



BY-LAWS

Ipswich Softball Association Incorporation

UPDATED 13.08.2022



*Ipswich Softball Association members, spectators and volunteers are to adhere to SAL, SQI, Qld State Government and ISA Policies, guidelines and procedures as set down within these By-Laws.
Changes to these By-Laws and Ground Rules are to be done at an AGM or SGM by a majority vote.*

IPSWICH SOFTBALL ASSOCIATION INCORPORATED BY-LAWS

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1. CLEARANCES, TRANSFERS & PERMITS

- (a) No member who played with a registered Affiliate during the immediate preceding season shall be permitted to transfer to another Affiliate unless he/she:
- 1 Makes application to transfer from one affiliated to another
 - 2 Has the affiliate to which he/she transfer make application for his/her transfer and registration with that affiliated.
 - 3 Obtains an approval from the Affiliate which whom he/ he is registered
 - 4 Was financial with the preceding Affiliate
 - 5 All clearances, transfer and permits must be in the hands of the Registrar with registration form before player takes the field
- (b) If transfer is granted Rule 1.12 of the Ground Rules shall come into effect.
- (c) No transfer shall be granted after commencement of the last round of fixtures in each grade between Affiliates of the Association.
- (d) Should any player request a transfer from his/her Affiliate and be refused the intended transferee shall have the right of appeal to the Management Committee.
- (e) Members may not play or officiate for one Affiliate and be active in another without written Approval from both Affiliates.
- (f) In the case of a player having played in another Association within the State of Queensland during the current or immediately preceding season, such player shall obtain a transfer/permit from the parent body with which he/she was affiliated.
- (g) A transfer from an Affiliate within the Association shall be submitted to the Registrar prior to the registration of such players by the Affiliated.
- (h) A clearance from another State shall be submitted to the Honorary Secretary of SQI and a letter of verification from that body on its receipt of a clearance from another State shall be submitted to the Registrar prior to the registration of such players by an Affiliate.

CLEARANCES and PERMITS

- (a) Members registered with their Home Association and who wish to participate in another Association competition must obtain a permit from their home Club and Association.
- (b) If a member wishes to stay with another Association then the member shall obtain a transfer from their home Club and Association and transfer to the other Association, which then becomes their home Association. Should a transfer be denied the person concerned has the right of appeal to the Board of Softball Queensland Incorporated.
- (c) In the case of a player or official having been registered in another State during the current or immediately preceding season, such person shall obtain a clearance from the State body with which Affiliated.

2 MEMBERSHIP

2.1 AFFILIATED CLUBS

- 2.1.1 Affiliated Clubs and their members must adhere to the rules as set down in the I.S.A. Constitution, By-Laws and Ground Rules. Failure to follow these rules will result in the loss of affiliation status with the Association.
- 2.1.2 Provide the Association with copies of its annual financial statement, annual report or any other such documents as required by the Management Committee when seeking assistance from the Association.

- 2.1.3 Maintain a database of all teams, officials and members registered with it in accordance with these By-Laws and provide a copy to the Association upon request by the Management Committee in such means as may be agreed.
- 2.1.4 *In accordance with “Objects of the Association” and to maintain affiliation status within the Association, the club must pay an Affiliation Fee at a date determined by the Management Committee which will be communicated via an electronic notification in addition to a Tax In voice up to or more than 30 days in advance of the nominated payment dated.***
- 2.1.5 Be eligible for all available trophies.
- 2.1.6 Must provide 2 people for the Distributes Tribunal. These names are to be presented to the Secretary at completion of the AGM. These names are to be kept confidential till such time as they may be needed.
- 2.1.7 Must provide 2 people for the Appeals Committee. These names are to be presented to the Secretary at completion of the AGM. These names are to be kept confidential till such time as they are needed.

2.2 PERMIT CLUBS

- 2.2.1 Affiliated Clubs and their members must adhere to the rules as set down in the I.S.A. Constitution, By-Laws and Ground Rules.
- 2.2.2 Provide the Association with copies of its annual financial statement, annual report or Any other such documents as required by the Management Committee when Required by the Management Committee when seeking assistance from the Association.
- 2.2.3 Maintain a database of all teams, officials and members registered with it in accordance with these By-Laws and provide a copy to the Association upon request by the Management Committee in such means as may be agreed.
- 2.2.4 Will not be eligible for the “Small Clubs Trophy: or “Champion Club Trophy”
- 2.2.5 The Club or their members will not be able to take possession of any perpetual Awards or trophies. These shall remain in possession of the Association with the Club and/or members name being entered onto the award.
- 2.2.6 Have the right to have one (1) delegate attend all Forums and Games and Grading Meetings, debate but not vote on any situation.

2.3 HONORARY MEMBERS

- 2.3.1 Honorary Membership may be granted as per the criteria as set down in the Constitution
- 2.3.2 The categories of Honorary Members which exist are:
a) Registered members of the Association
b) Members who have been granted Association Member status of the Association at the discretion of the Management Committee
c) Honorary Members – Patron; Auditor
- 2.3.3 The Honorary member must maintain with the Association any current information.
- 2.3.4 Honorary Membership may be suspended or cancelled by the Management Committee
- 2.3.5 The Management Committee will notify the member of any changes to the membership by registered post.
- 2.3.6 An Honorary Member is not required to pay a membership fee to the Association by reason of only being an Association Honorary Member.
- 2.3.7 May receive an invitation to any awards presentations.

2.4 Life Members

- 2.3.1 Life Membership may be granted as per the criteria as set down in the Constitution.
- 2.3.2 The Life Member must maintain with the Association any current contact information.
- 2.3.3 Life Membership may be suspended by the Management Committee if the member does not adhere with these By-Laws or Constitution.
- 2.3.4 Life Membership may be cancelled only by a Special Resolution at a General Meeting if the member does not adhere with these By-Laws or Constitution.
- 2.3.5 The Management Committee will notify the member of any changes to the membership by registered post.
- 2.3.6 The right to receive an invitation to any awards presentations.
- 2.3.7 Life Members who are not actively involved with the running of the Association, may be asked to Chair meetings or assist in sub-committees from time to time.

3 UMPIRES

3.1 UMPIRE IN CHIEF

An Umpire in Chief shall be appointed each year at the Annual General Meeting.

The duties of the Umpire in Chief are: -

- (a) To advise on all aspects of umpiring;
- (b) To preside over all protests except where there are conflicts of interest. In the case of a conflict of interest the Umpire in Chief will stand down from the disputes committee and another levelled Umpire will be called on to fill the position;
- (c) To address all rostered umpires on the rules of the game and the basics of umpiring before the start of the season;
- (d) To assist the Registrar in allotting umpires to all fixture games
- (e) To allot umpires to all finals.
- (f) Organise at least one clinic during each season.
- (g) Has the right to form a sub-committee
- (h) Administer and Monitor the Facebook page

3.2 UNIFORM

- (a) All umpires must be appropriately attired; enclosed shoes; thongs are not acceptable

4. REGISTRAR

The Registrar of the Association shall:

- (a) The Registrar shall draw up fixtures, times and grounds for the forthcoming season in sufficient time so as to ensure all Affiliates have one (1) copy of the seasons draw by the second week of fixtures where possible.
- (b) The registrar shall apply penalties for any infringements prior to the next fixture game. Offending teams to be notified the following week.
- (c) Keep a record of all scorecards and also keep a record of all points awarded for those teams for all games played.

- (d) After receipt of scorecards - check against the registration of each team and list unregistered players; list players not in uniform; non-receipt of scorecards; players with grade not shown when playing in a higher grade; list people or teams failing to fulfill their umpiring duties. A photocopy of score card to be sent to clubs outlining mistakes along with accounts fines (duplicate score cards to be purchased when Association's supplies run out.)

Advise the respective registered club in writing before their scheduled playing time the following Saturday of such registrations; players not in uniform; the non-receipt of scorecards; failure to fulfil umpiring duties; and players who played up five times in a higher grade than what they are registered in. A copy of all fines issued to be copied for the Treasurer

- (e) Advise the Games & Grading Committee of any games not played because of wet conditions for the rescheduling of times.
- (f) Submit at monthly Management Meetings a written report showing the progressive points of teams in all grades as far as possible.
- (g) Any query by an Affiliate Club regarding infringements on scorecards as advised by the Registrar shall be in the hands of the Registrar within seven days clear of the receipt of such notification otherwise penalties shall stand.
- (i) Keep a list of all registrations received both at the commencement of the season and during the season and all transfers, permits and clearances approved by the Association
- (j) A weekly points table to be displayed on a notice board and links supplied to the Association Website and Facebook page where the results will also be available.
- (k) Organise the notification of Umpires and Club Secretaries when forfeiture of a game is notified in advance.

5. GAMES AND GRADING

The Games and Grading Committee shall consist of one (1) member (the same member) from each affiliated club of the Association who has teams playing the competition and the Registrar to the Association who will chair meetings and delegate the workload of the Committee.

- (a) The Committee shall have the power prior to the commencement of fixtures to grade senior teams.
- (b) If after discussion with the said affiliate/team, it is felt that the team is capable, so as to have a minimum of four (4) teams per grade wherever possible.
- (c) If any affiliate feels aggrieved by a decision of the Games and Grading Committee they may appeal in writing to the Management Committee where both shall present their cases. The Management decision will be final.
- (d) To constitute a quorum at any meeting of the Games and Grading, there has to be 50% of Club Delegates present
- (e) Full Minutes will be recorded of all Games and Grading Committee Meeting and same will be submitted to the monthly Management Committee Meeting.
- (f) Work in conjunction with the Umpiring Coordinator in allotting rostered umpires duties for all set fixtures and final matches.
- (g) Shall, in all ways possible, work in with the Registrar so that all duties for all set fixtures and final matches.
- (h) All clubs to be supplied with a monthly report of all teams and grades itemizing all points lost and received.

6. COACHING CO-ORDINATOR

A Coaching Co-coordinator shall be appointed at the Annual General Meeting. Position shall be filled by a person with a Level two or above accreditation; but consideration will be given to any applicant with appropriate resumes.

The Coaching Co-coordinator shall:

- (a) Write appropriate development plans for both senior and junior grades in consultation with Management

- (b) Oversee coaching of Softball at a club level and organise coaching seminars and clinics at that level.
- (c) Take an active involvement in, regulate, and if necessary, report upon the coaching of Ipswich Representative team
- (d) Identify and encourage individuals who show particular ability.
- (e) Handle all correspondence to the Queensland Coaching Committee.
- (f) Pursue any other task he/she feels would promote Softball in Ipswich.
- (g) Organise a Community Coaching Course and Level One clinics during the season where possible.
- (h) Has the right to form a sub-committee
- (i) Has the right to set up a closed group Facebook page for the benefit of coaches within the Association.

7. SCORERS WITHIN THE ASSOCIATION

- (a) Suitably qualified personal may be appointed by the Management Committee to head up a sub-committee for scorers within the Association.
- (b) Has the right to set up a closed group Facebook page for the benefit of scorers within the Association.
- (C) Pursue any other task they feel would promote softball generally in Ipswich

8. REPRESENTATIVE TEAMS

8.1 GENERAL REGULATIONS

- (a) All Ipswich Representative Teams shall be accompanied by Coach/Coaches, Scorer and a Manager.
- (b) Nomination for Coach, Assistant Coach, scorer and Manager for Ipswich Representative Teams shall be on the official nomination form with the consenting signature of the nominee and shall be in the hands of the Association Secretary by the required date. Those appointed shall hold office until replaced by Management unless they previously resign.
 - (i) The Management Committee will vet and select the Managers to be appointed in late October
 - (ii) The Management Committee in conjunction with the Coaching Coordinator will vet and select the Coaches to be appointed in late October
 - (iii) The Management Committee in conjunction with the Umpiring Coordinator will vet and select the Umpires to accompany the junior teams and appointments to be made late December
 - (iv) The Management Committee is to select the Scorer and any other positions and appointments to be made late December
- (c) The uniform of any Ipswich Representative Team selected by this Association shall be that as decided upon by the Management Committee.
- (d) Walkout uniform for Representative Players shall be bottle green and white and decided by the Management Committee.
- (e) All Team Officials will wear the uniform as set down and registered with Softball Queensland Inc.
- (f) Representative Players and Officials: All players and officials seeking to represent the Ipswich Association must be financial with their respective Club
- (g) Officials who do not attend and participate in 80% of scheduled trainings will be requested to meet with The Management Committee to discuss the non-attendance. Management may replace the official if the absence if affecting the team in Management's opinion.

8.2. MANAGER

The duties and responsibilities of the Manager appointed to any Ipswich Representative Team are:

- (a) To have complete control of the team, and shall exercise authority, except when the team is on the field, at training or in actual match play, whereupon control shall pass on to the Coach/es.
- (b) Report any injuries or illness of players to the Coach.
- (c) Exercise their right, that any player deliberately trying to undermine their authority, or upset harmony, shall be liable to a severe penalty. They shall advise such player of same and reason.
- (d) Shall be the official representative of the Association except in the event of the President being a member of the Official Party. In such case, the Manager does maintain his/her control of the team.
- (e) Upon receipt of the Scorer's submission, prepare same for filing for the Secretary and a second copy for the Publicity Officer for preparation of news stories.
- (f) Upon completion of the State Championships and upon completion of their team submit a written report to the Secretary.
- (g) Report to the Secretary any player who does not abide by the rules as set in the By-laws and/or fails to keep him/herself satisfactory in training after selections
- (h) Advise players as to uniform requirements, Manager to uphold uniform requirements.
- (i) Properly document all financial documents on the USB provided and issue receipts for all monies received. Prepare a statement for the Treasurer and hand same and monies received over within 1 week of receipt of money from Players / officials.
- (j) Tolerate no interference from any person who may be from Ipswich or the Association or staying with the team or be allowed to travel with the team.
- (k) See that every team member behaves in a manner befitting Ambassadors of Ipswich but shall at all times be prepared to keep an open mind on any incidents reported until they can judge the situation for themselves and act accordingly. The Manager may ask for a player to be suspended for a match if his/her behaviour warrants a penalty.
- (l) Endeavor at all times to promote team harmony and at no time show favouritism; nor should they indulge in criticism of any player except to such player or to the coach.
- (m) In the event through unforeseen circumstances of being unable to carry out their duties, deputise some responsible person to act in their capacity.
- (n) Advise in their report to the Association any action taken on players' behaviour.
- (o) Hold a current Working with Children Card

8.3 COACH / COACHES.

Minimum qualifications for any Ipswich Representative Coach shall be a pass in the Level Two (2) National Softball Coaching Certificate Scheme, an Ipswich Representative Assistant Coach shall have a Level One (1) pass

- (a) The duties and responsibilities of any Coach or Coaches appointed to any Ipswich Representative Team. Work in conjunction with the Coaching Coordinator of relevant grades and follow all plans.
- (b) Coach the team as he/she sees fit at all times, ensuring maximum effort is endeavoured to gain victory and maintaining the highest level of sportsmanship through fair and legal play.
- (c) In liaison with his/her assistant (if one) and upon advice of the Scorer and with reference to averages, select the playing team for each game. Prior to each game such team shall be submitted to the Scorer.
- (d) Upon completion of any State Championship and at the completion of his/her team submit a written report to the Secretary.
- (e) Report to the Secretary any player who does not abide by the rules as set herein and/or fails to keep her/himself

in training satisfactorily after selection.

- (f) Hold a current Working with Children Card

8.4 TRAINEE COACHES

Work under direction from Coaches

Age appropriate at the discretion of the ISA Management Committee

Hold a current Working with Children Card where applicable

Undertake to complete a Community Coach program

8.5 SCORER

Minimum qualifications for an Ipswich Representative Scorer are to be a pass in the Level Three (3) National Scoring Scheme.

The duties and responsibilities of the Scorer appointed to any Ipswich Representative Team are:

- (a) Score all games according to the standards set by the Queensland Scoring Committee and prepare averages after each game, days play, and Carnival of Championships for presentation to the Coach and Manager.
- (b) Keep a record of every playing line-up and at the end of the Carnival / Championship submit that record to the Manager with full results and averages.
- (c) Assume any other duty requested by the Manager or Coach.
- (e) Hold a current Working with Children Card

8.6 TRAINEE SCORER

Minimum qualifications for a Trainee Scorer will be Level 1 NOAS Accreditation

Work under direction from the Team Scorer

Age appropriate at the discretion of the ISA Management Committee

Hold a current Working with Children Card where applicable

8.7 UMPIRE

Minimum qualification for a junior team appointment to accompany a junior team will be Level 1 accreditation

Age appropriate at the discretion of the ISA Management Committee

Hold a current Working with Children Card where applicable

8.8. PLAYERS

Qualifications for Ipswich Representative Team selection shall be that the said player shall be registered with the Ipswich Association as their home Association at the time of selection and if applicable within age regulations.

The duties and responsibilities of players selected in Ipswich Representative Teams are: -

- (a) Regardless of whether they pay their own expenses or are partially or wholly supported financially by the Association they shall abide by the Manager's discretion.
- (b) Report any injuries or illness to the Manager even if such injury or illness should occur prior to the team's departure or prior to the staging of the Carnival / Championship.
- (c) Whilst under the control of the Coach shall obey every instruction without question publicly, and to the best of their ability. Any doubts they may have should be expressed quietly to the Coach away from other team

members.

- (d) If a player fails to keep themselves in training satisfactorily after selection and does not abide by the rules herein they shall be reported by the Coach and/or Manager to the Secretary, and the Management Committee shall have the power to withdraw said person from such team. All squad members must attend eighty (80) percent of training unless work commitments or sports commitments or illness prevents attendance.

The Selection Committee will have the right and power to replace such player if they determine such action is warranted.

- (e) All players must travel by transport as set down by the I.S.A. Inc. Management Committee for that team. Requests for alternative travel must be submitted to the Management Committee in writing for approval prior to the relevant Carnival /Championship.
- (f) All players, after selection in representative teams, must make themselves available for any activities organized by the coaching coordinator in conjunction with the coaches.

8.9 SELECTION

- (a) *There shall be five (5) selectors elected where possible at the Annual General Meeting. These selectors shall be responsible for selecting senior and junior representative teams for any carnival and State Championships directed by the Management Committee. Selectors must hold coaching accreditation or have represented at least State level.*
- (b) This group shall elect a Chairperson, who shall keep a written report of all proceedings and call all meetings of selectors.
- (c) *A player may withdraw at any time by tendering said withdrawal, stating reasons in writing to the Committee Chairperson. The selectors may add or delete players from the squad if numbers and position required permit and approved by Management Committee*
- (d) *The Senior Representative team/s for the State Championships shall be selected by a date set by the Management Committee. The selectors shall select one or two teams (whatever is required) and sufficient emergencies to cover all playing position. At this juncture "The Training Squad disbands.*

8.10 TEAM FUNDRAISING

All teams are to be encouraged to raise money to assist with travelling and accommodation costs involved in attending carnivals and State Championships. All fund-raising including sponsorship letters must have prior approval by the ISA Management Committee and be countersigned by the Management Committee

The Fund-Raising Declaration must be completed by all players stating if they will / will not participate in fund raising activities.

In the case of individual fundraising (drives, raffles, etc.) the net monies will be used towards costs involved with representative activities. Monies raised will go to the individual player or official, not split over the team. In the case of a player or official raising more money than necessary the excess is to be held by the Association for representative purposes. No player or official is to profit from fund raising.

No individual fundraising is to be conducted at the softball grounds.

The Manager of each team in conjunction with the Association Treasurer will keep full and accurate records of all monies raised by each representative.

8.11 REPRESENTATIVE COMMITTEE

- (a) The Committee shall consist of the Manager/esses of each Representative team as appointed, the Association Treasurer and a maximum of one (1) additional member from each Club
- (b) The Committee is to elect a Chairperson and a Secretary. The Secretary is to record all proceedings and to collate all information gathered by the Committee and submit a monthly report (either written or verbal) to the Management Committee.

- (c) The Committee will abide by the guidelines as outlined in the Ipswich Softball Association By-Laws and Softball Queensland Inc. By-Laws.
- (d) The Committee is responsible for disseminating information to make all representative staff, players and Parents aware of their duties as set down in the Ipswich Softball Association By-Laws
- (e) The Committee will focus on discussing and sharing information on best practices for managing representative teams (before, during and after) tournaments, friendly games and state championships.
- (f) The Committee will work with the Management Committee to set and manage for selection trial dates to ensure all eligible players are aware and promote attendance
- (g) Collate and maintain a list of eligible players that will be provided to the Selection Committee and Representative team staff two (2) weeks prior to selection trials.
- (h) Fundraising for representative teams will be coordinated via the Representative Committee with Monthly reporting to the Association Treasurer with detailed and reconciled monies, receipts and potential allocations in terms of sponsorship.
- (i) All bookings for accommodation and travel for each representative team will be discussed and sanctioned at the Representative Committee meetings prior to booking. All Managers are required to submit three (3) quotes for each.
- (j) Coordinate marketing of representative fundraising events and media releases for representative Achievements or events such as games against visiting teams

9. AWARDS PANEL

The Life Members of the Association form a panel to verify any nomination that is forwarded for Life Membership of the Association. The Panel to also keep accurate records of the history of the Association including Committee members, representative players and officials at varying levels and any awards that may come to the Association.

The Panel to appoint a Chairperson who is to be responsible for the reporting to the Association

10. SOCIAL MATCHES

Any affiliate member wishing to stage a Softball Carnival in the Ipswich area shall make application for permission to stage such Carnival. Such application shall be in writing and in the hands of the Secretary fourteen (14) days prior to the date of the intended game. The application shall be submitted to the Softball Queensland Inc. for consideration. Any application not received within the required fourteen (14) days shall be at the discretion of the Management Committee.

11. FINANCE

- (a) The Association shall insure itself against the following:
 - (1) Theft, loss and damage to all stock and equipment in the canteen;
 - (2) Association uniforms and playing equipment against theft, loss and damage;
 - (3) Loss or theft of cash, and securities in transit.
- (b) No member or officer of the Association shall incur any expenditure in excess of \$50.00 without the authority of the Management Committee (either direct or implied) or of the Executive, pending ratification by the Management Committee. All expenditure shall be submitted to the Management Committee for approval, confirmation and/or ratification.
- (c) All raffles held at the grounds must be approved by Management. Clubs can apply to hold raffles, but priority will be given to Association and Representative Raffles.
- (d) A player coming from an unfinancial club must produce proof of being financial (e.g. receipt) or pay pro-rata on monies owing from unfinancial Club to Association involved.
- (e) The Management Committee shall determine from time to time all fees, levies and other dues, excluding those in Constitution Rule 9.1, payable to the Association by each Member or any class of Member, by any

Individual person or entity for services rendered, including but not limited to

- (a) the amount payable by participants in any softball activities and competitions;
- (b) the amount payable for purchase of any product, resources and participation in any courses, forum and Workshop
- (c) any other amount (including any levies) to be paid by each Member, or any class of Members whether of A recurrent or any other nature

The Management Committee shall determine the due date for payments to the Association of all fees and Capitulations

- (f) Up until the 3rd week of fixtures the team list is considered a nomination form; after 3 week of fixtures it becomes a team list. Consideration for removal of a player after the 3 weeks needs to be put in writing to the Management Committee for consideration; taking into account extenuating circumstances.

12. MISCONDUCT

(a) The Disciplinary Tribunal have the power to disqualify or suspend:

- (1) Any player, official of an Affiliate or Permit Club of the Association at any time misconduct themselves whether on the field whilst under the control of the Association, the Disciplinary Tribunal may suspend or otherwise deal with such person.
- (2) Any person or official of the Association sent off the field or reported to the Association by an umpire on the Association's playing grounds shall be requested to appear before and shall be dealt with by the Disciplinary Tribunal, who shall be empowered to take action on such report. The Umpire or any other official concerned in the incident shall be requested to appear before the Disciplinary Tribunal.
- (3) If the Disciplinary Tribunal feels that the severity of the misconduct is too great to deal with under their authority, they may pass the matter onto the Disputes Tribunal.

(b) The Disputes Tribunal shall have the power to disqualify, suspend or otherwise deal with:

- (1) Any member of the Ipswich Softball Association;
- (2) Any delegate or representative of the Association accused and found guilty of misconduct, speech or action, which could be termed detrimental to the objectives of this Association, the Disputes Tribunal shall expedite any investigation or hearing of any report or complaint.
- (3) Any person/s on Association grounds found to be in contradiction of any rules and regulations as set down in the Constitution and By-Laws

(c) The accused person shall be notified in writing by express post and/or electronic mail of the allegations and of their required attendance and that they have been suspended until they attend.
The hearing must be held prior to the next playing date

(d) The accused person shall be permitted to be represented by another person.

(e) Should the accused person or their representative fail to appear the Delegated Body shall have the power to investigate the incident and take action.

(f) The Delegated Body may at their discretion appoint, in extenuating circumstances, an independent tribunal of three (3) to five (5) persons to investigate the incident and report their findings of the incident back to the Delegated Body who will then if necessary taken any disciplinary action.

(g) Procedures of an investigation or hearing shall be:

- (1) The person submitting the report or complaint shall present same and then any witnesses shall be heard.
- (2) The accused person or their representative shall be entitled to be present during the presentation of all evidence (hearsay evidence shall not be considered, any unsigned letters and verbal reports of what people have heard and reported, are not admissible evidence) so

that any defence available may be presented.

- (3) The accused or their representative should have the right to cross-examine any witness.
 - (4) Full records of the evidence, the arguments of the defence and the reasoning of the Disputes Tribunal in deciding the case shall be kept. This material together with Minutes and all relevant correspondence may be called for by a higher body in order to consider an appeal, without a full record of evidence, it may be impossible for a higher body to decide whether or not there are sufficient grounds for appeal.
- (h) All members, Affiliated Clubs and Permit Clubs, have the Right of Appeal to the Appeals Committee. Notification of an appeal must be given within 48 hours of a decision being made by the delegated hearing.
- (i) No Appeal Committee may deal with any matter unless a majority of delegates are present. For a grievance to be approved a 75% majority vote must be recorded.
- (j) Results of the Appeal Committee findings will be binding and a full report to be tabled at the next Ipswich Management Committee Meeting.
- (k) Within fourteen (14) days of the investigation or hearing the Secretary of the Association shall notify the person concerned in writing by certified mail, of the decision.
- (j) Should a person be disqualified or suspended by the Association, the Secretary of the Association shall notify Softball Queensland Inc. in writing of the disqualification or suspension, stating the person's name and address, and the reason for such disqualification or suspension.
- (k) This is a Zero Tolerance Association and any infraction will not be tolerated and dealt with by the appropriate Tribunal.

12.1 General Discipline Provisions

- 12.1.1 All Members will be subject to, and submit unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of the Association whether under the By-Laws or under these Rules.
- 12.1.2 The Association shall ensure that at all times players and officials participating, in any capacity whatsoever, in softball activities conducted, procured or sanctioned by the Association achieve and maintain in connection with those activities a standard of conduct which is not and is not likely to be prejudicial or injurious to the interests or reputation of softball within the Ipswich Softball Association or elsewhere or inconsistent with the objects of the Association.
- 12.1.3 Each Affiliated Club, shall ensure that at all times players and officials participating, in any capacity whatsoever, in softball activities within its jurisdiction achieve and maintain in connection with those activities a standard of conduct which is not and is not likely to be prejudicial or injurious to the interests or reputation of softball within that jurisdiction or elsewhere or inconsistent with the objects of the Member or the Association.
- 12.1.4 The Ipswich Softball Association has the right to establish:
- (a) a Disciplinary Tribunal (2 umpires and 3 committee members)
 - (b) a Disputes Tribunal (1 nominated member from each affiliated club); and
 - (c) an Appeals Committee (1 nominated member from each affiliated club)
- Any member who has any conflict of interest with the matter at hand must excuse themselves
- 12.1.5 The Ipswich Softball Association may delegate the power of hearing and determining charges to its Disciplinary Tribunal with a right of appeal to the Appeals Committee in accordance with the provisions of any relevant By-Law of the Ipswich Softball Association. Alternatively, the Ipswich Softball Association has the right to delegate the power of hearing and determining charges to a Softball Queensland Commissioner or to the Softball Queensland Tribunal in accordance with the provisions of any relevant By-Law of Softball Queensland Inc. and Ipswich Softball Association Inc
- 12.1.6 In the absence of an appropriate delegation pursuant to Rule 12.1.5, the Ipswich Softball Association will be deemed to have delegated the power of hearing and determining charges to a Softball

Queensland Commissioner or to the Softball Queensland Tribunal in accordance with the provisions of any relevant By-Law of Softball Queensland Inc. and Ipswich Softball Association Inc

- 12.1.7 Should the appropriate delegation be made, the Management Committee shall appoint suitably qualified persons, none of whom shall be a serving member of the Management Committee for the time being, to serve on both the Disputes and Appeals Committee to carry out their respective functions pursuant to any relevant By-Law of the Ipswich Softball Association
- 12.1.8 A Tribunal dealing with a matter referred to the Tribunal pursuant to Rule 12.1.6 or Rule 12.1.5 shall impose upon any person guilty of conduct contrary to that referred to in Rule 12.1.2 or Rule 12.1.3 a penalty commensurate with the seriousness of the offence in accordance with the provisions of any relevant By-Law of the Ipswich Softball Association Inc.
- 12.1.9 Without limiting the effect of Rule 12.1.10 an Affiliated Club or the Ipswich Softball Association or the Tribunal may decline to impose a penalty in circumstances where the Ipswich Softball Association or Tribunal, as the case may be, considers that the conduct, of which the relevant player or official is guilty, was of a minor or trifling nature.
- 12.1.10 Where a penalty is imposed upon any player or official guilty of conduct contrary to that referred to in Rule 12.1.2 and/or Rule 12.1.3 the person upon whom the penalty is imposed will be deemed to have committed within the district of each SQI Member Organisation the same offence at the same time and, where the penalty imposed requires the performance or the discharge of an obligation, whether positive or negative (including but by no means limited to the payment of a fine or the service of suspension), the person upon whom the penalty is imposed shall not be permitted to participate in any other softball activity conducted or sanctioned by any member of the Association or by the Association itself whether within the district or elsewhere until the penalty has been performed, discharged or served.

12.2 Right of Hearing

- 12.2.1 No penalty or punishment referred to in Rule 12 will be imposed upon any member of the Association or other person without that member or person being afforded an opportunity of being heard in its, his or her defence.
- 12.2.2 Where the Management Committee proposes to terminate the membership of a person or Club pursuant to *Constitution* Rule 7, the Secretary shall give to such person or Club reasonable notice in writing of the proposed action and a representative of the Management Committee will prosecute the charges before the Disputes Tribunal.
- 12.2.3 All actions for expulsion of a member from the Association shall be initiated by the Management Committee in accordance with the following procedure.
- 13.2.3.1 The Management Committee shall determine the charges and refer such charges to the Secretary for processing.
- 13.2.3.2 The Secretary shall notify the Chairman of the Disputes Tribunal and the Chairman shall:
- convene a meeting of the Disputes Tribunal;
 - notify the member of the date and time of the scheduled meeting;
 - require the member, or in the case of a member being an Affiliated Club, their duly appointed representatives of the member to appear before the Disputes Tribunal at the scheduled meeting to answer the charge/s to be laid on behalf of the Management Committee. Notification of the member pursuant to paragraph (b) hereof shall be in writing and shall afford the member reasonable notice of the charges and of the date, time and place of the Tribunal meeting.
- 12.2.4 The hearing before the Disputes Tribunal and any subsequent appeal shall proceed in accordance with any relevant By-Law of the Association for the conduct of Disputes Tribunal hearings and appeals to the Appeals Committee

13. SOCIAL MEDIA POLICY

This policy covers all forms of social media. Social media includes, but is not limited to, such activities as:

- Maintain a profile page on social or business networking sites (such as LinkedIn, Facebook, Shutterfly, Twitter or MySpace); Include Messenger; Snapchat; Instagram; Line or any other current social media.
- Content sharing including Flickr (photo sharing) and YouTube (video sharing);
- Commenting on blogs for personal or business reasons;

- Leaving product or service reviews on retailer sites, or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page

The web is not anonymous; ISA members should assume that everything they write can be traced back to them

For official ISA blogs, social pages and online forums

- Posts must not contain nor link to, pornographic or indecent content
- Some hosted sites may sell the right to advertise on their sites through 'pop up' content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the 'pop up' content cannot be controlled;
- ISA members must not use ISA online pages to promote personal projects and
- All materials published or used must respect the copyright of third parties

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. ISA members must recognize that it may not be appropriate to share photographs, videos and comments in this way.

ISA members could potentially breach the privacy act or inadvertently make ISA liable for breach of copyright.

ISA members should be considerate to others in such circumstance and should not post information when they have been asked not to or consent has been sought and given. They must also remove information about another person if that person asks them to do so.

Under no circumstances should offensive comments be made about ISA members online

Breach of Policy:

A breach of this policy may result in disciplinary action from ISA. This may involve a verbal or written warning, suspension or in serious cases, referral to SQI.

14. MISCELLANEOUS

- (a) "Small Clubs Trophy" is awarded to Clubs with five (5) teams or less. Such trophy shall be awarded to the Club with the highest averages to be calculated by taking aggregate points and dividing them by total number of registered teams
- (b) *Champion Club Trophy to be calculated by allocating points in descending order, with maximum points being equal to the number of teams in each grade, after the completion of the grand-final.*
4 points for grand-final winners, 3 points for runners-up, 2 points for 3rd place and 1 point for 4th place based on a 4-team competition and 3 points for a Tee Ball team plus 2 points to be awarded for minor premiers in each grade
- (c) All representative players and officials in a representative team to be entitled to some memorabilia for being part of that team.
- (d) Life Members to be entitled to a free ticket for Presentation Night and payment of Ipswich Softball Association fees only
- (e) All vehicles are parked at their owner's risk either in the car park or on the street.
- (f) All premierships teams will receive trophies.
- (g) All Tee Ball and Rookie Ball competition participants receive a trophy at the end of the season.

15. AMENDMENTS

These By-Laws may be amended, rescinded or added to from time to time by a special resolution carried by any Special General or Annual General Meeting of the Association, provided that notice has been given in writing to the Secretary of the Association, fourteen (14) days prior to such meeting, and such amendment or alteration shall be carried by a three-quarter majority vote.

The Ipswich Softball Association must at the start of every season print out and issue all Clubs, Management Members, Umpiring and Coaching Coordinators and any other officials of the Association with a copy of the Ground Rules, By-Laws and Constitution. Such copies to contain a watermark on every page and include the current date and each copy are to be signed by the current President.

16. **ZERO TOLERANCE POLICY – Addendum 1**
17. **HOT WEATHER GUIDELINES – Addendum 2**
18. **SMOKE-FREE POLICY – Addendum 3**
19. **LIGHTNING STRIKES POLICY – Addendum 4**
20. **SQI MEDIA POLICY – Addendum 5**
21. **PREGNANCY POLICY – Addendum 6**
22. **PROCEDURER HANDELING UNFIANCNAIL MEMBERS – Addendum 7**
23. **CODES OF CONDUCT – Addendum 8, 9, 10, 11, 12, 13 & 14**
24. **CONCUSSION POLICY – Addendum 15**
25. ***CHILD PROTECTION POLICY – Addendum 16***

