon request to the Association Secretary.

2.5.2 There shall be no hire fee for member Clubs, however a deposit of \$50.00 (payable in advance) shall be charged. This deposit is refundable on the clean return of all equipment and a full gas bottle at the end of the hire period. The full deposit is forfeit if any of the conditions are not met.

2.5.3 Gas bottles must be refilled immediately after use, at the expense of the member Club. Failure to refill gas bottles may result in further usage to that Club being denied.

2.5.4 All equipment, including kitchen utensils if used, must be fully cleaned at the end of the loan period, and returned to the storage room. Failure to adhere to this point may result in further usage to that Club being denied.

2.5.5 Clubs are responsible for making their own arrangements as to access to the storage area where the BBQs are kept. They will need to contact an Executive Committee Member, willing to open and close the facility at the required times.

2.5.6 Any damage to any equipment while in the member Club's control shall be reported immediately to an Executive Committee Member. It shall be the responsibility of the Club to replace/repair any damaged equipment, to the satisfaction of the Executive Committee.

2.5.7 Hire to non-member Clubs and organisations will be at the discretion of the Executive Committee and any suitable hire fee will be decided on a case-by-case basis.

2.5.8 In all cases, a deposit of \$50.00 (payable in advance) shall be charged. This deposit is refundable on the clean return of all equipment and a full gas bottle at the end of the hire period. The full deposit is forfeit if any of the conditions are not met.

## **2.6 POLICY RE CLUB COMMITMENT TO TOURNAMENTS**

2.6.1 Clubs will have a compulsory commitment to running of the various tournaments held throughout the year. These commitments will involve such duties as setting up and dismantling of equipment, running of BBQ/Canteen operations, administration, etc.

2.6.2 Clubs will be given a roster of their duties in advance of the tournament and it will be their responsibility to ensure that their commitment is honoured.

2.6.3 The penalty for failure to fulfil rostered duties is the loss of one competition point from each team entered in the current competition.

## **2.7 RAIN POLICY**

2.7.1 Decisions concerning the rescheduling of games when the grounds are unplayable due to wet weather will be made by the GRSA Competition Committee on a case-by-case basis.

2.7.2 Clubs will be given a minimum of one week's notice of rescheduled games.

2.7.3 Teams shall be awarded points as for a draw for any 'wet weather' games which are unable to be rescheduled.

2.7.4 The deferment policy shall apply to rescheduled games.

## Section 3:

**ASSOCIATION UMPIRING, COMPETITION GROUND RULES AND CONDITIONS****3.1 GENERAL PROVISIONS****3.1.1 GENERAL PROVISIONS**

No game will be played in a regulation competition season without competent neutral Umpires being in charge to control such games. All competition games will be controlled in accordance with ASF regulations.

**3.1.2 TEAM PLAYING PROTECTIVE EQUIPMENT**

Umpires shall ensure that all softball catchers shall wear face masks, catchers helmets, throat protectors, leg guards and chest protectors in all grades/ages, (with the exception of Teeball) whilst receiving any pitches during all game or warm-up activity

3.1.2.1 Youth catchers must also wear shin guards while taking warm-up pitches from the pitching plate. The catcher must have all protective equipment on (including leg guards).  
Delete this – covered by 3.1.2

3.1.2.2 All Umpires shall wear face masks, throat protectors, and chest protectors and leg guards in all grades/ages, (with the exception of Teeball)

3.1.2.3 All batters and base-runners and on-deck batters shall wear helmets while on the playing field.

**3.2 MATCH BALLS**

3.2.1 Each Team shall provide the Plate Umpire, prior to commencement of each game, a regulation match ball in good condition.

3.2.2 Match balls used in sub-junior, junior and senior competitions shall match those used for the appropriate age group in SNSW State championships, both in size and composition.

**3.3 BASES**

Bases will not be pegged and the “sliding base” rule shall apply.

**3.4 BAT THROWING**

Irresponsible bat throwing after striking at the pitch is deemed an offence, and the offending Player may be given “out” WITHOUT PRIOR WARNING.

**3.5 PLAYER EJECTION BY UMPIRE**

The Umpire, when suspending a Player or Official, shall inform the Team captain or Coach of the charges on which he/she will be required to appear before the Disciplinary Committee. The suspended Player or official shall not participate in any games under the control of the Association until he/she appears before the Disciplinary Committee and a judgement ruling has been handed down.

Responsibilities and duties of an Umpire at the time of the Player's infringement, misconduct and violation actions, which lead to an ejection shall be observed and carried out. The Umpire shall advise the Coach of the team of the player being cited:

3.5.1 that the Player has been ejected from the game;

3.5.2 detail the offence and misconduct action displayed or committed and the reason for the ejection;

3.5.3 The Player will be fully informed of his/her rights and obligations to appear at a judiciary tribunal hearing to be convened prior to the next game round (time, date and venue will be confirmed in writing from the Association Secretary);

3.5.4 The Umpire will ensure the scorebooks are correctly endorsed and marked at the appropriate and correct space where play ceased, with the Umpire's initials to mark the location, shall underline and identify the offending Player/s name/s in the scorebook line-up by initialling;

3.5.5 The Umpire shall ensure the offending and ejected person leaves the playing ground confines in accordance with ASF Rules;

3.5.6 The Umpire will be responsible to continue or conclude the game in accordance with the Association By-Laws and Ground Rules;

3.5.7 The Umpire will ensure at the conclusion of the game that the score sheet is correctly detailed and signed, indicating the basic facts surrounding the violation, such information shall state:

- name of offending Player/s,
- Team associated,
- innings the offence took place
- brief reason for ejection;

3.5.8

a) Upon conclusion of the game, Umpire responsible for the citing will obtain from the Association UIC the pre-printed Ejection Report which must be completed and returned to the UIC within 48 hours, together with any other written evidence.

b) The Umpire may make a recommendation within their report to the Umpire-In-Chief, if it is considered that the ejection is, in itself, sufficient penalty for the offence. The Umpire-In-Chief shall consider this and make a recommendation to the Review Committee before deciding on any further action, which may involve referring the matter to a Disciplinary Committee, with a full written report given to the GRSA Executive Committee.

c) The Player/Official will be advised by the Association Secretary of any decision prior to the next competition round and/or in accordance with By-Law 4.5

d) Should the reporting Umpire be a Junior Umpire, then the matter will be referred to the Umpire-In-Chief in a written report. It will then be the responsibility of the Umpire-In-Chief to decide on further action.

### **3.6 PITCHING DISTANCE FOR JUNIOR AND SENIOR COMPETITION GAMES**

Teeball Babes	40'	
Teeball Vets	40'	
Modball	38' Girls	40' Boys
Juniors U15	40' Girls	43' Boys
Juniors U16 & older	12.19m (40') Girls	14.02m (46') Boys
Seniors	12.19m (40') Women	14.02m (46') Men

3.6.1 If playing up a grade, the pitcher will pitch from the distance of the GRADE IN WHICH THEY ARE PLAYING. Women MAY pitch at 40' or 46' BUT MUST PITCH AT THE SAME DISTANCE FOR THE ENTIRE GAME.

### **3.7 JUNIOR SUPPORT WHILE UMPIRING**

At any time a junior or inexperienced (novice) Umpire is umpiring a game, a senior, experienced adult is to be positioned behind the backnet to assist the Umpire in any situation. Coaches are to respect this position and accept that an experienced adult or GRSA Executive Committee Member can offer assistance, be called upon to make a decision, or help with a ruling to assist the Umpire.

### **3.8 GROUND RULES**

All boundary fences or obstructions that are hit by a bounding ball, the batter/runner shall be awarded two (2) bases or the last legally held base. (Except inside the enclosed diamonds).

3.8.1 Any fair batted ball that bounds over an embankment that is on the south / western boundaries, shall be declared a dead ball and the batter/runners shall be awarded two (2) bases or the last legally held base.

3.8.2 Any preceding runners shall be awarded the same number of bases as the batter/runner.

3.8.3 Any fair ball that is hit onto or over the embankment on the full on the south / western boundaries, the batter/runner shall be awarded a home run.

3.8.4 Any fair ball that is hit over any fencing on the full, the batter/runner shall be awarded a home run.

3.8.5 Any fair ball that remains in sight of the Umpire (unless declared a dead ball) is in play.

3.8.6 Any rolling or bounding fair ball that strikes a tree, or the fencing surrounding that tree, rolls between a line of staked trees on the outer perimeter of an unfenced diamond, the ball shall be declared dead and the batter/runner shall be awarded two (2) bases, or the last legally held base at the time that the ball became blocked.

### **3.9 COACHING ACCREDITATION REQUIREMENT**

All Coaches registering to coach must have obtained minimum Community Coaching Accreditation during that season in which they first wish to undertake a coaching role.

### **3.10 SMOKING RESTRICTIONS**

Smoking is prohibited in all areas of Kelso North Softball grounds as per City of Canterbury Bankstown regulations.

### **3.11 TWO-OUT CATCHER RULE**

If the catcher is on base and there are two (2) out the catcher must be replaced on base by another player who is not in the next four (4) batters.

#### **3.12.1 GRSA SLIDING RULE**

A maximum of 2 players in total can slide into a team that is short players from one or more GRSA registered teams. The addition of sliding players may take the total number of players in a team to a maximum of 9 players.

The sliding players should be listed at the end of the team's batting line up, not before any of the team's registered players.

The sliding players may not pitch or catch during the match.

Teams are not able to slide players in semis, finals, grand finals. For these games, teams must have 7 of their own registered players to take the field and only players who have played at least 3 games during the season are eligible to play.

## Section 4:

**PROTESTS, DISPUTES AND DISCIPLINARY MATTERS****4.1 RIGHTS OF APPEAL**

members who are not satisfied with any decision made under Section 10 and/ or Section 27 of the Constitution shall have final right of appeal as detailed in By-Law 4.7.

**4.2 OBLIGATIONS OF THE PARTIES TO A DISCIPLINARY HEARING**

a) It shall be obligatory that the member who has been reported under Section 10 of the Constitution (Discipline) and/or Section 27 of the Constitution (Grievance Procedure) shall attend the inquiry of the Disciplinary Committee following the incident. This obligation shall also apply to the complainant.

b) In the event of any of the parties concerned being unable to attend it shall be obligatory on their part to submit to the Association a full written statement as evidence concerning the incident.

c) In the event that the member who has been cited is a Junior then they may be permitted to submit their evidence in written format, which can be read aloud to the Committee, by a member of that Committee. This consideration does not negate the member's responsibility as stated in 4.2 a)

**4.3 DISCIPLINARY COMMITTEE HEARING PROCEDURE**

4.3.1 Disciplinary Committees shall include members of the Association Executive Committee and independent members of the Association representing other Teams and Clubs, the total Disciplinary Committee shall consist of:

## Senior Players

- two (2) Executive Committee members
- an Executive Committee member to act as Chairperson, and
- two (2) independent Team or Club members from different Clubs and not associated with either the offending or accusing person/s or any connection with the incident or subject being heard at the hearing, the total Disciplinary Committee shall not exceed five (5) members.

## Junior Players

- two (2) Executive Committee members (one of which shall be female, if at all possible), and one of whom shall act as Chairperson
- one (1) independent Team or Club member and not associated with either the offending or accusing person/s or any connection with the incident or subject being heard at the hearing,
- one member of the GRSA Umpires Committee

- the total Disciplinary Committee shall not exceed four (4) members.

4.3.2 The Chairperson shall preside over the hearing and shall appoint from the Disciplinary Committee a member to record all hearing details, minutes and other such evidence and statements as seen necessary.

4.3.3 Prior to the hearing being convened the Association Secretary shall ensure that all notification is issued to all parties and persons involved, giving a minimum of three (3) days' notice prior to the hearing.

If any party or person required to be in attendance shall be a Junior member, then they shall be encouraged to bring an accompanying parent or responsible adult to provide support.

4.3.4 The Association Secretary shall ensure that, in the event that the matter being dealt with involves a player ejection, the respective umpires in charge of the game have been notified, the offending and cited player(s) or team member and all other associated parties involved with the ejection action on that game have been personally informed. Also, that the accused person is fully aware of his/her rights and all details of the hearing are made available prior to the hearing.

4.3.5 The Association Secretary shall inform the offending member of the responsibilities and restrictions applied to any participation in playing or taking part in any game until the hearing has been heard and judgement decisions have been given.

4.3.6 The Association Secretary shall ensure all evidence, reports, statements and other related information has been obtained prior to the hearing and such material has been distributed and made available to all parties involved with the hearing process. The Secretary shall make arrangements to secure any score books, result cards, etc which may be required as evidence at such hearings.

4.3.7 The Disciplinary Hearing shall be convened at a time and date prior to the next scheduled competition game round, at a venue suitable to all parties.

4.3.8 If the cited person has a legitimate commitment and/or reason for not attending the hearing on the date set down, then the hearing is to be postponed to a date to be determined and agreed upon by the major parties involved. Until such hearings are conducted and a decision handed down, the offending member(s) are not permitted to participate in any game activities.

4.3.9 Failure by the accused person to appear at, or attend the hearing at the set date and being aware of the dates and times, will automatically suspend that person from further game activities until such time as that person presents themselves and the hearing has been convened and heard.



#### **4.4 POWERS OF THE DISCIPLINARY HEARING COMMITTEE**

The Committee may impose a penalty or penalties on a member, team or affiliated club which may include:

- Absolve the cited member or cited club of guilt or penalty
- Issue a warning or reprimand to the cited member or cited club
- Impose a monetary penalty
- Request a cited member to undergo specialist sports training
- Suspend a cited member or team from functions or team activities for a specified time
- Suspend the cited member or cited club from membership of the Association for a specified period
- Expel the cited member or cited club from the Association

#### **4.5 CHAIRPERSON'S RESPONSIBILITIES**

The chairperson shall carry out the following procedure:

- Open the meeting or hearing and ensure that all parties are in attendance;
- Ensure all documentary evidence and reports are available;
- Ensure that all members of the Disciplinary Committee are recorded as attending with their name and the position or Club they represent;
- Call upon the umpires or the complainant to be heard first, and to submit their evidence and statement reports. When concluded, the Disciplinary Committee may be permitted to question and obtain clarification on such evidence and reports tabled. Any additional details not previously issued shall be minuted and stated to the offending member person when they are called. Upon conclusion the umpires or complainant will retire and wait for further instructions.
- Call upon the offending persons to come forward and present evidence in defence and to answer the charges made and laid against them. At this time any additional evidence will be made available to the offending person for their consideration and comment.
- During the period of examination, the cited person may present additional evidence in defence of the allegations and at this time may call upon persons to come forward and act as character witnesses on their behalf.
- Upon conclusion of all questioning the cited person(s) will retire from the hearing room and the Disciplinary Committee will consider and determine their decisions and penalties to be handed down.
- When the Disciplinary Committee have reached their decision and are all in agreement the offending person shall be called and informed of the judgement and the penalty to be applied (umpires or the complainant may join the meeting also).
- At the time of advising the accused person the Chairperson will ensure that all information is stated and will make the person aware of the entitled right for an appeal of the Committee's decision.

- On conclusion of the hearing the Chairperson will ensure that all minutes and notes are collected together with any other evidence and all such material is collated together and filed for future records.
- The Chairperson shall also ensure that the Association Secretary is fully informed of all decisions and penalties applied, that all written material is handed to the Association Secretary for filing, that the Association Secretary confirm in writing to the accused person all details pertaining to the determination of the Disciplinary Committee, the period of time and length of suspension, if applicable, stating dates as the commencement and conclusion and the date participation in the competition may resume. All confirmation correspondence is to be forwarded no later than three [3] days after the hearing.

#### **4.6 APPEALS AGAINST DISCIPLINARY HEARING COMMITTEE DECISION**

Such appeals must be made in writing to the Association Secretary within seven [7] days of the decision. An Appeals Committee will be formed to hear this appeal. The Appeals Committee will be chaired by a member of the Executive Committee who will facilitate the process but will not vote or contribute to the evidentiary portion of the proceedings. The remaining members of the Appeal Committee will be three [3] GRSA members not previously associated with this matter.

#### **4.7 FINAL RIGHT OF APPEAL**

Should the member(s) wish to appeal to the NSWSA Inc they shall inform the Association Secretary in writing within seven (7) days of receiving the result of the first appeal. This appeal must contain:

4.7.1 The decision the appeal is being lodged against, including reference (if applicable) to Constitution, By-Laws and/or Rules.

4.7.2 The sequence of the events surrounding the “incident” that is causing the appeal. This is to be in chronological order, supported by copies of letters, documents, minutes, etc. The Association Secretary shall forward the appeal together with comments on the appeal submission, particularly those that support the decision of the Association and any relevant documentation that has been omitted by the appellant to the NSWSA Inc.

#### **4.8 RULES COVERING PLAYER EJECTION FROM GAMES LEAVING TEAMS WITH LESS THAN NINE (9) PLAYERS**

Teams who may be affected by ejection of a Team member, entering and participating in Semi-Finals, Finals and Grand Finals will be dealt with as individual circumstances by the Executive Committee.

#### **4.9 SCHEDULE OF PENALTIES FINES AND MONETARY CHARGES FOR NON-COMPLIANCE OFFENCES**

4.9.1 Failure to carry out umpiring duties as assigned in the season’s competition fixture draw shall carry a fine of \$ 20.00 (plus GST) plus loss of one [1] competition point for EACH Base Umpire not provided, and a fine of \$40.00 (plus GST) plus loss of two [2]

competition points for a Plate Umpire not provided, maximum fine \$ 80.00 (plus GST) plus loss of four [4] competition points per offence.

4.9.2 Failure to notify the Association Competition Secretary or other delegated office in the prescribed time of a pending and intended forfeit by a team in a competition game shall carry a fine of \$ 40.00 (plus GST) per team plus loss of two [2] competition points per offence.

4.9.3 Deliberately playing an unregistered player shall carry a fine of \$ 50.00 (plus GST) per player, per offence.

4.9.4 Failure to return the Association's ground equipment and other game facilities shall carry a fine of \$ 30.00 (plus GST) per team, per offence.

4.9.5 Failure to maintain and keep the playing diamond, bench area and surrounds in a clean state and free from rubbish shall carry a fine of \$ 30.00 (plus GST) per team, per offence.

4.9.6 Failure to be in Club uniform and colours within the prescribed allowance time or granted extension times (if applicable) shall carry a fine of \$10.00 (plus GST) per team player.

4.9.7 Failure of a Club Representative to attend each monthly Delegates Meeting shall carry a penalty of one [1] competition point, deducted from each Team within that Club for each meeting not attended and a fine of \$50.00 (plus GST) for the Club.

4.9.8 Any teams forfeiting a match without giving 24 hours' notice to the Secretary of the opposing Club and to the Secretary of the Club providing the Umpires for the match and the Association Secretary, shall be fined \$40.00 (plus GST) and a penalty of loss of two (2) competition points, which shall be deducted from the team's cumulative points table at the conclusion of the rounds.

4.9.9 Teams forfeiting Semi-Finals and/or Finals shall be automatically disqualified from continuing and fined \$40.00 (plus GST).

4.9.10 Duty Teams who fail to carry out their respective obligations as set down in By Laws Section 2 are liable for a monetary penalty (fine) for each offence of \$30.00 (Plus GST) per Team.

NOTE: The Committee shall reserve the right to impose the aforementioned penalties and fines.

#### **4.10 PAYMENT AND REMITTANCE OF FINES**

The monetary fines imposed in the form of written notices shall be paid to the Competition Secretary or Treasurer within fourteen [14] days of the date shown on the infringement notice. Failure to comply with these requirements will be brought to the

notice of the Association Executive Committee to allow further determination to be made for other actions.

#### **4.11 APPEALS ON MONETARY FINES**

Appeals may be lodged to the Association Secretary within seven [7] days of the date shown on the infringement notice. Such appeals shall be referred to the Executive Committee for further determination and consideration.

#### **4.12 FINAL NOTICE AND PENALTY FOR NON-COMPLIANCE FOR SUBMISSION OF FEES AND REGISTRATION FORMS**

Where it is found that teams/Clubs have deliberately or flagrantly displayed non-respect for compliance with the Association's directions and requirement rules pertaining to fee payment or registration procedures, the final penalty shall be withdrawal of that Team from the competition.

#### **4.13 PROTEST FEE**

\$ 25.00 per protest to be lodged prior to hearings - such fees will be refunded to the protester at the conclusion of the hearing irrespective of any decision handed down by the protest committee provided the committee considers the protest was lodged in good faith and was not deemed to be frivolous.

Section 5:

**GROUND AND PLAYING CONDITIONS FOR DAY AND NIGHT TRAINING/PRACTICE SESSIONS FOR TEAMS USING THE ASSOCIATION COMPETITION GROUNDS**

**5.1 TRAINING DIAMONDS**

Training permits are required by Teams wishing to train at GRSA grounds. Prior to the commencement of each season there will be a ballot held to determine the allocation of training diamonds for weekday evenings.

5.2 The date of the ballot shall be advised to Clubs at the time that the new season paperwork is forwarded to Clubs.

5.3 Requests for inclusion in the ballot for training allocations should be made in writing to the Competition Secretary, and must be received no later than the Monday prior to the ballot date.

5.4 To ensure inclusion in the ballot, a representative from each Club or Representative Team must be in attendance at the ballot.

5.5 Fees will be payable for the night use of training diamonds in accordance with the fee schedule for that season. The Association reserves the right to vary the fees at any time without prior notice.

5.6 The Executive Committee shall allocate any diamond not taken up in the ballot as it deems appropriate and fees shall be payable.

5.7 GRSA member teams shall advise the Association Competition Secretary of any intention to train at the grounds on any weekend or any weekday afternoon and a training diamond will be allocated and recorded. There is no charge for this allocation of an unlit diamond.

5.8 Failure to advise the Association Competition Secretary of a team's intention to train as specified in 5.7 will nullify any insurance coverage.

5.9 The Executive Committee shall reserve the right to waive or alter any fee payable upon written request.

5.10 If a diamond is shared by two (2) teams for the season then each team will pay 50% of season's fee for night use.

**5.11 TRAINING DIAMONDS FEES**

A schedule of fees for diamond use, including fees for lights, shall be made available to affiliated clubs and other interested parties from the Association Treasurer before the commencement of each season.

Section 6:

**DUTY STATEMENTS FOR COMMITTEE MEMBERS, AND DUTY REQUIREMENTS OF THE GROUND DUTY OFFICER.**

**6.1 GENERAL DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

- 6.1.1 be fully conversant with the Constitution, By-Laws and Appendices of the Association and act at all times to maintain the integrity of these obligations.
- 6.1.2 attend monthly Executive Committee Meetings, as scheduled.
- 6.1.3 keep all matters which are discussed at Executive Committee Meetings strictly confidential, unless specifically agreed by the Executive Committee that a matter is open for general discussion outside the meeting.
- 6.1.4 keep confidential all papers and/or reports which may be tabled at an Executive Committee Meeting, unless specifically agreed by the Executive Committee that a such material should be available for general distribution.
- 6.1.5 make recommendations to the Executive Committee as they relate to the specific statement of duties.
- 6.1.6 prepare monthly report for presentation to Executive Committee Meetings.
- 6.1.7 act on any recommendations of the Executive Committee Meeting, as they relate to the specific statement of duties.
- 6.1.8 attend Delegates' Meetings on a regular basis and answer members' questions as they relate to the specific statement of duties.
- 6.1.9 observe the seasonal Ground Duty Roster and each Executive Committee Member's specific commitment. If unable to cover a duty as rostered, be responsible to arrange a replacement. Advise the Chairperson or Competition Secretary if unable to fulfil a rostered commitment or find a replacement.
- 6.1.10 carry out specific duties as laid down in the Statement of Duties for the particular Executive Committee position.
- 6.1.11 be observant and conscious of any defect, fault or matter for concern, relating to the physical grounds and equipment of the Association, and refer any such matters to the Association Grounds Manager.
- 6.1.12 bring to the attention of the Executive Committee any matter raised by an individual member which has a bearing on the best interests of the Association.
- 6.1.13 direct members' inquiries to the relevant Executive Committee Member.
- 6.1.14 be prepared to attend meetings, other than Executive Committee and Delegates' Meetings, should they be necessary to the best interests of the Association.
- 6.1.15 work at all times in the best interests of the Association.
- 6.1.16 assist as a Selector for Representative Teams if required.
- 6.1.17 offer assistance to the appointed Tournament Director, for any additional competitions the Association may choose to conduct, outside the normal competition structure.

## **6.2 ASSOCIATION CHAIRPERSON**

- 6.2.1 chair all Executive Committee Meetings
- 6.2.2 chair all Delegate Meetings
- 6.2.3 chair all extraordinary and special general meetings
- 6.2.4 assist Association Secretary in the performance of their duties
- 6.2.5 assist Competition Secretary in the performance of their duties
- 6.2.6 assist Groundsman in the performance of their duties
- 6.2.7 assist Representative Co-Ordinator in the performance of their duties
- 6.2.8 liaise with Council in all matters directly related to the running of the Association
- 6.2.9 assist and direct in the formation of relevant sub-committees and oversee their operation.
- 6.2.10 oversee the management and progress of all tournaments promoted by the Association.
- 6.2.11 peruse Minutes of NSWSA and its relevant Committees, and highlight matters of note to be presented to Executive Committee Meeting.
- 6.2.12 be available to all members for assistance and information.
- 6.2.13 Direct the Executive Committee in their dealings, ensuring at all times that they act in a fair and reasonable manner, adhering to the principles of the Constitution and in pursuance of the goals of the Association.
- 6.2.14 prepare report for presentation to members at the Annual General Meeting and guide the development of the Association's Strategic Plan
- 6.2.15 prepare full contact list for all Executive Committee Members and circulate to Executive Committee.
- 6.2.16 prepare ground duty roster for each competition weekend, in consultation with all Executive Committee Members. Circulate to all Executive Committee Members. Copy to canteen.

## **6.3 ASSOCIATION SECRETARY**

- 6.3.1 prepare abridged contact list for Executive Committee Members and circulate to Club Delegates. Executive Committee Members should have input as to what personal details are made available to members.
- 6.3.2 offer constant input into the Strategic Plan and commit to working committees to ensure progress as laid down in the plan.
- 6.3.3 perform the duties of Association Secretary so as to demonstrate a positive profile for the Association and its Executive Committee. Be accessible to members and act on all matters raised.
- 6.3.4 fulfil ground duty roster commitments.
- 6.3.5 maintain copies of all relevant forms as may be required by members e.g. sports injury claim forms, deferment forms, etc
- 6.3.6 obtain copies of Affiliation Forms received each season and prepare Club Listing and contact details, and circulate to Club Delegates. Copy to Competition Secretary.
- 6.3.5 maintain database of active Clubs each season.
- 6.3.6 circulate suggested amendments to By-Laws to all Clubs for consideration and voting at next Delegates Meeting. If approved, ensure circulation of amended pages.

- 6.3.9 clear mailbox on regular basis, particularly prior to Executive Committee and Delegate Meetings.
- 6.3.10 keep register of all 'Correspondence In' and 'Correspondence Out' to be added to Executive Committee and Delegate Meeting agendas. Keep copies of all correspondence in/out in an ordered manner so that items can be produced when required.
- 6.3.11 prepare agenda for Executive Committee Meetings, including correspondence in/out, reports, general business and date of next meeting. Ensure sufficient copies are available prior to commencement of meeting.
- 6.3.12 follow up on all matters, correspondence, etc which arise from Executive Committee Meetings and requests from Executive Committee Members.
- 6.3.13 act as signatory on Association cheque accounts. Check all accounts submitted for payment by Treasurer.
- 6.3.14 prepare agenda for Delegate Meetings, including correspondence in/out, reports, general business and date of next meeting. Ensure sufficient copies are available prior to commencement of meeting. Copy items of particular interest in sufficient quantity for distribution to Club Delegates. Prepare attendance register for Delegates to sign at each Delegates Meeting.
- 6.3.15 follow up on all matters, correspondence, etc which arise from Delegates Meetings.
- 6.3.16 attend all Executive Committee and Delegate Meetings, and additional meetings which may be called for various special reasons.
- 6.3.17 prepare notice of Annual General Meeting, ensuring compliance with requirements of Constitution / By-Laws. Call for nominations for perpetual trophies and life memberships. Circulate to all Clubs who have been active during the past twelve-month period. Issue invitations to all current Life Members.
- 6.3.18 prepare Annual Report to Delegates prior to Annual General Meeting.
- 6.3.19 prepare and complete Annual Report to NSWSA, as set down in the format supplied by NSWSA. Seek input from relevant Executive Committee Members as required.
- 6.3.20 propose Delegates/Observers to attend AGM of NSWSA and vote on relevant matters as directed.
- 6.3.21 prepare and distribute information package on each new season, including details on fees, registration, season dates, dates of relevant meetings, training diamond ballot, etc. Mailing list should include all Clubs who have been active during the past three seasons.
- 6.3.23 maintain phone log for reimbursement. Submit accounts to Treasurer.
- 6.3.24 maintain petty cash ledger, with substantiating receipts, and submit to Treasurer for reimbursement as required.
- 6.3.25 make regular back-up copies of all computer files, for security purposes.
- 6.3.26 circulate all tournament entry forms to Representative Co-Ordinator for consideration.
- 6.3.27 prepare bi-annual applications for allocation of Council grounds.
- 6.3.28 peruse Minutes of NSWSA and its relevant Committees, and highlight matters of note to be presented to Executive Committee Meeting.
- 6.3.29 maintain information content on Noticeboard.
- 6.3.30 respond to all phone inquiries and give Club contact details for new players wishing to join the Association.



- 6.3.31 advise Executive Committee Members of changes/ additions to normal meeting schedule.
- 6.3.32 arrange meeting each season with City of Canterbury Bankstown Council, to maintain sound working relationship.
- 6.3.39 prepare report for presentation to members at the Annual General Meeting
- 6.3.40 ensure adequate supplies of all stationery and office supplies, and re-order as required.
- 6.3.41 record accurate notes of the proceedings at meetings and retain computerised copies of all meeting minutes in a safe environment.
- 6.3.42 distribute a copy of the minutes to official attendees.
- 6.3.43 manage the Executive Committee Meeting - Action Plan system.
- 6.3.44 manage the Strategic Plan - Committee Action Plan system.

#### **6.4 ASSOCIATION TREASURER**

- 6.4.1 prior experience and/or education appropriate to managing the financial affairs of an incorporated sporting association.
- 6.4.2 issue official receipts for the collection of all monies.
- 6.4.3 ensure the security of all monies received.
- 6.4.4 bank all monies on a timely basis for all Association Accounts.
- 6.4.5 pay all supplier invoices/statements on a timely basis
- 6.4.6 manage the delegation of account authorisation at selected equipment suppliers.
- 6.4.7 keep safe the cheque facility of the Association.
- 6.4.8 obtain two (2) signatures on all cheques issued.
- 6.4.9 ensure account signatories are kept current with the banking service provider.
- 6.4.10 collect from members/clubs competition fees and reconcile payments.
- 6.4.11 collect from members/clubs infringement fines and reconcile payments.
- 6.4.12 collect from members/clubs training permit fees and reconcile payments.
- 6.4.13 issue invoices for ground hire, equipment hire, umpires, etc. as required.
- 6.4.14 issue purchase orders for goods and services as required.
- 6.4.15 operate a suitable records management system for all relevant documentation.
- 6.4.16 on a monthly basis update the main account cashbook concerning all income and expenditure.
- 6.4.18 on a monthly basis prepare an income and expenditure statement, bank reconciliation statement and performance to budget statement for the information of the Executive Committee.
- 6.4.19 on a monthly basis prepare an income and expenditure statement and bank reconciliation statement for the information of the Delegates.
- 6.4.20 annually prepare the Association's budget depicting both monthly values and yearly totals for all categories.
- 6.4.21 The Association Treasurer shall arrange the conduct of an external audit of the financial affairs of the Association upon any specific and reasonable written request from any member of the Association, that is supported by a minimum of two (2) additional members. The accounts shall be presented to an accredited accountant/auditor within 3 months of the request with the outcome made available to all members. *(as amended May 2021)*

- 6.4.22 prepare and present a Treasurer's Report for the Annual General Meeting.
- 6.4.23 annually prepare Workers Compensation documentation.
- 6.4.24 annually prepare documentation for financial reporting to the Department of Fair Trading.
- 6.4.25 prepare Executive Committee Reports as required.
- 6.4.26 recommend changes to financial policies and procedures as required.
- 6.4.27 ensure appropriate insurance policies are fit for purpose.
- 6.4.28 participate in all financial matters and prepare budgets, financial statements and account reconciliation associated with all tournaments conducted by the Association.
- 6.4.29 liaise with the Canteen Manager/Canteen Supervisor concerning financial matters.
- 6.4.30 collate monthly financial information concerning the operation of the Canteen.
- 6.4.31 liaise with the Executive Committee executive on financial matters.
- 6.4.32 liaise with the Uniform Officer, Rep Co-ordinator, UIC, Registrar, etc. for the collection of monies.
- 6.4.33 liaise with Uniform Officer, Rep Co-ordinator, UIC, Registrar, Grounds Manager, Equipment Officer, etc. for the payment of accounts.
- 6.4.34 liaise with Secretary for reimbursement of Petty Cash float.
- 6.4.35 manage the Financial Assistance Policy covering the Association's Representative Teams and individual elite players/officials selected for State/National representation.
- 6.4.36 oversee the financial aspects of Representative Teams.
- 6.4.37 provide specialist's input to membership fee reviews.
- 6.4.38 provide specialist's input to Development Plan reviews.
- 6.4.39 liaise with the Association's banking service provider on all related matters.
- 6.4.40 liaise with NSW Softball Association on all related matters.
- 6.4.41 maintain record of initial team registrations and any subsequent registrations/de-registrations.
- 6.4.42 reconcile the Registrar's final team listings with corresponding payments.
- 6.4.43 attend all Executive Committee meetings.
- 6.4.44 attend all Delegates meetings.
- 6.4.45 each season attend the Training Permit ballot night.
- 6.4.46 each season attend the Fee Payment night.
- 6.4.47 each season be available at the grounds for the collection of monies.
- 6.4.48 chair all Finance Committee meetings.
- 6.4.49 where appropriate, represent the Association at Local Council, Industry and Trade functions.
- 6.4.50 co-ordinate capital funding submissions.
- 6.4.51 co-ordinate fundraising activities.
- 6.4.52 establish short-term investment accounts for capital projects.
- 6.4.53 prepare report for presentation to members at the Annual General Meeting

## **6.5 ASSOCIATION REGISTRAR**

- 6.5.1 be responsible for the correct record keeping of the Association, as it pertains to Club affiliations, player registration, official's registration and member details.
- 6.5.2 keep records of all Local Interchanges.
- 6.5.3 keep records of all Clearance requests, both from within the Association, and from those members clearing from another association.

- 6.5.4 reply to requests from other associations or the governing body, as to the registration status of any particular member.
- 6.5.5 maintain a listing of any players deemed unfinancial by the governing body and be aware if any such person should apply for membership of the Association.
- 6.5.6 provide mailing lists upon request for the Representative Co-Ordinator, or any other purpose as directed by the Executive Committee.
- 6.5.7 be able to supply listings of all current Teams within a Division, if required.
- 6.5.8 maintain a register of WCC details for Association members
- 6.5.9 approve/deny requests for clearance, after consultation with Treasurer and Representative Co-Ordinator, as required.
- 6.5.10 ensure accuracy of all Team lists and player/officials details, submitted for State Championships.

## **6.6 UMPIRE-IN-CHIEF**

- 6.6.1 maintain an accurate register of Association umpires – contact details, umpiring levels, WWCC details, etc.
- 6.6.2 organise appropriate training for Association umpires
- 6.6.3 ensure Association umpires maintain their accreditation
- 6.6.4 perform UIC duties or delegate these duties, at tournaments run by the Association
- 6.6.5 co-ordinate provision of umpires for GRSA representative teams
- 6.6.6 represent GRSA at SNSW events related to umpiring.

## **6.7 COACHING CO-ORDINATOR**

- 6.7.1 establish and co-ordinate a Coaching Committee, comprised of affiliate Club coaching co-ordinators and interested parties.
- 6.7.2 formulate Player and Coach Development strategies, both long and short-term for implementation into Association policies. Seek assistance from outside resources and NSWSA where possible.
- 6.7.3 assist Representative Co-Ordinator in the selection of players and coaches for Representative Teams. Attend selection panel meetings as required.
- 6.7.4 conduct a minimum of one (1) entry level Coaching Course each season, and encourage and assist Clubs to conduct their own. Liaise with Competition Secretary with the setting of dates during the competition season, to be circulated with the competition calendar.
- 6.7.5 ensure correct stock of resource materials are available for all Coaching Courses and order more, where necessary.
- 6.7.6 keep accurate records of any monies collected from course participants.
- 6.7.8 encourage Coaches to upgrade their accreditation level and advise of upcoming courses.
- 6.7.9 circulate notices  
of NSWSA Courses that may be of interest to accredited Coaches.
- 6.7.10 actively promote player and coaching development throughout the Association.
- 6.7.11 maintain database of GRSA Coaches including their contact details, coaching levels, WWCC details and update from information supplied from NSWSA.

6.7.12 be aware of all currently accredited Coaches within the Association and the requirements to maintain that accreditation.

6.7.13 Liaise with Coaches who may be reaching the limit of their current accreditation and help them to fulfil the required criteria for continuity.

## **6.8 PUBLICITY OFFICER**

6.8.1 Liaise with local radio stations, newspapers and other media outlets to publish any information, articles, photographs and/or results which promote the Association in positive ways.

6.8.2 plan and design seasonal advertising to attract players and advise of season commencements. Advise Executive Committee of effective costing for local press.

6.8.3 create articles of interest to the public, giving information about the Association and its players, officials and members.

6.8.4 create advertising material to promote the Association

6.8.5 liaise with Clubs within the Association on media material, and source current information for articles.

6.8.6 liaise with NSWSA re available promotional material and media releases.

6.8.7 attend relevant meetings concerning media

6.8.8 In collaboration with the Historian, keep a 'clippings' register of all printed material relevant to the Association.

## **6.9 COMPETITION SECRETARY**

6.9.1 liaise with Association Secretary to formalise a competition calendar, setting dates for a Winter and Summer season in each calendar year.

6.9.2 when setting calendar dates, be mindful of the State and National calendar for the period, so as to minimise disruption to the Association season wherever possible.

6.9.3 prepare a full competition draw, setting game times and diamonds for all Divisions, and in accord with the Association Treasurer's direction, be responsible for its distribution

6.9.4 implement Rain Policy, where applicable, advising of times and diamond numbers for re-scheduled games.

6.9.5 liaise with Association Grounds Manager when conditions make diamond changes necessary and be responsible to advise affected Clubs and Teams.

6.9.6 in consultation with Association Secretary, set dates for Grading Committee meetings, Training Permit Ballot, Registration Dates, and those other dates which affect the running of the competition.

6.9.7 record information as advised in regard to request for Deferred Games and Forfeited Games, keeping strict records as to how such requests may affect the competition points table. Advise Association Registrar as to any alteration to the points table as a result of such requests.

6.9.8 make decisions on Requests for Deferred Games, as outlined in the By-Laws. Pass recommendations to the Executive Committee on those requests which fall outside the responsibility of the Competition Secretary as detailed in the By-Laws. Advise Clubs as to the final outcome of their request.

- 6.9.9 act as Chairperson for Grading Committee Meetings and ensure that minutes and attendance record of such meetings are kept, to act as reference for any further changes to Team gradings.
- 6.9.10 advise Association Registrar of any changes required as a result of Grading Committee decisions, to ensure preparation and distribution of a revised draw.
- 6.9.11 maintain file of uniform dispensation requests, and update on regular basis.
- 6.9.12 prepare all competition result cards, ensuring they are available to be collected a minimum of one hour prior to a scheduled game.
- 6.9.13 prepare draws for Semi-Finals, Finals and Grand Finals, in consultation with the Registrar and in accordance with the competition points table.
- 6.9.14 Co-ordinate the allocation of training diamonds for Clubs, Representative teams and casual users. This requires attendance at the training diamond allocation ballot held at the beginning of each season. Advise the Treasurer and arrange for the issue of appropriate permits and invoices.
- 6.9.15 Prepare and issue fine notices to Clubs for non – compliance with Association By Laws and forward copies to Secretary and Treasurer. Submit any request to waive fines to the Executive Committee for consideration and advise Clubs of determination.
- 6.9.17 maintain an up-to-date competition points table, with results obtained for each completed competition round, from the match game sheets.
- 6.9.18 liaise with the Registrar as to any infringements or fines which may result in an adjustment to the competition points table, and update the table accordingly.
- 6.9.19 supply a points table to the Grading Committee, if requested.

## **6.10 REPRESENTATIVE TEAM CO-ORDINATOR**

### **6.10.1 SELECTION OF PLAYERS & OFFICIALS FOR REPRESENTATIVE TEAMS**

6.10.2 Advertise for officials for representative teams for the following year, closing date to be one calendar month post State Championship of each respective age group.

6.10.3 Advertise the need for registered, financial Players to nominate for positions on GRSA representative teams via -

- Delegates Meeting
- information placed on notice boards
- GRSA Facebook and website

6.10.4 Convene meetings of Representative Officials Selection Committee to select Head Coaches for Teams

6.10.5 Representative Co-ordinator to notify successful/non-successful Head Coaches concerning these selections.

6.10.6 Liaise with the Head Coach over the nomination of the other Officials and the timing of Team Trials. There shall be a minimum of two trials conducted for the selection process for each Representative team.

6.10.7 Present to the Executive Committee the Head Coach's recommendations for the other Officials of the Team. All other nominations will also be presented. If the Executive Committee fails to ratify any of the Head Coach's recommendations the Representative Co-ordinator must liaise between the Head Coach and the Executive Committee.

Alternatives will be presented to the Executive Committee for ratification.

- 6.10.8 Advertise the appointment of all Representative Officials and player selection trials. Ask for nominations of Officials for any unfilled positions.
- 6.10.9 Tabulate player nominations in preparation for trials, copy to Registrar to check financial registered players. Obtain copies of clearances and check their validity and ensure that paperwork is in hand for anyone clearing to be an official/player with GRSA.
- 6.10.10 Ensure complete Team Entry, Player Team Sheets and Umpires Nominations together with payment of the relevant Team Entry Fee for State Tournaments are submitted on time. Forward player / official requests to be placed on championship pickup lists to SNSW in accordance with SNSW policy and time frames.
- 6.10.11 liaise with Tournament or Championship Organiser or Officials to ensure there are no problems with Team Sheets.
- 6.10.12 obtain a record of Clearances and have copy available for any tournaments.
- 6.10.13 organise accommodation for teams competing outside of the metropolitan area.
- 6.10.14 organise a meeting with team officials, where necessary prior to tournaments.
- 6.10.15 act as General Manager (or organise an alternate) at tournaments/championships. Attend briefings. (Carry spare copies of the team sheets, player details, clearances).
- 6.10.16 liaise with Team Managers.
- 6.10.17 accompany any player or official to a judicial hearing if necessary during the tournament/ championship to represent GRSA on their behalf.
- 6.10.18 advise the Executive Committee of all fundraising activities carried out by Teams.
- 6.10.19 STATE LEAGUE RESPONSIBILITIES
- 6.10.20 advertise for General Managers for State League teams for the following year, if appropriate
- 6.10.21 advertise the need for registered, financial Players and Officials to nominate for positions in State League Teams via -
- Delegates Meeting
  - information placed on notice boards
  - Facebook, website
- 6.10.22 Advise closing date for nominations.
- 6.10.23 convene meeting of Representative Officials Selection Committee to select Head Coaches for State League Teams for the following year.
- 6.10.24 Representative Co-ordinator to present recommendations for State League Team Head Coaches to the Executive Committee.
- 6.10.25 Representative Co-ordinator to notify successful/non-successful State League Team Head Coaches concerning these selections.
- 6.10.26 Liaise with the Head Coach of the State League Team over the nomination of the other Officials and Team Trials, and advertise the selected date. Present to the Executive Committee the Head Coach's recommendations for the other Officials of the State League Team. All other nominations will also be presented. If the Executive Committee fails to ratify any of the Head Coach's recommendations the Representative Co-ordinator must liaise between the Head Coach and the Executive Committee. Alternatives will be presented to the Executive Committee for ratification.

6.10.27 Advertise the appointment of all State League Officials and player selection trials. Call for nominations of Officials for any unfilled positions.

6.10.28 Tabulate player nominations in preparation for State League Team trials, copy to Registrar to check financial registered players. Obtain copies of clearances and check their validity and ensure that paper work is in hand for anyone clearing to be an official/player with GRSA.

**6.10.29 REGISTER OF GRSA REPRESENTATIVES**

Maintain a register of Representative Players and their voluntary duties for the Association.

**6.11 EQUIPMENT OFFICER**

6.11.1 undertake a yearly stocktake of all Association equipment and evaluate expected future requirements.

6.11.2 liaise with Representative Co-Ordinator for items required at Representative trials, future training needs and any other equipment required.

6.11.3 evaluate current equipment issued and advise suggestions for its improvement.

6.11.4 maintain, purchase and supply the equipment that is required for Representative Team training and participation in tournaments.

6.11.5 Supply the Representative Team Manager/Coach with kit containing equipment required for training and participating in championship games.

6.11.6 present budget to the Association Treasurer, through the Development Committee, to reflect additional requirements.

6.11.7 ensure the return of ALL equipment issued to Representative Teams, no later than 14 days after the final Team tournament

6.11.8 ensure that an established set of equipment is available to be used for the Representative selection trials. (Fitness and skills).

6.11.9 liaise with the Representative coaching staff to ensure they have access to the required equipment.

6.11.10 purchase and repair the supply of Association equipment in anticipation of the Association's expected needs for normal competition and tournaments

6.11.11 try to satisfy reasonable requests from Managers/Coaches for additional equipment needs.

6.11.12 provide access to Team Managers for the Association benches and bench tents to be used for tournaments.

6.11.13 ensure all equipment is returned. Replace lost equipment and organise the repair of damaged equipment where possible.

**6.12 UNIFORM OFFICER**

6.12.1 liaise with Representative Team Managers and the Association Representative Co-Ordinator regarding the requirements for GRSA Team uniforms.

6.12.2 liaise with manufacturer for all articles, including caps, training shirts, playing shirts and jackets

6.12.3 stay up-to-date with current industry prices and prepare proposal for change of supplier, should this become appropriate.



- 6.12.4 maintain stock of numbered t-shirts to be used for selection trials. Ensure their laundering at the end of selections.
- 6.12.5 maintain current stocktake records of all uniform items, both those currently issued and those in storage.
- 6.12.6 be available, in liaison with Representative Co-Ordinator, for the fitting and issue of uniforms to Representative Teams. Advise officials of the care and use of their uniform and the necessity of advising the Uniform Officer of any loss and/or damage to the uniform.
- 6.12.8 notify the Representative Co-ordinator if a change of uniform is required for any player. Ensure that no player changes his/her uniform after notifying the Representative Co-ordinator of the correct numbers.
- 6.12.9 maintain strict records of all uniform items issued, and their return (within 14 days of the Tournament conclusion). Advise Team Manager and Representative Co-Ordinator of any outstanding items.
- 6.12.10 keep a record of uniform numbers allocated to players.
- 6.12.11 arrange for the replacement or repair of any damaged uniforms where possible.
- 6.12.12 set annual budget for maintenance of appropriate stock levels and submit to Association Treasurer.
- 6.12.13 evaluate the expected future uniform requirements for the coming year. Prepare costed proposal for any stock orders required and submit to Executive Committee Meeting for approval.

### **6.13 GROUNDS MANAGER**

- 6.13.1 establish a routine for grounds preparation on a weekly basis, during the competition season.
- 6.13.2 prepare diamonds in readiness for each competition round. Be available for any urgent repairs which may become necessary during the day's competition.
- 6.13.3 establish a schedule for ongoing grounds maintenance to ensure diamonds and surrounds are maintained to a high standard
- 6.13.4 maintain all machinery and equipment to a working level. Undertake emergency repairs on a needs basis, reporting to the Executive Committee as to any cost incurred at the next available opportunity.
- 6.13.5 provide costed proposals to the Executive Committee for the non-urgent repair or replacement of any grounds equipment.
- 6.13.6 provide proposals to the Executive Committee for large capital items which the Association may wish to consider in their plans for the progress of the Association.
- 6.13.7 inspect diamonds and surrounds after poor weather to ensure their suitability for competition play. Make recommendations to the Executive Committee at ground inspections on weekends.
- 6.13.8 prepare diamonds for tournaments, as required and calendared by the Association. Oversee close-down of the Association's operations at the end of tournaments.
- 6.13.9 liaise with local Council and other relevant bodies, on all matters pertaining to maintenance and repair of the playing fields which fall outside the Association's responsibilities e.g. light towers, mowing, garbage, fence maintenance, water, etc.



- 6.13.10 liaise with local Council on the use of grounds by groups other than the Association.
- 6.13.11 advise local Council of any acts of vandalism which may occur.
- 6.13.12 attend seasonal meetings with local Council, giving a report on the Association's progress and requirements, as it relates to Council, during the half year.
- 6.13.13 ensure training lights are lit on weekdays as required by the training allocations.
- 6.13.14 liaise with the Equipment Officer on the repairs & replacement of items of Association equipment which are regularly used in normal competition.
- 6.13.15 the Executive Committee may decide that an honorarium be paid to the Grounds Manager on an annual basis, with the amount of the honorarium to be at the Executive Committee's discretion and subject to bi-annual review.
- 6.13.16 any honorarium shall be based on two seasons and GRSA tournaments to be conducted each year. Any requirements in excess of this shall be considered separately.

## **6.14 HISTORIAN**

- 6.14.1 determine required number of trophies / medals for the current season. Prepare proposal and budget to the Executive Committee for ratification.
- 6.14.2 order and collect trophies / medals for both Summer/Winter competitions.
- 6.14.3 arrange engraving of awards and perpetual trophies at the conclusion of Summer/Winter Presentations.
- 6.14.4 arrange supply of awards and/or medallions for all relevant tournaments as promoted by the Association.
- 6.14.5 arrange cleaning and repair of perpetual trophies, if required.
- 6.14.6 organise design and purchase of memorabilia as required, including Life Member Badges, Association pins, and clothing. Submit costings and budget for memorabilia purchases.
- 6.14.7 maintain stock control of all memorabilia.
- 6.14.8 arrange framing and display of Representative Team photos, as supplied by Representative Co-ordinator for State Championships.
- 6.14.9 update list of current Executive Committee Members and display in Club Rooms.
- 6.14.10 keep current mailing list for all Life Members and make available to Association Secretary.
- 6.14.11 maintain a record database of competition results each season, by Division and Grade, so as to keep a permanent history of the Association's achievements. Make this available to Clubs to enable them to track their own history.
- 6.14.12 in collaboration with the Publicity Officer, keep a 'clippings' register of all printed material relevant to the Association.
- 6.14.13 maintain a database showing all GRSA players and officials who gain State and/or National selection.

## **6.15 CANTEEN SUPERVISOR**

- 6.15.1 be responsible to the Association Treasurer, in the first instance, and then to the Executive Committee
- 6.15.2 to be remunerated as decided by the Executive Committee.

6.15.3 any change to remuneration to be notified in writing with one month notice.

6.15.4 the following should be considered a guide to the hours of operation:

SATURDAY 7.30AM TO 4.45PM

SUNDAY 8.45AM TO 12.15PM

6.15.5 services are required to cover tournaments, as decided by Executive Committee. Dates to be notified with at least one month's notice. Executive Committee to give an indication of numbers to be catered for.

6.15.6 during Wet Weather and after cancellation of games by the Duty Officer, opening of the canteen is not required for the period of the wet weather deferment. Canteen Supervisor to contact Duty Officer or Chairperson to be advised of closure of canteen in these circumstances.

6.15.7 to provide and/or review a schedule of regular cleaning of all equipment and surfaces in canteen environs, as per current local Council requirements.

6.15.8 to place orders for stock as required, including kitchen supplies for Club Rooms.

6.15.9 to co-ordinate and be available for deliveries of stock and supplies, being responsible for correct quantities and pricing of all incoming invoices.

6.15.10 ensure hygienic preparation of fresh food.

6.15.11 maintain sufficient stock levels so as to permit, at the least, a limited range of fresh food choice until close of canteen.

6.15.12 to ensure co-ordinated rotation of all stock.

6.15.13 draw up a list of suggested stock lines, suggested retail and advise of appropriate new lines as they become available. Decisions to be made with the approval of the Association Treasurer.

6.15.14 to provide and ensure compliance with, a detailed staffing plan showing coverage of all hours of operation. Minimum age of any volunteer shall be 15 years.

6.15.15 arrange such volunteers as may be required to adequately service customers, with minimum requirements to be provided by GRSA Executive Committee.

6.15.16 ensure all volunteers are properly equipped for their duties, and advised as to their duties and responsibilities. Any training to be conducted under the direct supervision of the Canteen Supervisor.

6.15.17 at regular intervals, notify Association Treasurer of amount of honorarium due to each volunteer.

6.15.18 notify any and all repairs and/or maintenance required within canteen operations.

6.15.19 arrange with local Council for any emergency repairs which may cause an unsafe working environment, to be carried out, and advise Association Treasurer. Other non-urgent maintenance to be approved by Association Treasurer and advised to the next GRSA Executive Committee meeting.

6.15.20 advise of equipment purchases required and arrange purchase when approved by Association Treasurer and/or GRSA Executive Committee.

6.15.21 maintain, or arrange maintenance, and report on First Aid Kit, Fire Blanket and Fire Extinguisher.

6.15.22 ensure a safe and practical working environment at all times. Directly responsible for correcting any unsafe or improper working condition within the Canteen.

6.15.23 in the event of ill-health or other circumstances which may prevent the Supervisor being in attendance, they must delegate their duties to another volunteer and advise the Association Treasurer.

6.15.24 banking to be prepared and finalised daily. No cash to be left on the premises at any time after closing of canteen. Deposits to be made on the day or next possible day after canteen closing. Banking details and paperwork to be supplied by Association Treasurer.

6.15.25 arrange suitable cash float to begin each day's operation.

6.15.26 prepare monthly financial statement of income and expenditure in format as supplied by Association Treasurer.

6.15.27 Stocktake to be undertaken at monthly interval and figures supplied to Association Treasurer in a format to be supplied by him/her.

6.15.28 ensure security of all monies received from customers, being alert to stock shrinkage and pilfering.

6.15.29 ensure that no free stock to be given out without the explicit direction of the Association Treasurer, on advice from GRSA Executive Committee.

6.15.30 comply with all relevant health regulations as supplied by local Council.

6.15.31 other duties as may be directed by the GRSA Executive Committee from time to time.

## **6.16 GROUND DUTY OFFICER**

6.16.1 It is each Executive Committee member's responsibility to observe the Ground Duty Roster. If you are unable to fulfil your rostered day, it is your responsibility to arrange a replacement and note this change on the master copy of the Ground Duty Roster.

6.16.2 Duty Times:

Saturday	Morning	7.30 am – 12.30 pm
Saturday	Afternoon	12.00 pm – 4.45 pm
Sunday	Morning	8.00 am – 12.45 pm

Times may vary dependant on:

- Start time of first game, but all opening duties should be completed a minimum of 45 minutes prior to the first game.
- Weather conditions.

6.16.3 On weekends when rain on the day, or during the preceding week, may have affected ground conditions, then a ground inspection must be undertaken. Groundsman and Ground Duty Officer must attend at least 90 minutes prior to the first rain-affected game to conduct the inspection. All clubs involved in the competition as well as the Canteen Supervisor should be advised of any changes to games on the day.

6.16.4 Saturday Morning Duties:

- Wear Official shirt, to help members identify you.
- Open Club House

- Open toilets, equipment room, and Umpire's room.
- Ensure supply of safety bases is left at door of equipment room. Re-lock equipment room.
- Hang noticeboard located near office stairs outside Umpire's Room. Check validity of all notices and replace or remove, as required.
- Place day's score cards in the slots and hang results box on outside wall.
- Check kitchen and wash up any dishes, empty garbage from kitchen and office. Clean kitchen floor. Tidy and vacuum Club House. Check contents of fridge.
- Advise canteen staff as to your approximate location during the first time slot, so that you are available for inquiries or problems.
- Be visible around the diamonds, check for problems, safety issues, uniform breaches, etc to ensure compliance with Association regulations.
- From time to time, check car park for loiterers or suspicious people.
- At end of the morning check with the afternoon Ground Duty Officer and advise of any problems/action taken during the morning.

#### 6.16.5 Saturday Afternoon Duties:

- Wear Official shirt, to help members identify you.
- Check supply of toilet paper in both toilets.
- Be visible around the diamonds, check for problems, safety issues, uniform breaches, etc to ensure compliance with Association regulations.
- Ensure dugouts are left clean and empty of garbage. Note non-compliance on score sheet for the particular diamond and time slot.
- Bring in all notice boards and results box
- Empty results box, and check for any action required from cards. Place score cards in Competition Secretary's pigeon hole for distribution/ response.
- Check kitchen and wash up any dishes, empty garbage from kitchen and office. Clean kitchen floor and tidy Club House.
- Ensure all safety bases have been returned and none have been left on diamonds. Lock equipment room.
- Switch off lights (except stairwell).
- Lock balcony door and all windows. Lock up canteen area.
- Ensure master key has been placed in key safe and lock exit door.
- Ensure all areas are locked.
- Lock boom gate on exiting car park.

#### 6.16.6 Sunday Duties:

- Wear Official shirt, to help members identify you.
- Open Club House
- Open toilets, equipment room, and Umpire's room.
- Ensure supply of safety bases is left at door of equipment room and relock.
- Hang notice board located near office stairs outside Umpire's Room. Check validity of all notices and replace or remove, as required.

- Place day's score cards in the slots and hang results box outside
- Advise canteen staff as to your approximate location during the first time slot, so that you are available for inquiries or problems.
- Be visible around the diamonds, check for problems, safety issues, uniform breaches, etc to ensure compliance with Association regulations.
- From time to time, check car park for loiterers or suspicious people.
- Ensure dugouts are left clean and empty of garbage. Note non-compliance on score sheet for the particular diamond and timeslot.
- Bring in all notice boards and results box
- Empty results box, and check for any action required from cards. Place score cards in Competition Secretary's pigeon hole for distribution/ response.
- Check kitchen and wash up any dishes, empty garbage from kitchen and office. Clean kitchen floor and tidy Club House.
- Lock toilets and Umpire's room.
- Ensure all safety bases have been returned and none have been left on diamonds. Lock equipment room.
- Switch off lights (except stairwell).
- Lock balcony door and all windows. Lock up canteen area.
- Ensure master key has been placed in key safe and lock exit door.
- Lock boom gate on exiting car park.

## **Appendix: A**

### **RULES FOR GRSA SUB-JUNIOR COMPETITION**

#### **TEEBALL**

The normal rules of softball will apply except for any specific rules listed below:

#### **1. DEFINITIONS**

1.1 FAIR BALL: A fair ball is a batted ball which:

- a. settles or is first touched in fair territory between home and first base, or home and third base, provided the ball has passed beyond the 15 foot arc.
- b. is first touched, or first hits the ground, in fair territory between first and/or third bases.

NOTE: All bases and the fair/foul lines are in fair territory.

1.2 FOUL BALL: A foul ball is a batted ball which is not fair as per rule 1.1

1.3 FORCE OUT: A force out can occur when a runner must run to the next base (i.e. the batter hits a fair ball they must run to first, or when any base runner is forced to run to the next base by the batter becoming a base runner).

Forced runners do not have to be tagged but can be put out if a fielder touches the base the runner is forced to while in possession of the ball. The runner can be tagged out while off the base if the fielder chooses.

1.4 INTERFERENCE: Is the act of an offensive player interfering with a fielder's chance to field a batted ball (e.g.: runs into fielder, hit by ball, distracts the fielder by jumping the ball, etc).

1.5 OBSTRUCTION: Is the act of a defensive player who does not have the ball, or who is not fielding a batted ball, preventing a runner from a clear path around the diamond. There need not be a physical contact for obstruction to occur.

#### **2. FIELD**

2.1 The baseline will be 60 feet

2.2 For the Teeball competition, the pitcher's plate is to be 35 feet from the apex of home plate.

2.3 The pitching circle will have a 6 foot radius

2.4 An arc with a radius of 15 feet shall be drawn from the apex of home plate between the first and third base lines.

#### **3. EQUIPMENT**

3.1 The ball shall be a regulation teeball, as specified by NSW Softball Association.

### 3.2 The tee:

a. May be of any suitable construction and should be adjustable. Tees that have a home plate as the base are not acceptable.

b. Must be placed with the stem on the front of home plate.

### 3.3 A mask or protector need not be worn by the catcher or the Plate Umpire.

### 3.4 All offensive players must wear a helmet preferably with a chin strap.

3.5 DOUBLE BASE: The double (safety) base is to be used at first base. Half the base is white (in fair territory), and half the base is orange (in foul territory). The following rules apply to the double base.

a. A batted ball hitting the white portion is fair, and a batted ball hitting the orange portion is foul.

b. A fielder must use the white portion of the base at all times.

c. If a ball is hit to the infield, the batter runner must run to the orange portion of the base. If the batter-runner fails to use the orange portion of the base on this first attempt at the base, and if a play is made, the batter-runner is out.

d. If no play is being made, or if a ball is hit through the infield or to the outfield, the batter-runner may use the white portion of the base.

e. On over-running or rounding the base, the batter-runner must return to the white portion.

f. Once a runner returns to the white portion, should he stand on the orange only, it is not considered in contact with the base and the runner shall be called out if

- They are tagged with the ball, or
- They lead off from the orange portion on a hit (NOTE: good practical umpiring should be to prevent this from happening by telling the runner to get on the white portion of the base.

## 4. PLAYERS AND SUBSTITUTES

### 4.1 BABES

a. Teams bat twelve (12) batters per innings.

b. All player's names are to appear on scorecard and must be in the batting line up with all players having a turn at bat (up to 12)

c. If a team has only ten (10) players on the day – batter 1 & 2 bat again in that innings. Batter 3 is the first batter next innings.

d. Last batter rule applies – 12th batter keeps running the bases until an out is made or the fielding side brings the ball to home plate, which ends the innings. Runs made before the out or the ball coming to home plate are counted.

e. It is the obligation of the batting side to advise the Plate umpire of the 12th batter. Should the Plate umpire not be notified prior to the 12th batter commencing their turn at bat, NO runs shall score after the batter has completed their turn at bat and the side shall be retired.

f. When 12 players are used in the batting line-up, only 9 players may field at any one time, but all players may re-enter the game at any time to field, providing they occupy their original batting position.

g. A run is scored for each runner that crosses home plate.

h. Team keeps batting until all 12 batters have had their turn at bat, regardless of the number of outs.

NOTE: The batting order cannot be changed during the game.

#### 4.2 VETS

A team has a batting line-up of nine (9) batters and normal softball substitution rules apply except, that Flex Players (DP's) are not allowed to be used. *(amended 8/11/06)*

### 5. THE GAME

5.1 The game shall consist of 7 innings or have a time limit of 1 hour, whichever occurs first.

5.2 The winner of the game is the team that has the most runs at the end of the game, or even innings as applicable.

If, at the end of the game, the team second at bat have not completed their turn at bat and are behind, the score will revert to that of the last completed innings.

NOTE: The team second at bat must have the opportunity to win, or tie, the game in their last turn at bat or the score will revert.

#### 5.3 VETS

An inning is completed when three (3) outs have been made, or seven (7) runs have been scored, whichever occurs first.

#### 5.4 BABES

An inning is completed when all 12 batters have had their turn at bat, and when all plays resulting from the 12th batter's turn at bat are completed.

5.5 A run shall score when a runner touches first, second, third and home plate in correct order. If a runner misses a base, it is an appeal play and the Umpire shall give no indication unless a correct appeal is made. If no appeal is made, the run scores.

5.6 No run shall score:

- a. When the third out is a result of a force out.
- b. After the third out is made, if it is not a force play.
- c. As otherwise prescribed for softball.

### 6. BATTING

6.1 The batter shall be permitted to level the bat with only one movement. Any additional movement of the bat towards the ball shall be called a strike.

6.2 If, after the Umpire calls "play ball", the batter hits the ball off the tee when levelling the bat, a foul ball shall be called.



6.3 The batter must hit the ball with a normal full forceful swing. Bunting is not permitted. A violation shall be called a foul ball. Repeated offences shall result in the batter being given out.

6.4 Once the Umpire has called “play ball”, the batter is not permitted to appreciably change the direction in which they will hit the ball by moving the back foot.

- a. Effect: Babes Foul ball shall be declared
- b. Effect: Vets The ball is dead and a strike is called. (Strike three is out) and all runners return to last legally held base.

6.5 A strike is called for any foul ball on the first two strikes.

6.6 A strike is called for any air-swing and strike three (3) is out.

6.7 If a batter hits the tee, and not the ball, it is a foul ball for as many times as they hit the tee. (fair/foul ball rule applies)

6.8 If the batter hits the ball before “play ball” is called, the ball is dead and no count is recorded on the batter.

6.9 Batters should not be permitted to throw the bat dangerously (hits, or almost hits, the catcher or any other player, official or spectator). If this occurs, warn both coaches. Any further offences will result in the batter being given out for dangerous play (even if it is not the same player).

6.10 A player who refuses to bat when it is their turn shall be declared out (normal substitution rules apply in Vets).

6.11 A fair or foul ball shall be declared as per normal softball rules, except the ball must pass beyond the 15 foot arc before being touched or coming to rest to be declared fair.

6.12 The infield fly rule does not apply in Teeball.

## **7. BASE RUNNING**

7.1 No-one, other than another runner, may physically assist a runner while the ball is alive and in play. Effect: The runner is out, the ball is dead, the batter is awarded first and all other runners must return to the last base held at the time of the hit unless forced by the batter.

7.2 A runner leaving early on an air swing may be allowed to return to the base they left with no penalty.

7.3 In Vets if the runner leaves early on a hit, they are out, the ball is dead and the batter bats again (no change in the count) and all runners return to the last legally held base.

In Babes, if the runner leaves early on a hit, the ball is dead and the batter bats again (no change in the count) and all runners return to the last legally held base.

7.4 INTERFERENCE: If a batter or base runner causes an interference on a fielder, the ball is dead, the runner is out, all base runners return to the last legally held base and the batter bats again (no change in the count). If deliberate, call "time" and warn the player and the coach that continued deliberate offences will result in ejection of the player.

7.5 OBSTRUCTION: There is no blocked base or obstruction allowed in Teeball, call "time" and award base runner/s the base they would have reached, and warn coaches. If deliberate, call "time" and warn the player and the coach that continued deliberate offences will result in ejection of the player.

7.6 If a fielder who is not in possession of the ball stands on a base and blocks a runner's path, obstruction shall be called. Call "time" and award base runner/s the base they would have reached, and ask the coach to tell their player not to stand on the base unless they have the ball and are making a play.

## **8. DEAD BALL**

8.1 The ball is dead and all play ceases (base runners may not advance) under the following circumstances:

- a. When a defensive player holds the ball on the line (base path) in front of the lead runner, provided all play is finished (i.e. no runner is between bases.)
- b. When the pitcher has possession of the ball within the 6 foot circle, provided all play is finished.
- c. When the batter hits a foul ball.

8.2 When a fair batted ball crosses the dead ball line, or is blocked, the ball is dead, and the batter and all base runners are to be awarded TWO bases from the time of the hit or the last base touched, whichever is further.

8.3 When a thrown ball crosses the dead ball line, or is blocked, if this occurs during a live ball play, the ball is dead and the batter and all base runners are to be awarded TWO bases from the last base held at the time of the throw.

NOTE: Balls are live off fences and backnets.

## **9. CONFERENCES**

9.1 At the discretion of the Umpire, unlimited (but not excessive) offensive and defensive conferences are permitted in Teeball.

## **10. ON FIELD COACH**

10.1 BABES ONLY: One on-field coach may be positioned behind second base when their team is fielding. The coach may not interfere with play, or the ball, in any way, or they will be removed from the game.

## **11. FIELDERS**

11.1 Until the ball is hit:

- a. The pitcher (F1) must have both feet in contact with the plate.
- b. The catcher (F2) must be in the catcher's box.
- c. No fielder may move after "Play Ball" is called until the ball is hit.
- d. No fielder (except the catcher) is to be closer to the batter than the pitcher 35 feet.

EFFECT: Section 11.1 a – d: If any fielder violates the above rule, and is INVOLVED IN, or AFFECTS, the play, a delayed dead ball is called. The batter is awarded first base and all other base runners advance one base. (NOTE: if the batter reaches first base safely, and all other base runners advance at least one base safely, the offence is overcome and play shall be allowed to continue.) Once all play has ceased the coach of the batting team is to be given the option of taking the result of the play (or awarded bases) or having the batter bat again, assuming the same strike count.

11.2 Before "play ball" is called the Umpire is to ensure that all of the fielders are in orthodox fielding positions

- a. The first base player (F3) is to be between the second base player and first base.
- b. The second base player (F4) is to be between first and second base.
- c. The short stop (F6) is to be between second and third bases.
- d. The third base player (F5) is to be between the short stop and third base.
- e. Left field (F7) should be outside the diamond between the foul line and an imaginary line extending from the third to second base line.
- f. Right field (F9) should be outside the diamond between the foul line and an imaginary line extending from the first to second base line.
- g. Centre field (F8) should be outside of the diamond between the left and right field players.

## **12.0 UMPIRING**

BABES & VETS

- a. The duty team shall provide the Plate Umpire ONLY.
- b. Home side provides 1st base umpire and away side provides 3rd base umpire.
- c. All coaches and umpires MUST wear enclosed shoes when on the diamond.

## MODBALL

The normal rules of softball will apply except for the following specific rules:

1. BATTERS

Normal 9 batters as in softball, however 7 runs across the plate and “side” is called.  
*(amended 9/8/06)*

2. BASE PATH

The base line shall be 60 feet

3. PITCHING DISTANCE

38 feet for boys and 35 feet for girls.

4. DROPPED THIRD STRIKE

Any dropped third strike shall be played out, as per normal Softball Rules.

5. BLOCKED BASE

There are no blocked bases in Modball

6. STRIKE ZONE

The strike zone is from under the armpits to the top of the knees.

7. NETS

The ball is live off the net in Modball, so a net MUST be erected.

8. FIELDERS

Until the ball crosses home plate or is hit, no fielder, other than the catcher, may be stationed within 30ft (9.1m) of home plate. *(amended 16/8/06)*

9. INFIELD FLY

The infield fly rule shall apply.

10. FLEX PLAYERS (DP's)

Flex Players (DP's) are not allowed to be used. *(amended 8/11/06)*

## **Appendix: B**

### **REPRESENTATIVE TEAMS**

All officials appointed to GRSA Representative Teams must provide details of a current Working With Children Check and Play By the Rules certificates as required by SNSW.

#### **1. HEAD COACH - DUTIES AND RESPONSIBILITIES**

##### **1.1 APPLICATIONS**

- 1.1.1 Need to meet the specified NSWSA Level Requirements.
- 1.1.2 Need to complete an application by the published due date.
- 1.1.3 All Officials clearing from other associations must provide proof of clearance or the intent of clearance by providing a copy of the impending clearance.

##### **1.2 PRE-SELECTION**

- 1.2.1 Liaise with Rep. Co-ordinator in making recommendations for the appointment of the other team Officials.
- 1.2.2 Assist in the promotion of trials by watching games in the associated age groups and encouraging player participation in trials.
- 1.2.3 Liaise with the Selection Panel to ensure they are aware of the Selection Criteria and Trial Format and what activities they will be involved in during the Selection Trials.

##### **1.3 SELECTION TRIALS**

- 1.3.1 Determine and co-ordinate the fitness and skills testing activities to be used for the trials.
- 1.3.2 Ensure that the equipment needed for the fitness and skills testing is set up before the trials begin (that the people involved in the testing know what is expected of them).
- 1.3.3 Organise players in groups and supervise their rotation around the activities.

##### **1.4 PRE-TOURNAMENT**

- 1.4.1 Control, arrange and co-ordinate all training sessions and draw up suitable programs to develop the team.
- 1.4.2 Ensure that training activities offer variety and challenges so as to encourage player enthusiasm.
- 1.4.3 Evaluate and develop player fitness and skills.
- 1.4.4 Organise, instruct and allocate players to their individual playing position.
- 1.4.5 Set individual training programs for each player as considered necessary.
- 1.4.6 Organise and form all game plans and strategic playing operations.
- 1.4.7 Notify Rep. Co-ordinator of all tournaments or gala days in which the team is intending to participate.
- 1.4.8 Liaise with GRSA Equipment Officer his/her requirements with regards to equipment.

## 1.5 COMPETITIONS/TOURNAMENTS/CHAMPIONSHIPS

- 1.5.1 Full control in the selection of the team and to provide the Statistician with the starting line-up.
- 1.5.2 Full control of the Coaching, game plans and strategies during the tournament.
- 1.5.3 Co-ordinate and liaise with other team Officials in all pre-game planning operations.
- 1.5.4 Appoint a responsible field captain (if appropriate) and make sure he/she is aware of whether you want to bat or field.
- 1.5.5 Make sure the players and other Officials have a clear understanding of their roles and your expectations.
- 1.5.6 Provide a positive atmosphere to the upcoming game to motivate players, Officials and spectators.
- 1.5.7 Be responsible for the team efforts, performances and behaviour.
- 1.5.8 After a game evaluate and discuss the result with the other Officials and players.
- 1.5.9 Evaluate players' mental and physical condition when evaluating starting line-up for the next game.
- 1.5.10 Officials must wear GRSA Official Shirts and covered footwear. Only registered Officials may wear this shirt.

## 1.6 POST TOURNAMENT

- 1.6.1 Liaise with assistant Coaches, Statistician and team manager to prepare a written report to be presented to the Executive Committee within one month following the last tournament game. Copy to the Rep. Co-ordinator.
- 1.6.2 The report is to include Team attitude as a whole. Identify each player and comment on their individual performances, attitudes, responsibilities and actions during the Trials, Training Sessions and Tournament Games.
- 1.6.3 Results of each game and the highlights and problem areas that were observed.
- 1.6.4 Make recommendations for future teams to avoid problems experienced by the present team.
- 1.6.5 Identify talented players for future development programs.
- 1.6.6 Identify outstanding performances to be highlighted for recognition by the Association.
- 1.6.7 In consultation with the Statistician shall prepare a full statistical review and report on each player.
- 1.6.8 Comments on the equipment issued and any suggestions for its improvement.
- 1.6.9 This information will be entered into a 'history file' for future reference.

## 2. ASSISTANT COACH - DUTIES AND RESPONSIBILITIES

### 2.1 APPLICATIONS

- 2.1.1 Need to complete an application by the published due date.
- 2.1.2 Need to meet the specified NSWSA Level Requirements.
- 2.1.3 All Officials clearing from other associations must provide proof of clearance or the intent of clearance by providing a copy of the impending clearance.

## 2.2 DUTIES

2.2.1 The Assistant Coach shall assist at the selection team trials for the Representative Team.

2.2.2 The duties of the Assistant Coach shall commence as soon as the Association management announces the Representative Team Officially.

2.2.3 The Assistant Coach shall:

- Assist the Coach in all training sessions and programs
- Assist the Coach during representative games
- Shall individually assist players as identified by the Coach for particular training activities.
- Shall assist the team manager wherever possible,
- Shall assist in the preparation of training programs

2.2.4 Officials must wear GRSA Official Shirts and covered footwear. Only registered Officials may wear this shirt.

## 2.3 TRAINEE COACHES

- Do not require accreditation, however a minimum of Community Coach, or the intent to undertake this introductory course at the next available opportunity, is mandatory.
- Unable to take the diamond to participate in games
- Are under the direct supervision of the Head Coach
- Must be a minimum of 14 years of age
- May only act as Trainee Coach in a grade below that for which they themselves are eligible. e.g an Under 15-year-old Trainee Coach may only act in this position for a Modball or Teeball Representative Team, and may not act as Trainee Coach for an Under 15 Representative Team.

## 3. MANAGER'S DUTIES AND RESPONSIBILITIES

### 3.1 APPLICATIONS

3.1.1 Need to complete an application by the published due date

3.1.2 All Officials clearing from other associations must provide proof of clearance or the intent of clearance by providing a copy of the impending clearance.

### 3.2 DUTIES

3.2.1 Liaise with equipment officer for items required at trials and for future training needs and any other equipment required. Organise First Aid Kit and ice for use at trials and training sessions.

3.2.2 Obtain the following completed documentation for all Players:

- Code of Conduct, signed by Players over 18 years of age
- Player's parent to countersign for under 18 years
- Medication Authority, if required

3.2.3 Obtain the following completed documentation for all Officials:

- Code of Conduct

3.2.4 Liaise with Uniform Officer for the use of the numbered tops for selection trials.

3.2.5 Notify Rep. Co-ordinator of training program.

3.2.6 Co-ordinate with the Uniform Officer as soon as possible for the sourcing of uniforms. No later than 4 weeks prior to the first tournament.

3.2.7 Before any tournaments notify the Rep. Co-ordinator if a change of uniform is required. Ensure that no player changes their uniform after notifying the Rep. Co-ordinator of the correct numbers.

3.2.8 Ensure all Official uniforms are collected on the last day of the Tournament, prior to Officials leaving the grounds. Any Official not returning their uniform at this time shall be deemed unfinancial until such time that the uniform is returned in good order and condition. Uniforms are not to be used for any other purpose without the approval of GRSA Executive Committee.

#### 3.2.11 Financial

- Record the collection of monies for uniforms and general team expenses.
- Record all team expenses. Use List of Expenses form.
- Surplus funds to be banked into GRSA account and financial report to be handed to the Treasurer.
- Ensure all fundraising requests are submitted to the Executive Committee for approval.
- Ensure that all accommodation charges, etc for all team members are paid PRIOR to any tournaments.

3.2.12 Organise Team Photograph to be taken. Liaise with GRSA Publicity Officer for news item/photograph in local papers.

### 3.3 MEDICAL

3.3.1 Injuries/Accidents - treat minor injuries upon request from player (record). Medicare card to be carried by parents/adults. For any major injury it is the manager's responsibility to arrange with the General Manager to accompany the injured player/Official to the medical centre / hospital / doctor.

3.3.2 Parents/players to complete form regarding any existing medical condition or disability they may have. Manager should take these forms to Tournaments and Championships.

### 3.4 TOURNAMENT

3.4.1 Supervise the setting up of the Tent/Benches and transport of Equipment to and from the grounds and between different diamonds during the game.

3.4.2 Check and inspect all personal equipment taken by players to the tournament to ensure compliance with the regulations set down.

3.4.3 Provide and arrange for drink refreshment to all team members throughout the various tournament games. Ice to be available for drinks and if necessary for injuries.

Note:- Players should provide their own water bottles



3.4.4 Ensure the players on the bench are carrying out their duties and the equipment is kept in an orderly manner and not lost. Assist in the repair of any damaged equipment if possible.

3.4.5 Keep players aware of their batting line up (listed in the dug out) and ensure that they do not bat out of order.

3.4.6 Attend any discussion or conference convened by the tournament organisers either prior to or during the tournament. Report back to team Officials any requests or other information as may be necessary.

3.4.7 Liaise with Parents/Spectators to encourage their positive participation in games. If necessary warn them about any bad language/behaviour that would affect the players or bring the team into disrepute.

3.4.8 Officials must wear GRSA Official Shirts and covered footwear. Only registered Officials may wear this shirt.

### 3.5 GENERAL

It is the Team Manager's responsibility to ensure that the following duties are carried out by players:

3.5.1 Players are supportive and encourage other team members. Players do not speak in a negative manner about Team mates or Officials. Team matters are team matters and should be kept within the team.

3.5.2 Players assist in the handling and conveying of the general team equipment to and from the ground and between diamonds during the tournament.

3.5.3 Assist in keeping the dugout neat and tidy and remove all rubbish at the end of each game.

3.5.4 During a game, players MUST not leave the dug out to talk to parents and/or spectators.

3.5.5 Bench players (and their parents) may be disappointed in not being in the line-up however, they MUST NOT let that affect their duties. The Manager should request that

- they vocally support the other players and be ready to enter the game at any time
- recover any foul hits by OUR batters and hand them to the umpire at a suitable time
- keep water up to the umpires between innings.

### 3.6 POST CHAMPIONSHIP

3.6.1 Organise for any necessary repairs and laundering of Official uniforms (cost paid out of team expenses) before returning ALL uniforms to the uniform officer within 14 days after the completion of the championship. NO UNIFORMS ARE TO BE RETAINED

3.6.2 Arrange for the return of ALL equipment to the equipment officer 14 days after the final team tournament

3.6.3 Complete a Financial Report and communicate this to the Treasurer. LIST ALL ACCEPTABLE EXPENSES. Bank any outstanding monies.

3.6.4 Complete a Manager's Report for the Executive Committee which must include all the following information:

- Player Attendance Record - practice and games. Document any unsatisfactory situations.
- Player Conduct at practice and during games.
- Coach's Report
- Statistician's Report
- itemised number of tournament dates - details of all games played and results, with state of the grounds where games are played and weather conditions
- State Championship or Tournament - details of all games played and results, with state of the grounds where games are played and weather conditions
- information regarding accommodation suitability, if applicable; or travel to country venue suitability
- any injuries sustained by Players/Officials
- players' behaviour/attitude on & off the field/training
- officials' behaviour/attitude on & off the field/training
- equipment supplied - dugout/drinker/esky/kit/first aid, detailing any problems or suggestions
- Team photograph, including umpires. Photograph to be supplied regardless of Team's final placings.
- If applicable, winner's/runners-up patches / medals to go with Team photograph.
- Copy of the Financial Report given to the Association Treasurer
- Coach's Evaluation Report (CONFIDENTIAL)

3.6.5 Prepare a Financial Report to be presented to the Association Treasurer with a copy appended to the Manager's Report, including the following:

- itemised financial details for all tournaments and Championships played
- detailed information of fund raising and financial details
- amounts and receipts for items purchased on behalf of the team (list of acceptable expenses)

3.6.6 Organise for Team photo to be given to the Association Historian to be framed and placed on display in the clubhouse.

3.6.7 Submit articles and photos and liaise with GRSA Publicity Officer to have items included in local press.

3.6.8 Organise team presentation where appropriate, liaise with GRSA Executive Committee for all facets of Rep. Team presentation.

## **4. PLAYER DUTIES AND RESPONSIBILITIES**

### **4.1 PRE-SELECTION**

4.1.1 Must complete nomination form prior to the date of selection trial.

4.1.2 Qualifications and Eligibility - All players are financial registered players with the Association.

4.1.3 Players clearing from other associations must provide proof of clearance or the intent of clearance.

4.1.4 Players must be willing to attend all selection trials, training sessions, trial games and tournaments. A letter should be forwarded to the Rep. Co-ordinator, prior to the trial, if a player is unable to attend a selection trial.

4.1.5 Must be willing to commit themselves for ALL the days and games of State Championships, this is compulsory even if the player is unable to play due to injury. ANY PLAYER UNABLE TO COMPETE AFTER SELECTION IN A TOURNAMENT OR CHAMPIONSHIP SHOULD INFORM THE MANAGER IMMEDIATELY.

4.1.6 Must be willing to meet any associated expenses or costs to cover team expenses plus any travel and accommodation costs.

#### 4.2 PRE-TOURNAMENT

4.2.1 All players shall abide by the rules and behaviour set down by the team management.

4.2.2 If a player is unable to attend any training sessions, trial games or tournament due to injury, illness or for any other reason they MUST contact the Manager AS SOON AS POSSIBLE

4.2.3 As representatives of our Association we require players, Officials and spectators to exhibit high standards of sportsmanship towards fellow team members and opponents. Use of bad language indicates lack of self-control and poor discipline and is not acceptable and may lead to expulsion from the team.

4.2.4 Must be neat and tidy at all times and be on time for all training and games (1 hour before game time or as instructed by the team Officials).

4.2.5 Need to be positive and committed during games and training activities and follow the instructions of the team Officials. Everyone is expected to give 100% effort during ALL games and training activities. Advise the team manager of any injury or reason why you cannot give 100% effort.

#### 4.3 UNIFORMS

4.3.1 MUST be worn in FULL during ALL representative games.

4.3.2 Uniforms are only to be used in games played by the Representative Team. Players are not permitted to wear their GRSA Rep. uniform to training.

4.3.6 Representative Players will purchase their own Representative shirts and black pants in accordance with the GRSA specifications / supplier standard.

#### 4.4 TEAM EXPENSES

4.4.1 All players are expected to pay a fee to the Manager, this will cover items such as Team Tournament Entry Fees, ice and drinks supplied to players, First Aid supplies and any other team related expenses, including the use of training lights at GRSA.

4.4.2 Accommodation/Travel Expenses will vary depending upon the location of the tournaments and the team policy of going into a camp situation during a championship. The Manager will clarify this with the players.

4.4.3 Team equipment is supplied by the Association.

4.4.4 Player Requirements

- Sports Bag to carry your equipment
- Uniform items

- Your own playing equipment, including your own batting helmet, protective wear, and all other items necessary for your treatment and safety.
- Your own individual drink bottle (bring to training and games).

## **5. STATISTICIAN - DUTIES AND RESPONSIBILITIES**

### **5.1 APPLICATIONS**

- 5.1.1 Need to complete an application by the published due date
- 5.1.2 Need to have completed the Statistician Level specified by NSW Softball Association for the particular age group .
- 5.1.3 All Officials clearing from other associations must provide proof of clearance, or the intent of clearance.

### **5.2 CHAMPIONSHIP**

- 5.2.1 Be responsible for accurately scoring at all games be it trials or tournament games for the team.
- 5.2.2 To submit team entry line-ups, to issue all information to the Officials relating to the team players and their positions.
- 5.2.3 To advise the Coach and provide all team players' statistics at the conclusion of each tournament.
- 5.2.4 To provide all other statistical details to assist the Coach in preparing the team for each game.
- 5.2.5 Officials must wear GRSA Official Shirts and covered footwear. Only registered Officials may wear this shirt.

### **5.3 POST CHAMPIONSHIP**

- 5.3.1 To prepare statistics on the performances of all players in each game the player participated in during the tournament (submitted within 4 weeks of the tournament).

### **5.4 GENERAL**

- 5.4.1 The Team Statistician is concerned only with the requirements of their own particular team.
- 5.4.2 Be familiar with umpiring signals e.g. strikes, balls, outs.
- 5.4.3 Be aware of how State Tournament scorecards are to be filled in.
- 5.4.4 Minimum of 15 minutes before the scheduled starting time of the game, write up the team as provided by the Team Coach.
- 5.4.5 Exchange line-ups with the opposition Team Statistician.
- 5.4.6 Have scorebook ready to be checked by the Umpires.
- 5.4.7 When requested during the game, provide information to the Team Coach.
- 5.4.8 You are part of the team and governed by the official rules of softball, as well as GRSA's code of conduct. (No smoking on or near the bench).
- 5.4.9 At the conclusion of the game ensure you have the correct result and it is recorded on the match card.

5.4.10 The team scorebook should only be made available to the Team Coach, their deputy or the umpire of that particular game.

5.4.11 The Team Statistician is on the bench with or near the team and cannot leave during the game unless permission is obtained from the Plate Umpire.

## 5.5 EQUIPMENT AND REQUIREMENTS

- Scorebook
- Pencils
- Sharpener
- Eraser
- Board and clips
- Plastic cover
- Chair
- Wet weather gear, including umbrella
- Hot weather gear, e.g hat, sunblock, etc
- Representative Team Uniform

## 6. GEORGES RIVER REPRESENTATIVE TEAMS - COMPOSITION

### 6.1 OFFICIALS

Head Coach

Maximum of 3 Other Coaches (Assistant and/or Specialist)

Manager

Statistician

Trainee Coaches (at the Head Coach's discretion)

### 6.2 PLAYERS

Maximum of 16 (*amended 11/4/07*)

## 7. REPRESENTATIVE TEAM CO-ORDINATOR DUTIES AND RESPONSIBILITIES

See By-Laws Section 6.10

## 8 CALENDAR FOR REPRESENTATIVE TRIALS

8.1 The Association undertakes to conduct a minimum of two trials for the selection process for each Representative Team.

8.2 Dates for trials will be set by the Representative Committee as soon as the State Tournament Championship dates are received from NSW Softball Association.

8.3 These dates will be advised to all members as soon as possible, via the GRSA Noticeboard, Facebook and website.

## 9. POLICY FOR FINANCIAL ASSISTANCE

### 9.1 STATE/NATIONAL TEAM SELECTION

9.1.1 Financial Assistance can be granted to GRSA players/officials who have gained selection in a State and/or National Team, competing in an event sanctioned by Softball Australia. This will assist the player/official to attend tournaments held in Australia and overseas. official includes Coach, Assistant Coach, Umpire, Statistician, and Manager.

9.1.2 To be eligible for this assistance the player/official, as a minimum, must have participated in, and completed, two (2) seasons in this Association within the last two calendar years.

9.1.3 The level of assistance will depend on the number of seasons the player/official has been involved with this Association, the location of the national/international tournament and shall be subject to the availability of funds and at the total discretion of the Executive Committee.

9.1.4 No assistance will be considered unless the appropriate application form has been fully completed.

9.1.5 Any financial assistance granted is on the understanding that the player/official remains a member of and participates as a player/official in this Association over the next twelve (12) month period. Within this period the player/official may be called upon to assist with the development of junior players/officials and/or assist at any tournament or activity being organised by GRSA. Failure to comply with this condition will be considered in any future requests by the player/official for financial assistance.

9.1.6 Appropriate records are to be maintained by the Association Secretary detailing player/official participation with this Association.

9.1.7 Applications for financial assistance can be considered by either the full Executive Committee, or by a quorum consisting of the at least 3 members of the Executive Committee member. The quorum's decision will be conveyed to the Executive Committee at its next meeting.

9.1.8 The levels of assistance are as follows:

Destination	A (see note)	B (see note)	C (see note)
Domestic	\$ 100	\$ 200	\$ 300
International	\$ 200	\$ 400	\$ 600

NOTE:	A	Participated 2 seasons
	B	Participated 3 – 5 seasons
	C	Participated 6 or more seasons

### 9.2 GRSA REPRESENTATIVE TEAMS

9.2.1 Financial Assistance can be granted to GRSA Representative Teams who are representing this Association at NSW State Tournaments outside the Sydney metropolitan area as detailed in 9.2.4.

9.2.2 The level of assistance will depend on the location of the tournament and shall be subject to the availability of funds.

9.2.3 The assistance is to be used to offset the cost of player overnight accommodation.

9.2.4 Subject to written application, where the tournament is being staged at a location outside the area bounded by Newcastle, Lithgow and Nowra, each GRSA Representative Team may be granted up to a maximum of \$750.

9.2.5 Where the tournament is being staged at a location in excess of 700 kilometres from Sydney, the Executive Committee at its discretion may grant up to a maximum of an additional \$250 per team.

9.2.6 Accommodation for Umpires, Officials and Players, when representing at State Championships, will be booked by the Representative Co-Ordinator or Team Manager.

9.2.7 All Umpires, Officials and Players for a team are to be accommodated at the same venue. Female teams and male teams may be accommodated at separate venues. Officials are responsible for teams and must be on hand at all times to supervise.

9.2.8 GRSA officials (including nominated team umpires) staying with the Representative Team shall be provided with shared accommodation. GRSA will not be responsible for accommodation costs for players/officials who chose not to stay at the nominated venue.

9.2.9 In the event of special circumstances arising, a written request should be forwarded to the Representative Co-Ordinator to present to the Executive Committee for consideration.

9.2.10 The distribution of any funds granted must be itemised in the respective Manager's report at the conclusion of the Tournament.

## **10. TRAINEE COACH - DUTIES AND RESPONSIBILITIES**

10.1 The position of Trainee Coach is in place to give younger Coaches experience at a State Championship or Representative Tournament without having the responsibility of the roles that are normally undertaken by an Assistant Coach.

10.2 Trainee Coaches do not require any formal accreditation, however it is a requirement that they must have attended a Community Coach Course as a minimum, prior to the date of the event where they are to act as a Trainee Coach.

10.3 Trainee Coaches are unable to take the diamond at a State Championship or Representative Tournament in any capacity whatsoever, and must be at least 14 years of age. They shall be under the direct responsibility of the Head Coach and should at all times follow the Coach's Code of Ethics.

## **11. STATE CHAMPIONSHIP JACKET POLICY**

### **11.1 JUNIORS POLICY**

11.1.1 every player is issued a jacket on winning their first state championship and embroidery will be added to this jacket for any additional state titles that are won within the next two (2) years.

11.1.2 players will be issued a new jacket on winning another state title, if their last jacket was issued more than two (2) years previously.

11.1.3 on the adoption of a new jacket design, all members of the team will be issued with the new jacket that has been accepted.

11.1.4 those players whose jackets are updated with embroidery will also receive a \$25.00 allowance for sporting equipment.

### **11.2 SENIORS POLICY**

11.2.1 every player is issued a jacket on winning their first state championship and embroidery will be added to this jacket for any additional state titles that are won within the next three (3) years.

11.2.2 players will be issued a new jacket on winning another state title if their last jacket was issued more than three (3) years previously.

11.2.3 on the adoption of a new jacket design, all members of the team will be issued with the new jacket that has been accepted.

11.2.4 those players whose jackets are updated with embroidery will also receive a \$25.00 allowance for sporting equipment.

### **11.3 UMPIRES POLICY**

11.3.1 Umpires who represent a successful State Team shall be awarded a jacket with "GRSA Rep Umpire (Year)" embroidered on it, in line with the same conditions as with Rep players, Coaches, Managers and Scorers.

11.3.2 Umpires to be given the option of accepting umpiring equipment to a value equal to a jacket should they already possess an Umpire's Jacket.



## **Appendix: C   POLICIES**

- 1.0   SPONSORSHIP POLICY
- 2.0   PREGNANCY IN SPORT
- 3.0   MEMBER PROTECTION POLICY
- 4.0   REPRESENTATIVE COMMITTEE – “Terms of Reference”

### **1.0   SPONSORSHIP POLICY**

The following sponsorship packages are offered:

- 1.1   DIAMOND SPONSOR   (\$500.00 per season; or \$750.00 for 2 consecutive seasons)
  - Naming rights to a Diamond – Nos. 2, 7, or 8
  - Temporary advertising banner, attached to a backnet on every game day and during tournaments.
  - Acknowledgement on website – [georgesriver@softball.org.au](mailto:georgesriver@softball.org.au)
  - Acknowledgement in the Association newsletter, Rat Tales
  - Acknowledgement in Tournament Programs
  - Possible sponsorship of Representative Team
- 1.2   PLATE SPONSOR   (\$350.00 per season; or \$500.00 for 2 consecutive seasons)
  - Temporary advertising banner, attached to a Diamond, Pitcher/Catcher area or clubhouse balcony railing on every game day and during tournaments.
  - Acknowledgement on website – [georgesriver@softball.org.au](mailto:georgesriver@softball.org.au)
  - Acknowledgement in the Association newsletter, Rat Tales
- 1.3   Companies and businesses shall provide own signage – plastic banners that can be tied to fencing – such other signage which shall be approved by the Executive Committee
- 1.4   State Tournaments may require permission from NSW Softball Association
- 1.5   Other sponsorship arrangements may be accepted after approval by the Executive Committee

## **2.0 PREGNANCY IN SPORT**

2.1 GRSA supports every pregnant sportswoman's right to make the decision about whether, when and for how long a pregnant woman should continue to play sport, in consultation with their medical advisers.

2.2 The Association is committed to equal opportunity and the avoidance of discrimination, particularly where pregnant women are concerned, and resolves to put into place a policy that ensure that all members understand these policies and commitments.

2.3 The Association undertakes to provide a clear statement containing the content of this policy and place in a prominent position where players/officials are likely to see it.

2.4 The Association undertakes to provide a clear statement containing the content of this Association policy in the nomination form for all Representative female players/officials and require that selected players/officials sign an indemnity, disclaimer and/or waiver if they wish to continue to play whilst pregnant.

The Association is committed to ensure that these policies are continually updated.

2.5 In support of this policy, all members of the Association should:

- be aware that softball can involve strong contact with other players and equipment, and that any participants/officials who believes she may be pregnant, takes part in any competition at their own risk.
- be aware that participation in softball during pregnancy can pose risks to themselves and their unborn child.
- respect and support the rights of women who wish to continue exercising while pregnant.
- be aware that GRSA reserves the right to request evidence that the player/official has obtained medical advice in respect of her participation whilst pregnant.
- seek medical advice for their own health and safety and that of their unborn child/ren, should they believe they may be pregnant.
- avoid giving advice that they are not qualified to give, and encourage pregnant participants/officials to obtain and act on professional medical advice, particularly about the risks of continuing to play and when to stop.
- support a woman's right to privacy by not requiring that a woman disclose that she is pregnant unless she should chose to do so.

- ensure that participants provide a pregnant player the same degree of duty of care as they would any other participant.
- ensure that coaches select participants on the basis of merit and capability, and that all players/officials are treated equitably at all times.
- advise all new female players/officials of the GRSA Policy on Pregnancy In Sport.

2.6 All member Clubs should:

- provide a clear statement containing the content of this Association policy in their registration form, or in similar documents, and place where all will see it.
- ensure that their Club documents clearly outline their position on pregnancy in sport.
- ensure that their administrators obtain legal advice about the form and wording of documents to be used for these purposes.
- support the participant/official's right to make her own decisions about her health and her body, and her right to the benefits of an active life.
- encourage players/officials to seek medical advice for their own health and safety and that of their unborn child/ren, should they believe they may be pregnant.
- ensure that coaches select participants on the basis of merit and capability, and that all players/officials are treated equitably at all times.
- ensure that administrators, officials and coaches do not give medical or legal advice themselves.
- ensure that other participants provide a pregnant player the same degree of duty of care as they would any other participant.

### **3.0 MEMBER PROTECTION POLICY**

3.1 The Association will be bound by the Softball Australia's Member Protection Policy Version 8, and any reviews of that Policy which may eventuate.

3.2 The Association shall appoint a Member Protection Officer prior to the commencement of each year, and ensure that the name of the Association Member Protection Officer is freely circulated to all Clubs, so as to maximise the awareness of all Club members as to their identity.

3.3 The SA's Member Protection Policy is applicable to all management and staff (paid, voluntary, permanent or casual) of the Association.

#### **3.4 POLICY IMPLEMENTATION**

As a condition of implementation of this Policy, the Association requires that all Clubs:

- 3.4.1 adopt the Member Protection Policy as detailed from Softball Australia.
- 3.4.2 appoint a Member Protection Officer, and notify their name to the Association Secretary at the commencement of each season.
- 3.4.3 Ensure that the name of the Member Protection Officer within their Club is freely circulated, so as to maximise the awareness of all Club members as to their identity.
- 3.4.4 conduct awareness raising sessions for team officials and other volunteers, to stress the importance of their compliance with the Policy.
- 3.4.5 ensure that all persons in direct contact with children, be that as coaches, managers, scorers, umpires, etc have a valid Working With Children Check and that each Club maintains a register of these person's WWCC details.
- 3.4.6 Association Officials/volunteers must also provide details of their Working With Children Check to the Association Member Protection Officer, in their capacity as an employee of the Association.
- 3.4.7 Any individual who is unable to complete the WWCC, or who chooses not to, for any reason whatsoever, shall no longer be able to participate as a volunteer within the Association in any capacity.
- 3.4.8 Clubs must ensure that all details provided to them are kept stored in an organised and secure way, maintaining the privacy of all members.

3.5 All Team Registration Forms that are tendered to the Association at the commencement of a season must indicate that each nominated Official has completed a WWCC prior to those Officials commencing any training/playing.

3.6 If an allegation is made to any Club/Association member, then that member should refer the person making the allegation to their Club Member Protection Officer, or the Association Member Protection Officer, and maintain absolute confidentiality of all details of the allegation made.

3.7 In the event of an allegation of misconduct in respect of a child-related worker or volunteer, concerned persons should be directed to the Club's Member Protection Officer,

or alternatively to the Association Member Protection Officer. Total confidentiality must be maintained at all times. Any action taken by Member Protection Officers should be under the guidance of the Office of the Children's Guardian.

#### **4.0 REPRESENTATIVE COMMITTEE - “Terms of Reference”**

1. Representative Committees are to be chaired by the Rep Co-ordinator or if unavailable an alternate Executive Committee member.
2. A quorum of three (3) Executive Committee members is required.
3. The committee is delegated the authority to organise all presentations for the Representative Teams (venue, gifts, invitations, food etc) within Budget unless otherwise approved by the Executive Committee.

The Executive Committee shall be advised of its decision.

4. The committee is delegated the authority to consider, make recommendations to the Head Coach and appoint all Representative Officials to teams except the Head Coach.

The following procedure shall be followed:

- The committee will not consider Representative Team Officials until the Head Coach has been appointed.
- The committee shall review all applications for positions and make recommendations to the Head Coach.
- The Head Coach will advise the Committee of his/her acceptance or rejection of the recommended person.
- If accepted the person will be formally appointed to the position.
- If not accepted by the Head Coach the Committee shall meet with the coach to discuss why the recommended person is unacceptable.
- If no agreement is reached the matter will be put to the Executive Committee for a final decision.

The Executive Committee shall be advised of its decision

5. The committee is delegated the authority to consider and take appropriate action with respect to all correspondence relating to complaints and issues associated with a Representative Team (selections, behaviour, uniforms, fees).

The Executive Committee shall be advised of its decision.

6. The committee is delegated the authority to arrange, conduct and report on briefing and debriefings of all representative teams, including players and officials in accordance with the adopted procedures.
  - The Rep Coordinator shall prepare a report on each team debriefing that shall be submitted to the Executive Committee and a copy distributed to each of the team's officials.
  - The Rep Coordinator shall discuss the results of the debriefing with the representative team officials as required.

The Executive Committee shall be advised of its decision.

7. The Rep Coordinator is delegated the authority to coordinate the formation of the Coaching Selection Committee which considers and makes recommendations to the Executive Committee with respect to the appointment of the Head Coach to a Representative Team in accordance with the adopted procedures and criteria.

- The Rep Coordinator shall chair the Committee and report back to the Executive Committee.
- The Coaching Selection Committee shall consist of the Rep Coordinator, Coaching Coordinator, an Executive Committee Member and two (2) appropriately qualified non-Executive Committee members.
- A quorum of three (3) is required including one (1) non-Executive Committee member.
- If the Rep or Coaching Coordinator is unavailable then an alternate Executive Committee member may fill in.
- If only one (1) person nominates for a position the Representative Committee may consider the application and make recommendation to the Executive Committee. *(amended 11/4/07)*
- No officials of GRSA Representative Teams are to be selected until the debrief of the age group from the previous year has taken place and reports tabled with the Executive Committee. *(amended 13/2/08)*