

# SOFTBALL SA INCORPORATED

# REGULATIONS

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**SOFTBALL SA INC.**  
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## REGULATIONS

These Regulations are made for the purpose of enlarging the provisions of the Constitution. The Regulations may be repealed, altered or added to by the Board.

### SECTION 'A' DEFINITIONS AND INTERPRETATIONS

#### 1. Definitions

In these Regulations, unless the contrary intention appears:

**"Adelaide Competition"** means the club competition, conducted by Softball SA Inc, in which District and Minor Clubs compete at Barrett Reserve, Adelaide Shores West Beach.

**"Adelaide Club"** means a Club which competes in the Adelaide Competition.

**"Affiliated Association"** means an Association affiliated with Softball SA Inc.

**"Association"** means Softball SA Incorporated.

**"Association Representative"** means the person appointed from time to time to represent the Association at Softball Australia General Meetings.

**"Board"** means the body consisting of the Directors of Softball SA Inc.

**"By-laws"** means any By-law made by the Board.

**"Club"** means a Softball Club, other than an Adelaide Club or a Club affiliated with an Affiliated Association, which is a member of Softball SA Inc.

**"Delegate"** means the person appointed from time to time to act for and on behalf of an Affiliated Association, Adelaide Club or a Club and to represent the Affiliated Association, Adelaide Club or Club at General Meetings. A Delegate can represent only one (1) Affiliated Association, Adelaide Club or Club at General Meetings.

**"District Club"** means an Adelaide Club with representative teams in all grades of Division 1 and Division 2 of the Adelaide Competition.

**"Executive Officer"** means the Executive Officer of the Association for the time being appointed by the Board.

**"General Meeting"** means the Annual or any Special General Meeting of the Association.

**"Hall of Fame"** means the avenue in which an individual may be honoured by the Association for outstanding contribution at the National level or higher.

**"Life Member"** means an individual appointed as a Life Member of the Association.

**"Member"** means a member for the time being of the Association.

**"Minor Club"** means any Adelaide Club other than a District Club.

**"Regulations"** means any Regulations made by the Board.

**"Softball Australia"** means Softball Australia Limited.

**“South Australia”** means the State of South Australia and the areas administered by South Australia as set out in the Softball Australia Regulations for Member States as varied from time to time.

**“State Championships”** means both the Open and Junior Association Championships conducted annually by the Association.

**“State Coaching Coordinator”** means the person appointed from time to time to coordinate coaching activities within the Association and to liaise with Softball Australia in regard to coaching matters on behalf of the Association. The State Coaching Coordinator cannot be a Delegate.

**“State Scoring Coordinator”** means the person appointed from time to time to coordinate scoring activities within the Association and to liaise with Softball Australia in regard to scoring matters on behalf of the Association. The State Scoring Coordinator cannot be a Delegate.

**“Technical Delegate”** means the person appointed from time to time to ensure that State Championships are conducted in accordance with the Association’s Guidelines for the Conduct of State Championships.

**“Umpire-in-Chief”** means the person appointed from time to time as head of the Softball South Australia Umpires group. The Umpire-in-Chief cannot be a Delegate.

## 2. Interpretation.

In these Regulations:

Words importing the singular include the plural and vice versa.

Words importing any gender include the other genders.

## SECTION ‘B’ MEMBERSHIP

### 1. FULL MEMBERSHIP

Any Softball Association in the State of South Australia, or any Adelaide Club, or any Club may, in any year, apply for affiliation with the Association.

- (1) The Affiliated Association, Adelaide Club and such Club shall pay the affiliation fee as established by the Board.
- (2) The application shall include the names and addresses of the members of the applicant's Committee who shall be the only Committee members recognised by the Association.
- (3) On acceptance of registration the Affiliated Association, Adelaide Club and such Club shall
  - a. Agree to be bound by the Constitution and Regulations of the Association and to adopt the rules of softball and the interpretation thereof as determined by Softball Australia together with variations as may be adopted by the Association;
  - b. Forward to the Executive Officer within twenty one (21) days of affiliation a copy of its Constitution and thereafter shall notify any amendments that may be adopted.
- (4) All members of the Affiliated Association, Adelaide Clubs and Clubs shall pay the fees prescribed by:

- a. The Association
- b. Softball Australia

Exception: In the case of Association Life Members participating in any recognised competitions, the Association membership and the Licensed Club membership components of the fees prescribed by the Association will not apply.

- (5) An Affiliated Association, Adelaide Club, Club or member shall be unfinancial when any fees or levies imposed by the Board in accordance with the Constitution and Regulations remain unpaid after the due date specified on the account unless such Affiliated Association, Adelaide Club, Club or member has applied in writing and has been granted an extension of time for payment by the Board.
  - a. The Board may, from time to time and at its discretion, advise Affiliated Associations, Adelaide Clubs, Clubs and Interstate Associations the particulars of any unfinancial member.
- (6) The period of membership of the Affiliated Association, Adelaide Club or Clubs shall be from the date of affiliation in each year to the first day after the Annual General Meeting of the following year unless terminated by withdrawal or expulsion.
- (7) Each registered Affiliated Association, Adelaide Club and Clubs shall –
  - a. Receive a copy of the Constitution and Regulations, and a copy of all alterations, deletions and additions as adopted from time to time.
  - b. Receive notification of changes/interpretations in the Official Softball Playing Rules as determined by Softball Australia.
  - c. Have the opportunity for its members to nominate for selection in Association State teams.
- (8) Affiliated Associations, Adelaide Clubs and Clubs shall manage their own affairs and shall have the right to refer to the Association any matter connected with the Constitution or Regulations of the Association for its decision and such decision shall be final.
- (9) Each Affiliated Association, Adelaide Club and Club may nominate one (1) delegate to represent its members at any General Meeting of the Association. Each Affiliated Association and Adelaide Club in attendance shall be entitled to one (1) vote.
- (10) The cost of travel and accommodation for Affiliated Association delegates attending General Meetings of the Association shall be divided equally between all Affiliated Associations and Adelaide Clubs for payment. Claims for travel expenses must be submitted within 21 days of date of such meeting.

## 2. HONORARY MEMBERSHIP

- (1) Any school or Association of Schools in the State of South Australia may apply in any year for Honorary Affiliate Membership and no fee shall be payable. Any such Honorary Membership shall not entitle recipients to the same privileges as Affiliate Membership.

## 3. PROVISIONAL MEMBERSHIP

- (1) Provisional Membership may be granted where an association shows willingness to work towards affiliation with the Association.

- (2) The Provisional Association will not be required to pay the prescribed fees; however a nominal levy may be established to enable the Association to provide limited support.
- (3) The status of a Provisional Association will be reviewed annually.
- (4) The Provisional Association may attend General Meetings, but will not have any voting rights.
- (5) The Provisional Association will not be eligible to take part in the State Championships.
- (6) Members of the Provisional Association will not be eligible to be selected for any Association State team.

## **SECTION 'C' APPOINTMENTS**

### **1. UMPIRE-IN-CHIEF**

- (1) An Umpire-in-Chief shall be appointed by the Board after applications have been called as prescribed in the Regulations, Section 'H'.

### **2. STATE COACHING CORDINATOR**

- (1) A State Coaching Coordinator shall be appointed by the Board after applications have been called as prescribed in the Regulations, Section 'I'.

### **3. STATE SCORING CORDINATOR**

- (1) A State Scoring Coordinator shall be appointed by the Board after applications have been called as prescribed in the Regulations, Section 'J'.

### **4. ASSOCIATION REPRESENTATIVE – SOFTBALL AUSTRALIA GENERAL MEETINGS**

- (1) One (1) person shall be appointed in accordance with the terms and provisions of the Constitution of Softball Australia to represent the Association as directed by the Board at meetings of Softball Australia.
- (2) The Association Representative may be appointed for a two (2) year term but may be replaced should the duties not be carried out to the satisfaction of the Board.
- (3) All literature and material received by the Association Representative shall be handed to the Executive Officer together with a report and précis of the meeting within thirty (30) days of the meeting.
- (4) The appointed Association Representative shall vote as directed by the Board, but may use his own discretion when further information or development of a proposal is presented at the meeting. The change in voting direction shall be reported to the Board.

### **5. TECHNICAL DELEGATE**

- (1) For Open State Championships
  - a. The Board shall appoint a suitable person to act as a Technical Delegate at Open State Championships.
  - b. The Technical Delegate is required to be in attendance at the venue for the entire Championship.



- c. The Technical Delegate shall attend the Managers' Meeting that is held prior to the commencement of the Championship.
- d. The conduct of the Championship is the responsibility of the Tournament Committee.
- e. The role of the Technical Delegate is to ensure that the Championship is conducted in accordance with the Association's Guidelines for the Conduct of Open State Championships.
- f. The Technical Delegate may feel it appropriate to offer advice or assist in some of the decisions made by the Tournament Committee.
- g. In the event of an infraction of the Guidelines for the Conduct of Open State Championships, the Technical Delegate should speak to the manager of the offending team.
- h. The Technical Delegate is required to submit a report on the Championship to the Executive Officer within two (2) weeks of the conclusion of the Championship.

(2) For Junior State Championships

- a. The Board shall appoint a suitable person to act as a Technical Delegate at Junior State Championships when those Championships are hosted by an Affiliated Association.
- b. The Technical Delegate is required to be in attendance at the venue for the entire Championship.
- c. The Technical Delegate shall attend the Managers' Meeting that is held prior to the commencement of the Championship.
- d. The conduct of the Championship is the responsibility of the Host Affiliated Association.
- e. The role of the Technical Delegate is to ensure that the Championship is conducted in accordance with the Association's Guidelines for the Conduct of Junior State Championships.
- f. The Technical Delegate may feel it appropriate to offer advice or assist in some of the decisions made by the Host Affiliated Association.
- g. In the event of an infraction of the Guidelines for the Conduct of Junior State Championships, the Technical Delegate should speak to the manager of the offending team.
- h. The Technical Delegate is required to submit a report on the Championship to the Executive Officer within two (2) weeks of the conclusion of the Championship.

## **SECTION 'D' MEETINGS**

Each Affiliated Association, Adelaide Club and Club shall have at least one delegate at all General Meetings and those Affiliated Associations, Adelaide Clubs and Clubs not properly represented shall be

fined in accordance with the Schedule of Penalties established by the Board and advised at the Annual General Meeting.

1. SPECIAL GENERAL MEETINGS

- (1) The Board may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (2) The Executive Officer shall, on the requisition in writing of not less than twenty five percent (25%) of voting Members, convene a Special General Meeting.
- (3) The requisition for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Members making the requisition and be sent to the Association and may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- (4) If the Executive Officer does not cause a Special General Meeting to be held within one (1) month after the date on which the requisition is sent to the Association, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three (3) months after that date.
- (5) A Special General Meeting convened by the Members shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board.

2. NOTICE OF MEETINGS

- (1) Notice of every General Meeting shall be given to every Affiliated Association, Adelaide Club, Club and Life Member or other Member entitled to receive notice at the address appearing in the Register kept by the Association. The Auditor, Executive Officer, Umpire in Chief and State Coordinators shall also be entitled to notice of every General Meeting; which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (2) A notice of a General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.
- (3) At least twenty-one (21) days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with
  - (i) The agenda for the meeting
  - (ii) Any notice of motion
  - (iii) Where applicable, details of nominees for vacant Director's positions, and
  - (iv) Forms of authority in blank for proxy votes.

3. STANDING ORDERS FOR CONDUCT OF MEETINGS

- (1) The Regulations in this part shall govern the conduct of any meeting of the Association, the Board or Sub-Committees, except where specifically provided otherwise.
- (2) The Chairman's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded and carried "that the Chairman's ruling be disagreed with". The mover may speak briefly in support of the motion and the Chairman can explain why the ruling was given. The Chairman takes the vote.
- (3) Representatives of the Press may attend any General Meeting

4. QUORUM

- (1) No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business.
- (2) A quorum for General Meetings shall be at least 50% of the eligible voting members represented by their Delegates or Proxies.

5. CHAIRMAN

- (1) Except at the Annual General Meeting, if a Deputy Chairman is elected to take the Chair to open a meeting he may retain the Chair until the end of the meeting even though the person normally acting as Chairman subsequently arrives at the meeting.
- (2) At the Annual General Meeting when the Chairman is one of the nominees to any office for which an election is to be held, a temporary Chairman, who is not a candidate for any office, shall be appointed to take the Chair until the election of officers is completed.
- (3) A motion that the Chairman shall leave the Chair, if carried, will automatically adjourn the meeting.
- (4) If the Chairman leaves the meeting before adjourning or closing it, the members may elect a temporary Chairman and continue the Meeting.
- (5) If the Chairman incorrectly declares the meeting closed before the business is finished, the declaration may be withdrawn.
- (6) The Chairman shall
  - a. Make sure that proper notice of meeting has been given
  - b. Make sure that a quorum is present
  - c. Conduct the meeting in accordance with the Regulations
  - d. In addressing the meeting be impartial and brief when making remarks
  - e. Preserve order, and for that purpose may instruct any person to withdraw or to refrain from speaking, or may adjourn the meeting
  - f. Give all members present a reasonable opportunity of speaking, but ensure that no members speak for an undue length of time or unnecessarily repeat points that have already been put before the meeting
  - g. Terminate any discussion which is not, at that time, relevant to the business before the meeting
  - h. See that the Minutes of each meeting are correct and confirmed as soon as possible after the meeting.
- (7)
  - a. Any member challenging the efficiency of any Chairman may move a vote of "No Confidence" and if this is passed by a 75% majority of the members entitled to vote, then the Chairman shall resign.
  - b. Upon such resignation of the Chairman at a General Meeting, the meeting will be automatically adjourned.

- c. Upon any such resignation of the Chairman at a Board meeting, the Board shall elect one of their members as the new Chairman.

## 6. DEBATE

The Chairman of a meeting shall follow the standard meeting procedures. The following regulations shall be a guide to debate.

### (1) At General Meetings

- a. A member desirous of moving a motion or amendment or taking part in any discussion shall rise and address the Chairman and shall state name and the nature of the motion or amendment before addressing the meeting
- b. If two or more members rise to speak at the same time, the Chairman shall decide who is to speak first
- c. A member addressing the meeting shall not be interrupted unless called to order, or unless a motion to close the debate is moved
- d. A member may rise at any time to address the Chairman on a point of order
- e. If the Chairman rises to speak, all discussion shall cease until the Chairman resumes the seat.

(2) The accidental omission to give notice of any meeting to or the non receipt of any such notice by any of the members, shall not invalidate any resolution passed at any such meeting.

- (3)
  - a. No motion or amendment shall be withdrawn without the leave of the Chairman and consent of the mover and seconder.
  - b. A motion or amendment which is not passed at a meeting may not be brought before the same meeting, unless members agree to discuss it again, but the matter may be brought forward at a subsequent meeting.
  - c. Any resolution which has been acted upon, being the authority under which such action is taken may not be rescinded, but a motion may be moved at a subsequent meeting to correct any errors or omissions or as a result of further information being presented. Such motion may reverse the previous resolution in part or in whole, but should take into account whatever action has been taken under the original resolution.
  - d. Any matter before the meeting may be deferred until a time to be stated by a motion that the meeting proceed to the next business.
  - e. The Chairman may announce, as the business arising from the minutes or on the Agenda received, that such business is to be deferred and if no member objects, that business shall be passed over until a time to be stated.
- (4)
  - a. An amendment moved and seconded is voted upon before the motion, and if carried, the motion as amended is put to the meeting unless the amendment itself contains all the points necessary to complete the business under discussion.
  - b. No second or subsequent amendment shall be received until the first amendment has been voted upon.

- c. No amendment which is a direct negative of the motion shall be allowed.

## 7. VOTING

- (1) A motion must be carried by a majority of those voting except in the case of a Special Resolution where at least a 75% majority is required.
- (2) Voting at all meetings shall be by show of hands unless a ballot is required.
- (3) When a ballot is required the Chairman shall determine the manner in which it is to be taken, except for the election of officers when the following rules shall be observed
  - a. The Chairman shall appoint two scrutineers
  - b. The scrutineers shall distribute and collect the ballot papers and shall ensure that they are correctly used by members who are entitled to vote
  - c. Ballot papers may bear such printed or typewritten matter as may be necessary to establish their purpose and validity
  - d. The scrutineers shall count the ballot papers and shall record the result and hand same to the Chairman
  - e. The Chairman shall have the right to examine any ballot paper and demand a recount if in doubt that the original count is correct.

## 8. ADJOURNMENT

- (1). If within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall be adjourned until the same day in the next week at the same time and place, or to such other day and at such other time and place as the Chairman may determine, and if at the adjourned meeting a quorum is not present within half an hour from the appointed time for the meeting, the meeting will lapse.
- (2) The Chairman may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (3) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (4) A Chairman may not adjourn a meeting unless a motion is passed except when it has not been possible to maintain order.

## 9. MINUTES

- (1) Minutes of all meetings shall be properly kept and recorded and shall be set out in the following form
  - a. Description of the nature of the meeting, whether ordinary, special or adjourned, and the date, time and place
  - b. Names of all members present and the office held by each shall be recorded in all minutes. The minutes of all general meetings shall include the number of members present in addition to those named and the number of Affiliated Associations, Adelaide Clubs and Clubs represented

- c. Apologies, and names (including Directors) of those required to attend who are not present
  - d. Confirmation of the minutes of the previous meeting
  - e. Business arising from the minutes
  - f. Correspondence and reports placed before the meeting
  - g. Record of the business of the meeting in the order in which it is dealt with. All motions and amendments are to be set out in their exact words, and indication given whether they were carried or rejected
  - h. The time at which the meeting was declared closed or adjourned.
- (2) Minutes may not be 'taken as read' unless every member entitled to be present has received a copy of such minutes at least twenty-four (24) hours before the meeting.
- (3) Minutes of committee meetings should be confirmed by those who were present at the meeting at which they relate, but if the Chairman has been unable to obtain such confirmation within a reasonable time (not less than one (1) month) the Chairman may, if satisfied of their accuracy, sign them as a 'true record', provided all members of the committee have received a copy of such minutes.
- (4) When any minutes are signed by the Chairman as a true record without confirmation, the words 'signed as a true record without confirmation' shall be added above the signature. The signing of the minutes in this manner shall be reported to the committee at the first opportunity.
- (5) Any inaccuracy noted must be corrected and initialed by the Chairman prior to signature. Minutes may not be altered after they have been signed.
- (6) Minutes shall be prima facie evidence of the proceedings of a meeting, and may only be proved to be inaccurate or incomplete by a unanimous decision of the persons who were present at the meeting to which they relate.
- (7) A member may not re-open any question decided at a previous meeting during the reading of the minutes until the accuracy of the minutes is confirmed. The member may, after the minutes have been signed and while business arising out of the minutes is before the meeting, propose a motion in relation to a previous decision.

## **SECTION 'E' SUB-COMMITTEES**

### **1. SUB-COMMITTEES**

- (1) The Board shall
- a. At its first meeting after the Annual General Meeting, arrange for the appointment of such sub-committees as herein prescribed. All sub-committees and officials appointed shall report and be responsible for activities on behalf of the Association.
  - b. Have power to appoint additional sub-committees if required and confer upon such sub-committees such authority as shall from time to time be deemed necessary.

- c. Ensure the minimum number of persons appointed to any sub-committee shall be three (3).
- (2) The Chairman of each sub-committee shall be appointed by the Board, unless otherwise provided.
- (3) The Chairman shall preside at all meetings of any sub-committee as appointed to convene and in the absence of the Chairman; one of the members of such sub-committee shall preside.
- (4). Should the Chairman of a sub-committee resign, the meeting shall be automatically adjourned until the matter has been dealt with by the Board.
- (5) The Chairman of each sub-committee shall be the liaison person between the sub-committee and the Board and shall be responsible for the activities of the sub-committee.
- (6) A quorum at all meetings of any sub-committee shall consist of at least 50% of the members of the sub-committee.
- (7) Members of sub-committees may appoint the Executive Officer to act as a proxy with power to vote, to attend a meeting of any sub-committee. Notice appointing a proxy shall be in writing and shall be handed to the Chairman before the meeting. (This shall not prevent proxies being appointed to the Appeals Committee as per Regulation, Section 'E' 5.)
- (8) Persons appointed to sub-committees shall hold office until the first meeting of the Board after the next Annual General Meeting, unless otherwise provided.
- (9) Any member of any sub-committee who fails to give proper attention to the duties of such sub-committee may be removed from office by the Board.
- (10) Every sub-committee shall make a report on its activities as and when required by the Board.
- (11) A sub-committee shall have authority to decide matters under its control without prior reference to the Board, and the approval of the Board shall be deemed to have been given to the acts of each sub-committee unless the Board promptly advises the Chairman otherwise.
- (12) Any complaint which may be entered against the actions or decisions of a sub-committee shall be made only by the Secretary of an Affiliated Association, Adelaide Club, Club or other recognised Association members, and shall be forwarded, in writing, to the Executive Officer within seven (7) days of the date of such action or decision. The members of the sub-committee concerned shall attend the hearing of the complaint, which shall be determined by the Board who may impose a fine against any Affiliated Association, Adelaide Club or Club lodging a complaint without substantial and satisfactory evidence to support its claim. Such fines shall be in accordance with the Schedule of Penalties established by the Board and advised at the Annual General Meeting.

## 2. ASSOCIATION STATE TEAMS COMMITTEE

An Association State Teams Committee shall be formed for the purpose of management of teams attending Australian Championships.

3. STATE CHAMPIONSHIP COMMITTEE

- (1) A State Championship Committee shall be formed for the purpose of management and organisation of the State Championships.
- (2) For Guidelines for State Championships - see Attachments 3 and 4.

4. SELECTION COMMITTEES

- (1) **ASSOCIATION STATE TEAMS**  
Selection Committees shall be formed for the purpose of selecting players for Association State teams.
- (2) **ASSOCIATION NON STATE TEAMS**  
Selection Committees shall be formed for the purpose of selecting players for Association Non State Teams.

5. APPEALS COMMITTEE

- (1) An Appeals Committee consisting of three (3) persons shall be formed and such Committee shall call upon other persons as approved by the Board to act as proxies as required.
- (2) The Appeals Committee may deal with appeals by members of Affiliated Associations, Adelaide Clubs and Clubs when all avenues of appeal at the Affiliate or Adelaide Competition level have been exhausted.
- (3) No member of the Appeals Committee shall act as a member of that committee if connected with any person, Affiliated Association or Club concerned in the hearing.
- (4) The number of members of the Appeals Committee present to constitute a quorum at every sitting of the Appeals Committee shall be three (3).

6. COMPLAINTS AND DISPUTES COMMITTEE

- (1) The Complaints and Disputes Committee shall consist of the Association Chairman, a Board member, and one other who shall be a member of the Association.
- (2) The one member of the Association referred to in 6 (1) above shall be appointed by the Board.
- (3) The Chairman of the Association shall act as the Chairman of the Complaints and Disputes Committee unless they are absent from their seat, in which case the Chairman shall be elected by a majority of the Complaints and Disputes Committee. The Chairman may instruct members of the Association and all witnesses present at any hearing on the procedure of the hearing as they may deem necessary.
- (4) Notwithstanding anything contained to the contrary in this Regulation, no member of the Complaints and Disputes Committee shall at any time, or at all, act as a member of such Committee during the hearing of any complaint against him, or against an Affiliated Association, Adelaide Club, Club or a member or umpire of an Affiliated Association, Adelaide Club or Club of which they are a member.
- (5) In the event of any or all of the said three (3) members of the Complaints and Disputes Committee, under 6 (4) above being unavailable, or unable for any reason whatsoever to sit on the Complaints and Disputes Committee on any particular occasion or occasions, then the Board may appoint any member of the Association to sit on the Complaints and Disputes Committee in the place of the member precluded or unavailable to sit on the



Complaints and Disputes Committee as aforementioned, only however for such said particular occasion or occasions.

- (6) The number of members of the Complaints and Disputes Committee present to constitute a quorum at every sitting of the Complaints and Disputes Committee shall be three (3).
- (7) The Complaints and Disputes Committee shall receive, in writing, any complaint or complaints in which it is claimed that any member of an Affiliated Association, Adelaide Club or Club has committed a breach, or breaches of, or has failed to comply with a provision, or provisions of, the Constitution or Regulations of the Association, or any complaint, complaints or disputes relating directly or indirectly to the playing of games.
- (8) The Complaints and Disputes Committee may, within seven (7) days from the receipt of any complaint or complaints as afore-mentioned, summons or call for any person or persons against whom a complaint or complaints have been received by the Complaints and Disputes Committee, or any member or members of the Association or any person or persons associated with any club or clubs of the Association, to appear before the Complaints and Disputes Committee and answer any questions put to them by any member of the Complaints and Disputes Committee relating directly, or indirectly, to such complaint or complaints. In the event of such person or persons against whom a complaint or complaints have been received by the Complaints and Disputes Committee, or a member or members of the Association, or any such summonsed person or persons as aforesaid not appearing before the Complaints and Disputes Committee as requested, the Complaints and Disputes Committee may impose the following penalties upon the same
  - a. A reprimand, or
  - b. A suspension for whatever period the Complaints and Disputes Committee deems fit or sufficient, or
  - c. A disqualification for whatever period the Complaints and Disputes Committee deems fit or sufficient, or.
  - d. Impose a fine as per the Schedule of Penalties.
- (9) In every case where the Complaints and Disputes Committee summons a person, or persons, against whom a complaint or complaints have been made, or where the Complaints and Disputes Committee summons any member or members of the Association, or any person or persons associated with any club or clubs of the Association, as referred to in 6 (8) above, the summons shall
  - a. State in a brief and concise manner all the main allegations made in the complaint or complaints, and
  - b. State the time and place of the hearing.
  - c. Be signed by the Association Chairman or any member of the Complaints and Disputes Committee or the Executive Officer of the Association, and
  - d. Be delivered personally to the person summonsed, or posted to such person, within such time that in the ordinary course of post the summons would reach such person at least seven clear days before the date of the hearing.
- (10) Any person, or persons, against whom a complaint or complaints have been made shall be entitled to be heard and produce any witnesses in their own defence and ask any person or persons present at the hearing any questions relating to the complaint or complaints.

- (11) Notwithstanding anything to the contrary contained in this Regulation, the Complaints and Disputes Committee may at any time after it has received a complaint, or complaints, which are frivolous, vexatious, capricious, scandalous, offensive or contrary to the objectives of the Association, dismiss such complaint or complaints and such dismissal (subject to Section 'F' 3 of these Regulations) shall be final, conclusive and binding on all members of the Association, from which no right of appeal whatsoever shall lie.
- (12) If the Complaints and Disputes Committee finds any complaint or complaints proven it may impose the following penalties upon the person or persons against whom the complaint or complaints have been made
- a. A reprimand, or
  - b. A suspension for such period and upon such conditions, if any, as the Complaints and Disputes Committee may deem fit and sufficient in the circumstances, or
  - c. A disqualification for such period and upon such conditions, if any, as the Complaints and Disputes Committee may deem fit and sufficient in the circumstances, or
  - d. Impose a fine as per the Schedule of Penalties.
- (13) Each and every decision of the Complaints and Disputes Committee shall be made or determined by a majority vote of the Complaints and Disputes Committee and each member of the Complaints and Disputes Committee shall be entitled to one vote only and must exercise such vote at each and every sitting of the Complaints and Disputes Committee.
- (14) Subject to Section 'F' 3 of these Regulations, no right of appeal whatsoever shall exist from any decision or determination of the Complaints and Disputes Committee and every such decision or determination shall be final, conclusive and binding on each and every member of the Association.
- (15) Subject to Section 'F' 3 of these Regulations, notwithstanding anything contained in this Regulation, neither the Association nor the Complaints and Disputes Committee, nor any member or members of the Association, nor any person or persons associated with any club or clubs of the Association, nor any umpires, nor the person or persons against whom the complaint or complaints are made, nor any other person or persons present at any hearing or sitting of the Complaints and Disputes Committee, shall have any right of a legal or other representation whatsoever at any hearing or sitting of the Complaints and Disputes Committee unless the Complaints and Disputes Committee orders otherwise and such order of the Complaints and Disputes Committee shall not be subject to any right of appeal whatsoever.

7. GROUNDS COMMITTEE

A Grounds Committee shall be appointed and be responsible for the coordination, preparation and maintenance of the playing areas and facilities.

8. ADELAIDE COMPETITION COMMITTEE

The Adelaide Competition Committee shall comprise of the Adelaide Club Presidents (or their nominated representatives),

## **SECTION 'F'      ADMINISTRATION**

### **1.      CLEARANCES**

- (1)      A clearance is required on Interstate, Intrastate and Overseas players and shall be processed by the Executive Officer.
- (2)      Provisional permission may be given for such players to play until the return of the relevant clearance form.
- (3)      Adelaide Club clearances shall be processed by the Adelaide Competition Clearance Officer.
- (4)      A player may appeal against the decision to refuse a clearance.

### **2.      PERMITS**

- (1)      A player who has been, or is, registered with one Affiliated Association and wishes to participate in a competition organised by another Affiliated Association, or in an Association sanctioned competition, must obtain a permit from their Affiliated Association before participating in such competition(s). Players who have played under permit must be financial with that Affiliated Association before being eligible for permits in subsequent seasons.
- (2)      Any player seeking a permit to play for an interstate team must first make themselves available for selection in all South Australian based teams for which they are eligible and which are competing in the same tournament

### **3.      DISQUALIFICATION**

- (1)      In the event that an official or other member of an Affiliated Association is disqualified by that Affiliated Association, any such person shall have the right of appeal to the Association.
- (2)      In the event that an official or other member is disqualified by the Association, any such person shall have the right of appeal to Softball Australia.
- (3)      After three year's disqualification, an appeal in writing may be made to the Association for reinstatement, and such appeals shall be dealt with by the Board.

## **SECTION 'G'      FINANCE**

### **1.      GENERAL**

- (1)      The Association shall pay reasonable costs of any Director when attending any meeting requiring them to be absent from their normal place of residence.
- (2)      The Board shall present to the Annual General Meeting
  - a.      A Profit and Loss Statement.
  - b.      A Balance Sheet, showing the financial position of the Association as at 30th June last preceding.
  - c.      A list of current assets of the Association and details of depreciation provisions.

- d. Details and summary of the financial standing and transactions of the Association's Reserve/Investment Account.
  - e. The Auditor's Report for the Financial Year to 30th June last preceding.
  - f. The estimated Budget for the current Financial Year.
- (3) All Association Board expenditure shall be in accordance with the Budget presented at the last Annual General Meeting.
- (4) Expenditure in excess of the General Section Budget not exceeding \$2,500.00 on any item may be incurred at the discretion of the Board provided that it is reported to the next General Meeting.
- (5) a. The funds of the Association shall be controlled through Bank accounts conducted in the name of the Association at an established Australian Banking institution. All monies paid to the Association shall be promptly deposited in the appropriate accounts.
- b. Accounts can be opened for the control of funds designated for a specific purpose and authority to operate on these accounts shall be in accordance with Item 32.7 of the Constitution.

## 2. GENERAL ACCOUNT

- (1) The Association's administration shall be handled by this section and the sources of income, which shall be used to meet the General Budget, shall include Affiliation and Membership Fees and all monies received on behalf of the Association.
- (2) Team fees for the Adelaide Clubs will be determined by the Board and included in the Association budget to be presented at the Annual General Meeting.
- (3) Fees shall be used to meet the following expenditure
- a. The administration costs of managing Softball in South Australia:
  - b. The cost to maintain the Association grounds and facilities;
  - c. The Softball Australia Membership Fees;
  - d. Expenses to the following
    - (i) The Association Auditor who shall be paid such fee as nominated by the Auditor prior to the appointment each year in accordance with the Association's Incorporation Act 1985 (SA).
    - (ii) The Umpire-in-Chief, who shall be paid an amount annually.
    - (iii) The State Coaching Coordinator, who shall be paid an amount annually.
    - (iv) The State Scoring Coordinator, who shall be paid an amount annually.

Payment for expenses in d above must be made, where practicable, before 30<sup>th</sup> June each year.

- (4) Interest earned on the balance of the General Account shall be treated as income and used as determined from time to time.

3. RESERVE/INVESTMENT ACCOUNT

- (1) a. An annual allocation from Membership Fees to Reserve/Investment Account shall be in accordance with the allocations as detailed in the Budget.
- b. In the event that the annual allocation cannot be met from available funds then an allocation shall be made proportionate to the available funds.
- (2) Interest earned on the balance of the Reserve/Investment Account shall remain in this account and be apportioned in accordance with the sub sections of this account.

4. ASSOCIATION STATE TEAMS

- (1) The Association State Teams shall be part funded by an allocation from Membership Fees.
  - a. It is the responsibility of each individual player/official to pay the outstanding balance of their account in full by the due date.
- (2) Funding for Association State Teams shall be determined annually by the Board.
- (3) Expenses met shall include
  - a. All sundry expenses in connection with the current season's Association State and Association Non State teams including bats, balls, hire of grounds, administrative costs
  - b. Financial assistance given to Association State Team members and no more than five (5) accompanying officials.
- (4) Any Association State Team member who travels apart from the main party without prior approval shall not be reimbursed the cost of the relevant portion of the journey. If travel costs are on a fare basis, i.e. "per person" then a team member travelling apart from the main party, with prior approval, shall receive an amount equal to the fare paid for each other member of the party. If however, costs are on a group or charter fare basis, and no savings on the group or charter fare results to the Association, and a team member or official travels apart from the main party, then no amount shall be payable to such person.

5. INVESTMENTS

The Board shall be empowered to invest such Association funds with Statutory Authorities (State or Federal) Banking or financial institutions as deemed expedient.

## **SECTION 'H' UMPIRE-IN-CHIEF**

1. APPOINTMENT

The Umpire-in-Chief shall be appointed by the Board after applications have been called. The closing date for such applications shall be no later than 30<sup>th</sup> April.

2. TERM

- (1) The appointment shall be from 1<sup>st</sup> June for a two year period.
- (2) Should the Umpire-in-Chief

- a. Resign, or
- b. Be incapable of acting in the capacity to which they have been appointed, or
- c. Neglect to carry out his office or duties

the Board shall

- (i) Immediately notify the National Umpire-in-Chief
- (ii) Appoint a person to temporarily fill the vacancy until such time as an appointment is made
- (iii) Call for applications to fill the vacancy for the remainder of the current two (2) year term.

### 3. RESPONSIBILITIES

The Umpire-in-Chief shall

- (1) Be responsible to the Board
- (2) Liaise with the National Umpire-in-Chief and the National Umpiring Committee on behalf of the Association on umpiring matters.
- (3) Carry out the duties as specified in the Softball Australia Umpires' Operating Code or as required by the National Umpire-in-Chief.

### 4. DUTIES OF THE UMPIRE-IN-CHIEF

TO THE ASSOCIATION

The Umpire-in-Chief shall

- (1) Furnish a written report to the Board as requested to include
  - a. Activities that have taken place
  - b. Activities pending
  - c. Planned activities still outstanding, and
  - d. Any other relevant information.
- (2) Submit an annual Umpire Budget to the Board for approval and presentation to the Annual General Meeting.
- (3) Attend Board meetings as required from time to time.
- (4) Attend National Umpiring Committee meetings/workshops as required from time to time.
- (5) Implement programs aimed at improving the standards of softball umpiring in South Australia.
- (6) Formulate a Management Committee to assist in the management of umpiring in South Australia. The committee shall be known as the Softball South Australia Umpires.
- (7) Ensure correct management of umpiring matters in South Australia.

- (8) Be responsible for the proper conduct of Management Committee finances in accordance with Regulation, Section 'H' 12.
- (9) Maintain a database of accredited umpires.

#### TO UMPIRING

The Umpire-in-Chief shall

- (10) Be the Rules Interpreter (except where the Umpire-in-Chief is not a qualified umpire, then the Deputy Umpire-in-Chief shall become the Rules Interpreter);
- (11) Head the State Rules Committee;
- (12) Answer queries from Affiliated Associations, Adelaide Clubs and Clubs regarding Official Softball Playing Rules and interpretations;
- (13) Suggest/recommend changes to Softball Australia and/or the National Umpiring Committee regarding Official Softball Playing Rules;
- (14) Head the Sub-Committee that marks the Australian Umpires Theory Examination paper;
- (15) Oversee all practical examinations in accordance with the guidelines as set by the National Umpiring Committee from time to time;
- (16) Head the Protest Committee for the Adelaide Competition.

#### 5. MANAGEMENT COMMITTEE

- (1) The Management Committee shall consist of no more than six (6) persons who shall be
  - a. Umpire-in-Chief
  - b. Training Coordinator
  - c. Chairman of Examining
  - d. Secretary
  - e. Treasurer
  - f. Adelaide Competition Representative - Rostering Officer
- (2) The members of the Management Committee, excluding the Umpire-in-Chief, shall be appointed by the Umpire-in-Chief after calling for applications.
- (3) Closing date for applications for Management Committee members (other than the Umpire-in-Chief) shall be no later than 31<sup>st</sup> May in each year.
- (4) All appointments shall be from 1<sup>st</sup> July in any year, for a two (2) year term, with the exception that for the first term after the adoption of these Regulations, three (3) members shall hold office for a one (1) year term.
- (5) The Umpire-in-Chief shall appoint one of the Management Committee members to act as the Deputy Umpire-in-Chief.

- (6) In the event that insufficient members apply to fill the required vacant positions, the Management Committee may, at its discretion, elect to manage the affairs of umpiring with such lesser number, provided that number does not fall below four (4) including the Umpire-in-Chief.
- (7) The Management Committee, at its discretion, may grant leave of absence to a member of the Committee.
- (8) Should any member of the Management Committee, other than the Umpire-in-Chief
  - a. Resign, or
  - b. Be incapable of acting in the capacity to which they have been appointed, or
  - c. Neglect to carry out their office or dutiesthe Management Committee shall have the power to fill the vacancy at its discretion.
- (9) All members of the Management Committee shall be eligible for re-appointment.

#### 6. DUTIES OF THE MANAGEMENT COMMITTEE

The duties of the Management Committee as described in 5 above, with the exception of the Umpire-in-Chief, shall be in accordance with the Management Committee duty statements.

#### 7. FEES

- (1) An annual Administration Fee shall be payable by each Affiliated Association and this fee shall be based on the number of teams participating in the Affiliated Association competition.
- (2) An annual Administration Fee shall be payable by the Adelaide Clubs for each team participating in the Adelaide Competition.
- (3) The fees listed in (1) and (2) above shall be
  - a. Submitted by the Management Committee for approval by the Board each year, and
  - b. Payable no later than the 1<sup>st</sup> December.
- (4) Administration fees shall be applied to the administration costs of the Management Committee and to training aids and training programs.

#### 8. EXAMINATIONS

- (1) New umpires may join the Australian Umpires Accreditation System by obtaining the necessary pass mark in the Australian Basic Umpire Theory Examination paper, or the Australian Umpires Theory Examination paper, and by satisfactorily officiating for a minimum of one season in an acceptable competition.
- (2) All other umpires may advance through the accreditation levels by obtaining the necessary pass mark in the Australian Umpires Theory Examination paper which is set annually by the National Umpiring Committee, and by passing the required practical assessments.
- (3) All theory and practical assessments shall be in accordance with the Softball Australia Umpires' Operating Code.



- (4)
  - a. Practical assessments for Affiliated Association umpires up to and including Level 3 will, where possible, be undertaken at the State Championships.
  - b. Practical assessment for Affiliated Association umpires for Level 4 will be undertaken in the Adelaide Competition.
  - c. Practical assessments for Adelaide Competition umpires up to and including Level 4 will be undertaken as soon as convenient after the results of the Theory Examinations are known.
- (5) All accreditation advancements shall be reported to the Board and Affiliated Associations, Adelaide Clubs and Clubs by the Umpire-in-Chief.

#### 9. OBLIGATIONS OF REGISTERED UMPIRES

- (1) To officiate at all times in the required umpire's uniform.
- (2) To attend, when requested, an Association State Team Trial or an Association Non State Team Trial.
- (3) To officiate a minimum of one (1) day at the Open State Championships and, where practical, at the Junior State Championships.
- (4) To attend scheduled lectures and rules workshops.
- (5) To attend Umpire Training Clinics held from time to time.
- (6) To undertake on-going training.
- (7) To meet the requirements of the Softball Australia Umpires' Operating Code.

#### 10. AUSTRALIAN CHAMPIONSHIPS

- (1) Umpires who have attained Level 4 Accreditation and who wish to be considered for appointment an Australian Championship will be required to complete the relevant Softball Australia Availability Form and return it to the State Umpire-in-Chief for endorsement by the due date. The form will then be forwarded to the National Umpiring Committee who will make the appointments.
- (2). For Level 5 & 6 candidates, consideration for selection by the National Umpiring Committee will only be given if the person has obtained the required theory pass within the previous two years.
- (3) Travel and accommodation costs for Accredited Umpires of Level 5 and above to attend any approved Australian Championship are currently met by Softball Australia.
- (4) Level 5 and Level 6 umpires appointed to officiate at an Australian Championship may be required to pay a levy as set by Softball Australia from time to time.
- (5) Transport and accommodation costs for a Level 4 umpire appointed as a 'skill share' or as a candidate will be the responsibility of the individual.
- (6) Level 5 candidates appointed to officiate at any Australian Championship(s) shall be paid an amount, as approved within the Umpires' Budget, towards accommodation costs and expenses.

11. INTERNATIONAL TOURNAMENTS

- (1) Appointment to International Tournaments shall be made by the National Umpiring Committee in accordance with the Softball Australia Umpires' Operating Code.
- (2) Costs for such tournaments will be the responsibility of Softball Australia and/or the host country unless notified otherwise when positions are called for.

12. FINANCES

- (1) The funds of the Management Committee shall be controlled through bank accounts conducted in the name of Softball South Australia Umpires at an established Australian Banking institution, as approved by the Board.
- (2) The authorised signatories to the Softball South Australia Umpires cheque account shall be the Umpire-in-Chief, the Deputy Umpire-in-Chief, the Management Committee Secretary, the Management Committee Treasurer and the Association Executive Officer, with any two (2) of the above to sign.
- (3) The Management Committee shall
  - a. Make charges directly to Affiliated Associations/Adelaide Clubs and individuals
  - b. Pay all accounts relevant to umpiring
  - c. Make allowances for depreciation of equipment relating to umpiring
  - d. Maintain proper books and accounts
  - e. Present to Board Meetings a statement of receipts and payments and a cash and investment balance
  - f. Annually table with the Board for presentation to the Annual General Meeting
    - (i) Statement of Receipts and Payments
    - (ii) Balance Sheet
    - (iii) Details of provision for depreciation
    - (iv) An Annual Budget
  - g. Not purchase items of a capital nature in excess of \$500.00, except with the approval of the Board.
  - h. Be empowered to invest surplus funds with Statutory Authorities (State or Federal), or banking institutions as deemed expedient.
- (4) The Management Committee Members may be paid such expenses as recommended in the Umpires' Budget and approved by the Board.
- (5) The Management Committee's books shall be closed on 30<sup>th</sup> June each year and accounts thereof shall be presented to the Board by 31<sup>st</sup> July.
- (6) The Association Auditor shall audit the Management Committee's books.

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## **SECTION 'I' STATE COACHING COORDINATOR**

### 1. APPOINTMENT

The State Coaching Coordinator shall be appointed by the Board after applications have been called.

### 2. TERM

The appointment shall be from 1st July for a two year period.

### 3. RESPONSIBILITIES

The State Coaching Coordinator shall be responsible to the Board.

### 4. DUTIES

- (1) Develop programs aimed at improving the standards of softball coaching in South Australia.
- (2) Develop a training program in line with the accreditation scheme adopted by Softball Australia.
- (3) Formulate a sub-committee to assist with the planned programs as required.
- (4) Maintain all coaching accreditations through the Australian Sports Commission, Sports Accreditation Online Data Base.
- (5) Maintain a register of coaches in the State.
- (6) Create and maintain relationships with Softball Australia staff in relation to new or updated coaching information and standards, to ensure South Australian Softball coaches are kept up to date with any new developments.
- (7) Offer advice to, and expertise in relation to coaching, to Board on coaching appointments as requested.
- (8) Present reports to the Board with recommendations for action to be taken for the promotion of softball.
- (9) Promote the Softball Australia Coaching Accreditation Scheme to all coaches.

### 5. FINANCE

Funds may be allocated in accordance with the Budget set by the Board

## **SECTION 'J' STATE SCORING COORDINATOR**

### 1. APPOINTMENT

The State Scoring Coordinator shall be appointed by the Board after applications have been called.

### 2. TERM

The appointment shall be from 1st July for a two year period.

### 3 RESPONSIBILITIES

The State Scoring Coordinator shall be responsible to the Board.

### 4 DUTIES

- (1) Participate in National Scoring Committee initiatives as required.
- (2) Develop the annual Association scoring program and any additional promotional opportunities for endorsement by the Board.
- (3) Prepare an annual budget for submission and approval of the Board to enable delivery of the proposed scoring program state-wide. To include minimum participation numbers for the delivery of any such program.
- (4) Monitor the approved annual budget against delivery of the scoring program.
- (5) Facilitate delivery of the accreditation program as adopted by Softball Australia, under the Australian Sports Commission National Officiating Accreditation Scheme, aimed at increasing the number and level of accredited scorers in South Australia.
- (6) Facilitate scoring resources and requirements as required by Softball Australia for endorsed competition and programs conducted within South Australia.
- (7) Ensure registration of accredited scorers in the State through the National Officiating Accreditation Scheme under the management of the National Scoring Committee.
- (8) Facilitate updating requirements of accredited scorers under the National Scoring Updating Policy.
- (9) Form a sub-committee including Association State Team scorers/statisticians to assist with the planned program as required.
- (10) Liaise with the Association to ensure promotion and liaison state-wide of all scoring programs and promotions.

### 5. FINANCE

Funds may be allocated in accordance with the Budget set by the Board.

## **SECTION 'K' ASSOCIATION STATE TEAMS AND ASSOCIATION NON STATE TEAMS**

**PART A: Applies to all Association State Teams and Association Non State Teams with the exception of the Association's Open Women's State Team which competes in the Gilley's Shield Competition as the SA Starz. For Regulations applicable to the SA Starz, see PART B.**

### 1. GENERAL

- (1) a. Players and officials selected for any Association State Team will be required to be registered with the Association, except for those chosen as draft players or officials.

- b. Players and officials who have been suspended by the Association, or by their Affiliated Association or Adelaide Club for financial or other reason(s), may be deemed by the Board to be ineligible for selection/inclusion in any Association State Team. If a player or official has been suspended from regular competition by their Affiliated Association or Adelaide Club, it is the responsibility of that Affiliated Association or Adelaide Club to notify the Executive Officer immediately, before any action can be taken by the Board.
- (2) Players and officials selected for an Association State Team must complete and sign all of the forms required.
- (3) The names of players and officials in Association State Teams shall be recorded with the Minutes of the meeting of the Board at which such names are submitted, and the Selection Committee's decision shall be final unless the Board recommends the rejection of any player or official on grounds other than playing ability. No announcement of selected players shall be made without the consent of the Board.
- (4) All members of an Association State Team shall travel to and from their destination at the same time and by the same transport, and remain in the same accommodation as a group, unless otherwise approved. Application in writing must be made to the Association State Teams Committee for permission to make any other arrangements. Parental consent must be received for persons less than 18 years of age.
- (5)
  - a. The maximum number of players in any Association State Team shall be in accordance with Softball Australia's Championship Regulations (currently 16).
  - b. No more than five (5) officials shall be appointed to any Association State Team, except that
    - (i) Additional officials may be appointed at the discretion of the Board. No financial assistance will be given by the Association to any such appointed official.

## 2. UNIFORMS AND COLOURS

- (1) The Association's State Team playing uniform registered with Softball Australia shall be in combinations of red, navy, gold and white, as established by the Board.
- (2) The Association shall have an official walking-out uniform to be worn by all members of the official party for the Australian Championships. The uniform shall be approved by the Board.
- (3) The Association's State Team playing or walking-out uniform must be worn as directed by the Board or the official appointed to take charge of an Association State Team.
- (4) Items of the Association State Team playing uniform provided by the Association shall be returned in good order and condition.
- (5) Only persons selected in an Association State Team shall be entitled to wear any part of the playing or walking-out uniform.

## 3. ASSOCIATION STATE TEAMS SELECTION

- (1) The Selection Committee for each Association State Team shall comprise of a minimum of three (3) persons, which will include the Head Coach as Chairman.
- (2) Players must submit an official form to attend Association State Team trials.

- (3) Notwithstanding the provisions of (2) above, selectors may view players at other times as may be decided from time to time
- (4) Any registered player who is a representative of an official Softball Australia Team and who has given written notice of their availability for selection, shall automatically become a member of any Association State Team selected during their absence, whilst a member of that team.
- (5) Players standing for selection in the Association's Under 19 and Under 17 State Teams shall satisfy the age qualification as at the 31st December of the year preceding the Australian Championship.
- (6) The final team shall be selected at least twelve (12) weeks prior to the Australian Championship.
- (7) The Selection Committee shall forward a list of selected players to the State Teams Committee, accompanied by the individual Nomination for Association State Team Selection forms, along with the team levy. Beside the name of each player shall be shown the Affiliated Association or Adelaide Club, the player's home address and contact phone number.
- (8) The team shall not be final until ratified by the Board. The Executive Officer shall notify, in writing, each successful and unsuccessful member of the squad before public announcement of the team.
- (9) Within twenty-eight (28) days of the announcement of the team, all members must comply with 1 (2) above.
- (10) Withdrawals and/or Replacements
  - a. Any player or official who withdraws from an Association State Team shall immediately notify the Head Coach, in writing, stating reasons for withdrawal. The Head Coach shall notify the Association State Teams Committee.
  - b. The Selection Committee may fill any player vacancy caused by the withdrawal from an Association State Team with any eligible player. The Association State Teams Committee may fill any vacancy caused by the withdrawal of an official.
  - c. The Selection Committee shall notify the Association State Teams Committee of the player selected to fill the vacancy. The Association State Teams Committee shall submit the names of any replacement player or official to the Board for ratification. The Executive Officer shall notify, in writing, the selected player or official after ratification.
  - d. Any player or official who is replaced through injury or other circumstances shall be withdrawn from the official party.
  - e. Any replacement player or official must fulfill all obligations of the Association State Team

#### 4. APPOINTMENT OF OFFICIALS FOR ASSOCIATION STATE TEAMS

- (1) Written applications shall be called for all positions. Applications received by the Executive Officer shall be forwarded to the Association State Teams Committee for consideration and recommendation to the Board.
- (2) The Association State Teams Committee shall make recommendations for appointments to the Board for ratification within twelve (12) weeks of calling applications.

- (3) All appointments shall be made on suitability and applications may be recalled.
- (4)
  - a. Head Coaches shall be appointed for a two (2) year period which shall be subject to a midterm review. Continuation of appointment beyond the midterm review is subject to the agreement of both parties.
  - b. All other officials shall be appointed for a one (1) year period.
- (5) Unless exceptional circumstances prevail (to be determined at the discretion of the Board)
  - a. Head Coaches must hold current Australian Sports Commission National Officiating Accreditation Scheme Level 5 Accreditation (as applicable to coaching), or Level 3 Accreditation and actively working towards Level 5 Accreditation.
  - b. Statisticians/Scorers must hold current Australian Sports Commission National Officiating Accreditation Scheme Level 5 Accreditation (as applicable to scoring), or Level 3 Accreditation and actively working towards Level 5 Accreditation.
  - c. An Association State Team Manager must have Senior First Aid qualifications.

5. REPORTING – ASSOCIATION STATE TEAM OFFICIALS

- (1) The Head Coach must submit a written report to the Association State Teams Committee no later than thirty (30) days after the completion of the Australian Championship.
- (2)
  - a. The Association State Team Manager must submit a written report to the Association State Teams Committee no later than thirty (30) days after the completion of the Australian Championship.
  - b. The Association State Team Manager must submit a financial report to the Finance Officer within the same thirty (30) day period.
- (3) The Association State Team Statistician/Scorer must submit the score book and a copy of all scoring statistics to the Association State Teams Committee no later than thirty (30) days after the completion of the Australian Championship.

6. ASSOCIATION NON STATE TEAMS

- (1) Written applications for official positions of Association Non State Teams shall be called for in such manner, and at such times, as the Board may determine.
  - (2) Only current players registered with the Association shall be eligible for selection in any Association Non State Team.
  - (3) No financial assistance shall be given to officials and players of such teams.
-

**PART B: Applies only to the Association's Open Women's State Team which competes in the Gilley's Shield as the SA Starz. This team is an Association State Team managed by the Association State Teams Committee on behalf of the Association.**

1. GENERAL

- (1) a. Players and officials selected for any squad or team will be required to be registered with the Association except for those chosen as draft players and officials.
  - b. Players or officials who have been suspended by the Association, or by their Affiliated Association or Adelaide Club for financial or other reason(s), may be deemed by the Board to be ineligible for selection or inclusion in any squad or team. If a player or official has been suspended from regular competition by their Affiliated Association or Adelaide Club it is the responsibility of that Affiliated Association or Adelaide Club to notify the Executive Officer immediately, before any action can be taken by the Board.
- (2) Players and officials selected for any squad or team must complete and sign all of the forms required.
- (3) The names of players and officials in any squad or team shall be recorded with the Minutes of the meeting of the Board at which such names are submitted, and the Selection Committee's decision shall be final unless the Board recommends the rejection of any player or official on grounds other than playing ability.
- (4) All members of the team shall travel to and from their destination at the same time and by the same transport, and remain in the same accommodation as a group, unless otherwise approved.
- (5) a. The maximum number of members in any team shall be funded in accordance with the Gilley's Shield Regulations (currently 18).
  - b. Additional members over and above the funded limit can only be added on approval of the Board. Additional costs are to be met from the approved Starz budget.

2. UNIFORMS AND COLOURS

- (1) The team's playing uniform registered with Softball Australia shall be a combination of colours as established by the Board.
- (2) The team shall have an official walking-out uniform to be worn by all members of the official party. The uniform shall be that approved by the Board.
- (3) The team's playing or walking-out uniform must be worn as directed by the Board or the Team Manager.
- (4) Items of the playing uniform provided by the Association shall be returned in good order and condition.
- (5) Only persons selected in a squad or team shall be entitled to wear any part of the playing or walking-out uniform.



3. SQUAD OR TEAM SELECTION

- (1) The Selection Committee for the squad or team shall comprise of a minimum of three (3) persons, which will include the Head Coach as Chairman.
- (2) Players must submit an official form to be eligible for selection in the squad or team.
- (3) There will be a minimum of one trial date for selection in the squad or team.
- (4) Notwithstanding the provisions of (3) above, selectors may view players at other times as may be decided from time to time
- (5) The Team Manager or Head Coach shall forward the registration form for each round as requested by Softball Australia's Events Working Committee.
- (6) Withdrawals and/or Replacements
  - a. Any player or official who withdraws from the team shall immediately notify the Head Coach, in writing, stating reasons for withdrawal.
  - b. The Selection Committee may fill any player or official vacancy caused by the withdrawal from the team with any other approved squad member.
  - c. The Selection Committee shall notify the State Teams Committee of the player or official selected to fill the vacancy.

4. APPOINTMENT OF OFFICIALS

- (1) Written applications shall be called for all positions. Applications received by the Executive Officer shall be forwarded to the Association State Teams Committee for consideration and recommendation to the Board.
- (2) The Association State Teams Committee shall make recommendations for appointments to the Board for ratification.
- (3) All appointments shall be made on suitability and applications may be recalled.
- (4)
  - a. The Head Coach shall be appointed for a two (2) year period which shall be subject to a midterm review. Continuation of appointment beyond the midterm review is subject to the agreement of both parties.
  - b. All other officials shall be appointed for a one (1) year period.
- (5) Unless exceptional circumstances prevail (to be determined at the discretion of the Board)
  - a. Head Coaches must hold current Australian Sports Commission National Officiating Accreditation Scheme Level 5 Accreditation (as applicable to coaching), or Level 3 Accreditation and actively working towards Level 5 Accreditation.
  - b. Statisticians/Scorers must hold current Australian Sports Commission National Officiating Accreditation Scheme Level 5 Accreditation (as applicable to scoring), or Level 3 Accreditation and actively working towards Level 5 Accreditation.
  - c. The Team Manager must have Senior First Aid qualifications.

5. REPORTING – TEAM OFFICIALS

- (1) The Head Coach must submit a written report to the Association State Teams Committee no later than thirty (30) days after the completion of the Gilley's Shield Competition.
- (2)
  - a. The Team Manager must submit a written report to the Association State Teams Committee no later than thirty (30) days after the completion of the Gilley's Shield Competition.
  - b. The Team Manager must also submit a financial report to the Finance Officer within the same thirty (30) day period.
- (3) The Statistician/Scorer must submit the score book and a copy of all scoring statistics to the Association State Teams Committee no later than thirty (30) days after the completion of the Gilley's Shield Competition.

## **SECTION 'L' SPECIAL MEMBERSHIP AND AWARDS**

1. LIFE MEMBERSHIP

- (1) Any member of the Association may submit a recommendation to the Board, in writing, for a person to be considered for Life Membership.
- (2) Any such recommendation shall be submitted no later than 31st May and shall include the following information
  - a. The name and address of the nominee
  - b. The period during which the services were rendered
  - c. Positions held and term of office
  - d. The details of any major contribution to the welfare of the Association made by the nominee
  - e. Name of Affiliated Association, Adelaide Club, or Club and position held by the nominee.
- (3) On any nomination received, the Board shall prepare a written report outlining its recommendations as to the suitability or otherwise for the honour.
- (4) All nominations shall be submitted to the next Annual General Meeting and any nominees for election shall be by ballot of a 75% majority of those present and entitled to vote.
- (5) Life Members shall be acknowledged by the Association whenever appropriate.
- (6) The names of Life Members shall be added to the Life Members Honour Board located in the Association Club rooms.
- (7) The Board may invite Life Members to be guests at any function held by the Association.
- (8) Life Members shall have the same privileges as other members of the Association, except that they shall not be entitled to vote at meetings in their capacity as a Life Member.

2. ASSOCIATION HALL OF FAME

- (1) Any member of the Association may submit a recommendation to the Board, in writing, for a person to be considered for admission into the Association Hall of Fame.
- (2) Nominations must be received no later than 31<sup>st</sup> May and must
  - a. Be lodged on the prescribed form
  - b. Include the name and address of the nominee
  - c. Detail the particulars of the nominee's record, as per the criteria, and the period during which the contribution was made
  - d. Include any other relevant information, (awards, statistics etc) which may support the nomination, and
  - e. Be signed by the person making the nomination.
- (3) Nominations for admission into the Association Hall of Fame may be made in the following categories
  - a. Player
  - b. Team Official
  - c. Umpire.
- (4) The minimum criteria for each category of nomination shall be
  - a. **A player** must
    - (i) Have retired from Association representation for at least four (4) years
    - (ii) Have represented the Association as a player at Open Australian Championships for at least ten (10) competitive years, or
    - (iii) Have represented the Association as a player at Open Australian Championships for at least seven (7) competitive years and competed as a player in at least one (1) of the following
      - \* A World Championship
      - \* An Olympic Qualifying Event
      - \* An Olympic Games.
  - b. **A team official** must
    - (i) Have retired from Association representation for at least four (4) years
    - (ii) Have represented the Association as a team official at Open Australian Championships for at least ten (10) competitive years, or
    - (iii) Have represented the Association as a team official at Open Australian Championships for at least seven (7) competitive years and been appointed to an Australian team in at least one (1) of the following

- \* A World Championship
- \* An Olympic Qualifying Event
- \* An Olympic Games.

c. An **umpire** must

- (i) Have retired from Association representation for at least four (4) years,
- (ii) Have represented the Association as an umpire, or a member of the umpiring staff, at Open Australian Championships for at least ten (10) competitive years, or
- (iii) Have represented the Association as an umpire, or a member of the umpiring staff, at Open Australian Championships for at least seven (7) competitive years and been appointed to at least one (1) of the following
  - \* A World Championship
  - \* An Olympic Qualifying Event
  - \* An Olympic Games.

- (5) The Board, or a Selection Panel appointed by the Board, shall consider all nominations received and determine which nominees, if any, should be admitted into the Association Hall of Fame.

Consideration may be given to nominations that may not fulfill, in the strictest terms, the criteria detailed. Where a Selection Panel has been appointed by the Board the Selection Panel shall forward to the Board any nominations that fall into this category. Approval of any such nominations shall be at the discretion of the Board. The Board must maintain the criteria of "outstanding contribution" when considering such nominations.

- (6) Announcement of nominees admitted into the Association Hall of Fame shall be made at the Annual General Meeting.
- (7) Nominees admitted into the Association Hall of Fame shall be presented with a plaque of recognition.
- (8) The names of Association Hall of Fame Inductees shall be added to the Association Hall of Fame Honour Board located in the Association Club Rooms.
- (9) The Board is empowered to make retrospective admissions to the Association Hall of Fame in order to give due recognition to players, team officials and umpires who meet the relevant criteria but due to the passage of time would be overlooked for such nomination. Such retrospective admissions shall be limited to five (5) in each calendar year.

3. SERVICE AWARDS

- (1) Any member of the Association may submit recommendations to the Board, in writing, for persons to be considered for a Service Award.
- (2) Any such recommendation shall be submitted no later than 31st May and shall include the following information

- a. The name and address of the nominee
  - b. The name of the Affiliated Association Club, Adelaide Club or Club
  - c. The positions held during the period under review
  - d. The period during which the service was rendered
  - e. Full details of the major contributions given by the nominee to the welfare of their club or association.
- (3) Consideration for these awards will be made in accordance with the Association Guidelines for Service Awards.
  - (4) All recommendations shall be considered by the Board and upon approval recipients shall be named at the Annual General Meeting.
  - (5) Presentations shall be made in accordance with the Association Guidelines for Service Awards.

## **ATTACHMENT 1**

### **GUIDELINES FOR SERVICE AWARDS**

#### **TECHNICAL PROFESSIONAL & ADMINISTRATION**

##### ASSOCIATION SERVICE AWARD (Certificate)

Awarded to persons whose significant contribution to the Association has continued for a minimum period of seven (7) years.

##### ASSOCIATION SERVICE PLAQUE (Plaque & Certificate)

Awarded to persons who have contributed a minimum further period of five (5) years after presentation of the Association Service Award.

##### OUTSTANDING SERVICE TO THE ASSOCIATION (Plaque)

Available as a special recognition of the most outstanding contribution in the development of the "technical", "professional", or "administration" fields of activity with the Association.

Note: This IS NOT an annual award, and requires a comprehensive citation.

#### **PLAYER/TEAM OFFICIAL/UMPIRE**

##### STATE REPRESENTATIVE PLAQUE (Plaque)

Awarded to any player, team official or umpire who has represented the Association for a total period of ten (10) years at an Australian Championship.

##### AUSTRALIAN REPRESENTATIVE AWARD (Certificate)

A Certificate of Acknowledgment awarded to any player, team official or umpire who represents Softball Australia at an International Tournament or Olympic Games.

#### **OTHER SERVICE AWARDS**

##### CHAIRMAN'S TROPHY (Perpetual Trophy and Plaque)

A Trophy awarded to acknowledge the significant contribution to the aims and objectives of the Association. Regard must be had to the nominee's initiative, dedication, consistency, effort and achievement, opportunity and ability. Any citation for this award must be comprehensive.

##### MERITORIOUS SERVICE AWARD (Certificate)

For persons who have rendered outstanding service in any recognised Affiliated Association, Adelaide Club or Club for a minimum period of seven (7) years.

##### MERITORIOUS SERVICE PLAQUE (Plaque & Certificate)

A plaque awarded to persons contributing a minimum further period of five (5) years after presentation of the Meritorious Service Award.

## ATTACHMENT 2

### SCHEDULE OF PENALTIES

#### INFRINGEMENT

#### PENALTY

##### Section 'D'

Non Attendance at General Meetings

\$50.00 fine per  
Affiliated Association/  
Adelaide Club

##### Section 'E' 1 (12)

Unsubstantiated Complaint re Sub Committee

\$40.00 fine

##### Section 'E' 6 (8)

##### Section 'E' 6 (12)

Complaints and Disputes Committee Penalty

\$100.00 fine minimum

##### Attachment 3 Item 9.2 & Item 13.1

State Championships - Failure to Umpire as Rostered

Withdrawal of a team within 7 days of commencement  
of Championship

\$25.00 fine per game per  
Affiliated Association/  
Adelaide Competition Team

\$100 fine maximum

## **ATTACHMENT 3**

### **GUIDELINES FOR THE CONDUCT OF OPEN STATE CHAMPIONSHIPS**

The Association is committed to ensuring that the safety, welfare and wellbeing of participants is maintained at all times during their participation in activities run by the Association or other service providers on behalf of the Association.

#### **1. STATE CHAMPIONSHIP COMMITTEE**

- 1.1 A State Championship Committee is to be formed for the purpose of the management and organisation of the State Championships.
- 1.2 The State Championship Committee will consist of a minimum of three (3) persons, one of whom shall be a representative from Softball South Australia Umpires. Other persons may be co-opted to assist as required.
- 1.3 The State Championship Committee is responsible for the planning, organising and control of all State Championships. Planning includes preparation of a Championship budget.
- 1.4 The State Championship Committee is to maintain regular liaison with, and provide support and assistance to, the Tournament Committee at all times.
- 1.5 The State Championship Committee must submit a Championship report to the Board at the conclusion of each Championship. An Income and Expenditure statement must be included with the report. The Tournament Committee's report must be attached to the Championship report.

#### **2. TOURNAMENT COMMITTEE**

- 2.1 There shall be a Tournament Committee and this committee shall be responsible for the conduct of the Championship
- 2.2 The Tournament Committee shall consist of a Convenor, the Tournament Chief Umpire, a Grounds Coordinator and one other who shall be a member of the Association. Other persons may be co-opted during the Championship to assist as required.
- 2.3 All members of the Tournament Committee must be present at the grounds for each Championship. Any member who finds it necessary to absent themselves from the grounds must advise all other members of the committee the estimated duration of their absence and nominate a proxy to act on their behalf.
- 2.4 The Tournament Committee must submit a report to the State Championship Committee at the conclusion of each Championship.

#### **3. CHAMPIONSHIP COMPETITION**

- 3.1 The Championship shall be run in accordance with the current Regulations adopted by the Association, except where indicated in the Playing Rules and Conditions
- 3.2 The Championship shall be played at Barratt Reserve during the last full weekend in January.
- 3.3 Affiliated Associations and Adelaide Competition Representative Teams are entitled to participate in the Association State Championships.



#### 4. NOMINATIONS

- 4.1 Playing Rules and Conditions, Team Nomination Forms and Player Nomination Forms shall be distributed to all Affiliated Associations and the nominated Adelaide Team Coordinator by the State Championship Committee no later than 30th November.
- 4.2 Team nominations must be received by the Executive Officer no later than 15th December.
- 4.3 Team Nomination Forms shall include the name of the Affiliated Association, grades nominated, and an acceptance of the Playing Rules and Conditions. An Umpire's Nomination Form shall accompany the Team Nomination Form, signed by each umpire nominated, accepting the responsibility for the Umpiring Roster for the team that nominated him.
- 4.4 Combined Teams will only be accepted if there is documentation evidence (from each Affiliate Association) to support the request, by the nominations due date.
- 4.5 Player nominations shall be received no later than 9th January for inclusion in the program. Any late changes must be made at the Manager's Meeting before the commencement of the Championship.
- 4.6 Nomination fees are to be advised at the Annual General Meeting. An additional levy will be added for teams who fail to nominate an Umpire.

#### 5. PLAYING RULES AND CONDITIONS

- 5.1 The State Championship Committee is responsible for drawing up the Playing Rules and Conditions, and must forward them to all Affiliated Associations and the Adelaide Team Coordinator, as outlined in Nominations 4.1.

#### 6. ELIGIBILITY

- 6.1 To be eligible, participants must be registered with an Affiliated Association or an Adelaide Club at least 28 days before the commencement of the Championship
- 6.2 Players may only play for the Affiliated Association that holds their primary registration, unless...
  - 6.2.1 If the primary registered Affiliated Association/Adelaide Competition does not enter a team, either at all or in the grade that the player regularly plays in, a player, playing under permit for another Affiliated Association/Adelaide Competition club, may play for that Affiliated Association's/Adelaide Competition Team's highest nominated team.
- 6.3 Players in the Adelaide Competition cannot nominate for any grade lower than the grade in which they have played the majority of their games in the current season.
- 6.4 Penalty for an Ineligible Player.  
It is the Affiliated Association and/or the Adelaide Team Coordinator's responsibility to ensure that all players are correctly nominated. A penalty of \$110 will be imposed for supplying false information. Teams found to be playing an Ineligible Player will not receive any points for games won during the Championship.

#### 7. EJECTION

- 7.1 Any player or official ejected from a game for unsportsmanlike behavior will automatically receive a one match suspension. Further, the Affiliated Association that holds the primary

registration must proceed to take action in accordance with their own Rules and By-laws for ejections. The Executive Officer shall be advised of any penalty imposed.

8. PROTESTS

8.1 There will be no protests.

9. UMPIRES

9.1 At least one Plate Umpire, who has no playing or coaching commitments during the Championship, must be nominated on the Team Nomination and Team Registration Forms.

9.2 Penalty for Failing to Umpire as Rostered.  
Failure to umpire as rostered will result in a fine to the Affiliated Association or Adelaide Competition Team, as per the Schedule of Penalties.

10. Most Valuable Player

10.1 There will be no Most Valuable Player votes awarded by umpires.

10.2 Voting for Best Player Awards for all grades is to be undertaken by the opposing team's coach who shall vote only for players in the opposition team.

11. HOT WEATHER POLICY - DUTY OF CARE IN HOT CONDITIONS

11.1 The SAL Hot Weather Policy applies to this Championship and for all SSA Events and Championships.

11.2 The appointed Championship Technical Delegate will be responsible for the monitoring of the Wet Bulb readings and for the management decisions in ensuring the player's comfort.

12. ABANDONING PLAY

12.1 If factors outside of the Tournament Committee's control cause games to be interrupted or abandoned, games will be rescheduled for completion during the Championship where feasible. This feasibility is to be determined by the Tournament Committee, in conjunction with the Technical Delegate. If games cannot be rescheduled for completion during the Championship, a draw will be allocated with each team receiving one point and a 0 - 0 score allocated for each abandoned game.

13. WITHDRAWAL OF A TEAM

13.1 Withdrawal of a team within 7 days of the commencement of the Championship may result in a fine, as per the Schedule of Penalties.

14. MATTERS NOT COVERED

14.1 Prior to the Championship, the State Championship Committee has the authority to act on any matter not covered by these guidelines and any action taken shall be included in the State Championship Committee's report to the Board.

14.2 During the Championship, the Tournament Committee, in conjunction with the Technical Delegate, has the authority to act on any matter not covered by these guidelines and any action taken shall be included in the report to the State Championship Committee.

## **ATTACHMENT 4**

### **GUIDELINES FOR THE CONDUCT OF JUNIOR STATE CHAMPIONSHIPS**

The Association is committed to ensuring that the safety, welfare and well-being of participants is maintained at all times during their participation in activities run by the Association or other service providers on behalf of the Association.

#### **1. STATE CHAMPIONSHIP COMMITTEE**

- 1.1 A State Championship Committee is to be formed for the purpose of the management and organisation of the Junior State Championship.
- 1.2 The State Championship Committee will consist of a minimum of three (3) persons, one of whom shall be a representative from Softball South Australia Umpires. Other persons may be co-opted to assist as required.
- 1.3 The State Championship Committee is responsible for the planning, organising and control of all State Championships. Planning includes preparation of a Championship budget.
- 1.4 The State Championship Committee is to maintain regular liaison with, and provide support and assistance to, the Tournament Committee and the host Association at all times.
- 1.5 The State Championship Committee must submit a Championship report to the Board at the conclusion of each Championship. An Income and Expenditure statement must be included with the report. The Tournament Committee's report must be attached to the Championship report.

#### **2. TOURNAMENT COMMITTEE**

- 2.1 There shall be a Tournament Committee and this committee is responsible for the conduct of the Championship
- 2.2 The Tournament Committee shall consist of a Convenor, the Tournament Chief Umpire, a Grounds Coordinator and one other who shall be a member of the host Association. Other persons may be co-opted during the Championship to assist as required.
- 2.3 All members of the Tournament Committee must be present at the grounds for each Championship. Any member who finds it necessary to absent themselves from the grounds must advise all other members of the committee the estimated duration of their absence and nominate a proxy to act on their behalf.
- 2.4 The Tournament Committee must submit a report to the State Championship Committee at the conclusion of each Championship.

#### **3. CHAMPIONSHIP COMPETITION**

- 3.1 The Championship shall be run in accordance with the current Regulations adopted by the Association, except where indicated in the Playing Rules and Conditions.

- 3.2 Bids to conduct the Junior Championship are to be invited from all Affiliated Associations and close on 31<sup>st</sup> August for the Championship to be held in the following financial year. The venue is to be decided by the Board and advised as soon as practicable after bids close. Bids must include the proposed dates of the Championship.
- 3.3 In the event that no suitable bids are received the Board reserves the right to make any necessary arrangements for the hosting of the Championship.
- 3.4 Affiliated Associations and Adelaide Competition Representative Teams are entitled to participate in the Association Junior State Championships.

#### 4. NOMINATIONS

- 4.1 Adelaide Clubs can nominate teams in the Junior Championship.
- 4.2 Playing Rules and Conditions, Team Nomination Forms and Player Nomination Forms shall be distributed to all Affiliated Associations and Adelaide Clubs by the State Championship Committee at least 8 weeks prior to the Championship.
- 4.3 Team nominations must be received by the Executive Officer no later than 6 weeks prior to the Championship.
- 4.4 Team Nomination Forms shall include the name of the Affiliate or Adelaide Club, grades nominated, and an acceptance of the Playing Rules and Conditions. An Umpire's Nomination Form shall accompany the Team Nomination Form, signed by each umpire nominated, accepting the responsibility for the Umpiring Roster for the team that nominated him.
- 4.5 Player nominations shall be received no later than 3 weeks prior to the Championship for inclusion in the program. Any late changes must be made at the Manager's Meeting before the commencement of the Championship.
- 4.6 Nomination fees are to be advised at the Annual General Meeting.

#### 5. PLAYING RULES AND CONDITIONS

- 5.1 The State Championship Committee is responsible for drawing up the Playing Rules and Conditions, and must forward them to all Affiliated Associations and Adelaide Clubs, as outlined in Nominations 4.2.

#### 6. ELIGIBILITY

- 6.1 To be eligible, participants must be registered with an Affiliated Association or an Adelaide Club at least 28 days before the commencement of the Championship
- 6.2 Players may only play for the Affiliated Association that holds their primary registration, unless...
  - 6.2.1 If the primary registered Affiliated Association/Adelaide Competition does not enter a team, either at all or in the grade that the player regularly plays in, a player, playing under permit for another Affiliated Association/Adelaide Competition club, may play for that Affiliated Association's/Adelaide Competition Team's highest nominated team.
- 6.3 Players in the Adelaide Competition cannot nominate for any grade lower than the grade in which they have played the majority of their games in the current season.
- 6.4 Penalty for an Ineligible Player.

It is the Affiliated Association and/or Adelaide Club Secretary's responsibility to ensure that all players are correctly nominated. A penalty of \$110 will be imposed for supplying false information. Teams found to be playing an Ineligible Player will not receive any points for games won during the Championship.

7. EJECTION

7.1 Any player or official ejected from a game for unsportsmanlike behavior will automatically receive a one match suspension. Further, the Affiliated Association that holds the primary registration must proceed to take action in accordance with their own Rules and By-laws for ejections. The Executive Officer shall be advised of any penalty imposed.

8. PROTESTS

8.1 There will be no protests.

9. UMPIRES

9.1 At least one Plate Umpire, who has no playing or coaching commitments during the Championship, must be nominated on the Team Nomination and Team Registration Forms.

9.2 Penalty for Failing to Umpire as Rostered.  
Failure to umpire as rostered will result in a fine to the Affiliated Association/Adelaide Competition Team, as per the Schedule of Penalties.

10. BEST PLAYER VOTES

10.1 There will be no Best Player votes awarded.

11. HOT WEATHER POLICY - DUTY OF CARE IN HOT CONDITIONS

11.1 The Association Hot Weather Policy applies to this Championship and this is to be advised by the Convenor at the Manager's Meeting held prior to the commencement of the Championship.

12. ABANDONING PLAY

12.1 If factors outside of the Tournament Committee's control cause games to be interrupted or abandoned, games will be rescheduled for completion during the Championship where feasible. This feasibility is to be determined by the Tournament Committee in conjunction with the Technical Delegate. If games cannot be rescheduled for completion during the Championship, a draw will be allocated with each team receiving one point and a 7 - 7 score allocated for each abandoned game.

13. WITHDRAWAL OF A TEAM

13.1 Withdrawal of a team within 7 days of the commencement of the Championship may result in a fine, as per the Schedule of Penalties.

14. MATTERS NOT COVERED

14.1 Prior to the Championship, the State Championship Committee has the authority to act on any matter not covered by these guidelines and any action taken shall be included in the State Championship Committee's report to the Board.

- 14.2 During the Championship, the Tournament Committee, in conjunction with the Technical Delegate, has the authority to act on any matter not covered by these guidelines and any action taken shall be included in the report to the State Championship Committee.

## ATTACHMENT 5

### DETAILS OF CHANGES TO DOCUMENT WORDING APPROVED AT BOARD MEETING: 7<sup>TH</sup> AUGUST 2012

The following is a summary of the actions taken in reviewing and updating the Rules, in conjunction with the Constitution.

#### GENERAL

Throughout the document all references to "Rules" changed to "Regulations" and "SA Softball Association Inc" to "Softball South Australia Inc".

All acronyms removed and replaced with full wording where applicable.

All references to "Director of Umpiring", "Director of Coaching" and "Director of Scoring" changed to "Umpire-in-Chief", "State Coordinator of Coaching" and "State Coordinator of Scoring" as defined in the Constitution.

Punctuation, spelling and formatting of the document corrected where necessary.

Relevant sub-clauses re-numbered following the deletion, insertion or re-location of sub-clauses.

All references to "Australian Softball Federation" changed to "Softball Australia".

The word "competition" deleted from all references to "Adelaide Competition Clubs", as the definition describes an "Adelaide Club".

All references to "State Teams" changed to "Association State Teams" to better describe these teams as being Association teams. "Representative Teams" changed to "Association Non-State Teams" for the same reason.

References to "National Tournaments" changed to "Australian Championships" throughout the document.

The word "Club", as per the definition, has been inserted where applicable throughout the document.

All references to "Board of Management" deleted, as this title no longer exists.

#### INDEX

The existing Index has been replaced with a new Index.

#### SECTION A

Inserted a new Section A – Definitions and Interpretations

#### EXISTING SECTION A – MEMBERSHIP

Item 1(1) – Deleted the words "and recommended to the AGM", as fees are set in the Budget.

Item 1(8) – Re-located this sub-clause to "Guidelines for Conduct of State Championships", as this sub-clause relates to State Championships. (Re-located to Attachments 3 & 4 as Item 3(3) for Open Championships and Item 3(4) for Junior Championships.)

Item 1(10) – Changed to reflect that Affiliated Associations and Adelaide Clubs can only have one (1) Delegate and one (1) vote at meetings in accordance with Constitution Item 29.

Item 1(11),(12) & (13) – These sub-clauses deleted as (a) all Adelaide Clubs are covered in Item 1(10) and (b) Board Members have no voting rights in accordance with Constitution Item 29. Umpiring, Coaching and Scoring Directors cannot be Delegates (see Constitution Definitions) so therefore cannot vote.

#### EXISTING SECTION B – APPOINTMENTS

Item 1 – Deleted the entire Item as it is covered in Constitution Item 20. N.B. Item 1(1) to be subject to a new proposal for Constitution Item 20.1.

Item 5 – Deleted, as there is no such position.

Item 6 – Deleted, as there is no such position so sub-clause not required.

Item 7 – Deleted, as this is a 'paid position' so not required in the Regulations.

Item 8 – Deleted. Being a paid employee this should be covered in a "Finance Officer's Duty Statement".

Item 9 – Deleted as the position no longer exists.

Item 11 – Deleted as this sub-clause is covered in Constitution Item 16.

Item 12 – Deleted. Board of Management is nonexistent under terms of the Constitution and Board matters are all covered in the Constitution.

Inserted - a new Item 5 TECHNICAL DELEGATE in the new document. It is considered the Association should have a suitable representative in attendance, especially when a Championship is hosted by an Affiliated Association. This is similar practice to that undertaken by Softball Australia for Australian Championships. N.B. This has nothing to do with Constitution matters but suggest consideration be given to adoption.

#### EXISTING SECTION C – MEETINGS

Item 1 – Deleted, as this sub-clause covered in Constitution Items 16, 23 & 26.

Item 2 – Deleted, as these meetings no longer apply.

Item 3 – Deleted, as these meetings no longer apply.

Item 4 – Retained but re-structured. Although this sub-clause is covered in Constitution Item 24 it is felt well left in the Regulations as a copy for ease in enabling members' quick location.

Item 5 – Retained but re-structured. Although this sub-clause is covered in Constitution Item 25 it is felt well left in the Regulations as a copy for ease in enabling members' quick location. Sub-clause (6) relocated to beginning of new Section D.

Item 6(3) – Deleted, as the words "clear days" have no relevance.

Item 6(4) – Reworded to allow the press to attend any General Meeting.

Item 7 – Re-structured for quick reference to what constitutes a quorum, even though Constitution Item 28.1 has further detail in respect to quorums.

Item 8(1) – Deleted, as this sub-clause is covered in Constitution Item 28.2.

Item 8(2) – Deleted but relocated to SECTION E in the new document, as it relates to sub-committees rather than General Meetings.

Item 8(5) – Deleted, as it is not possible for this to happen as only the Board can appoint a new Chairman.

Item 8(7) – Replaced the word "new" with "temporary" for clarity. A 'temporary' Chairman may continue a meeting, but a 'new' Chairman cannot.

Item 8(10) a – Changed voting to a 75% majority as required by the Associations Incorporation Act. (Any motion at a General Meeting is considered to be a 'Special Resolution' and the Associations Incorporation Act requires a 75% majority for all Special Resolutions).

Item 8(10) b – Reworded, as Item 8.6 requires an adjournment if the Chairman resigns, and only the Board can appoint a new Chairman as per Constitution Item 19.6.

Item 8(10) c – Reworded to reflect only the Board can appoint a new Chairman.

Item 8(10) d - Deleted but relocated to SECTION E in the new document, as it relates to sub-committees rather than General Meetings.

Item 9(3) e – Deleted the words "of a committee meeting" in the first line for clarity.

Item 10(1) – Reworded to reflect a majority of 75% is required when voting on Special Resolutions.

Item 10(2) – Deleted a part of this sub-clause as the deleted parts are covered in Constitution Item 29.

Item 11(1), (2) & (3) – Replaced by a copy of Constitution Items 28.3 a-c to enable members a quick reference.

Item 12(1) – Deleted the words "in a book with numbered pages" as they are not considered to be necessary.

Item 12(1) c – Reworded for clarity.

#### EXISTING SECTION D – SUB-COMMITTEES

Item 1 – Amended the title to "Sub-Committees" to reflect the committee types.

Item 1(1) a – Minor rewording for clarity.

Item 1(1) c – Deleted the sub-clause as it is not considered necessary.

Inserted a new Item 1(3) in SECTION E in the new document. This clause was re-located from existing SECTION C Item 8(2).

Inserted a new Item 1(4) in SECTION E in the new document. This clause was re-located from existing SECTION C Item 8(10) d, but rewritten.

Item 1(5) – Moved to Item 1(2) in SECTION E in the new document for continuity.

Item 2 – All references here and throughout the document to "State Teams Committee" changed to "Association State Teams Committee" to better reflect Association ownership. The clause also reworded for clarity, as Board Members are not expected to be "hands on" and there is no "relevant Board Member" responsible for State Teams.

Item 3(1) – Reworded to remove who is responsible for formation. (See above Item 2)



- Item 5 – Inserted a new sub-clause (4) to SECTION E Item 5 in the new document to highlight the requirement for a quorum (similar to Complaints and Disputes Committee – Item 6(5)).
- Item 6 – Changed title to “Complaints and Disputes Committee”, as this is terminology used throughout the document and this Committee handles disputes as well as complaints.
- Item 6(12) – Relocated as Item 6(3) in new document for continuity.
- Item 7(1) – Reworded to remove the requirement for a Board Member to be responsible.
- Item 8(1) – Reworded to remove the requirement for a Board Member to be a member of the sub-committee.

#### EXISTING SECTION E – ADMINISTRATION

- Item 1(1)-(13) – Deleted these sub-clauses as they are covered in Constitution Items 15, 16, 18 & 19.
- Item 1(14) – Reworded and relocated to FINANCE Section.
- Item 2(2) – Deleted the words “Any such clearances shall be processed in accordance with clearance procedures and” as no procedures are included in the document so don’t require a reference to them.
- Item 2(3) – Deleted. This sub-clause is not relevant as the previous sub-clause gives provisional permission to play. A clearance should not be automatic as there may be extenuating circumstances that prevent approval within thirty days.
- Item 3 - Deleted, with Item 3(1) relocated to Item 1(4) in the new document and Item 3(2) is considered superfluous.
- Item 4(1) – Deleted. This sub-clause relates to Adelaide Competition matters rather than Intra State and overseas permits. Adelaide Competition permits are covered in Adelaide Competition By-Laws.
- Item 4(3) – Deleted the last sentence as it is not considered necessary.
- Item 5(3)-(7) – Deleted these sub-clauses as it is considered that what the National body may or may not do in this regard should not be in our Regulations.
- Item 5(8) – Rewritten to highlight that an appeal should be lodged with the Board in the first instance.

#### EXISTING SECTION F – FINANCE

- Item 1(1) – Deleted as the sub-clause is covered in Constitution Item 32.2.
- Item 1(2) – All references to “Treasurer” here and throughout the document changed to “Finance Officer”.
- Item 1(2)b – Deleted reference to the Balance Sheet to be signed by the Auditor, as it may not be possible for the audit to be completed before the AGM with the new fiscal year.
- Item 1(2)f – Changed the word “forthcoming” to “current” as the AGM is held in the current financial year.
- Item 1(3) – Reworded as the budget no longer needs approval by the AGM; it is merely presented to the AGM.
- Item 1(5) & (6) – Deleted. It is considered these sub-clauses are not necessary.
- Item 1(7) – Deleted, as this sub-clause is covered in Constitution Item 32.7.
- Item 2(1) – Deleted the last sentence as it is considered not necessary.
- Item 2(2) – Reworded to reflect that fees are determined by the Board and presented to the AGM.
- Item 2(3)d(i) – Deleted, as this is a paid position and therefore not required in the Regulations.
- Item 2(3) d(iii),(iv) and (v) – Deleted the words “to be recommended by the Board” as they are considered not necessary.
- Item 2(4) – Deleted and relocated to new Item 3(1) in the new document, as this sub-clause relates to the Reserve/Investment Account rather than the General Account.
- Item 3(2) – Deleted the words “and advised at the AGM” as this will be included in the budget.
- Item 4 – Deleted, with Item 4(1) being relocated to Item 2(4) in the new document and Item 4(2) relocated to Item 3(2) in the new document. This allows references to interest earned being included in their respective accounts.
- Item 5 – Deleted. Being a paid officer this should be covered in a “Finance Officer’s Duty Statement” rather than in the Regulations.
- Item 7 – Deleted, as this is covered in Constitution Item 33(b).

#### EXISTING SECTION G – DIRECTOR OF UMPIRING

- Changes in this Section have been made after consultation with Neville Lawrance.
- Item 2(1) – Deleted the words “with right of re-appointment” to eliminate doubt as to whether the re-appointment is only for an additional 2 year term or if it can be a “perpetual re-appointment”.

- Item 3(3) - Changed the words "ASF Umpire's Code" to "Softball Australia Umpires' Code" to reflect the correct title.
- Item 4(6) – Reworded the sub-clause to reflect the new title of the umpire organisation.
- Item 4(7) – Reworded the sub-clause to reflect actual practice.
- Item 4(12) & (13) – Changed the word "Rules" to "Official Softball Playing Rules" to differentiate from the Regulations (Rules).
- Item 5(1) & (2) – Deleted these sub-clauses as they are a duplication of Item 4(6).
- Item 5(4) – Reworded to allow the Umpire-in-Chief to appoint the committee members.
- Item 5(7) – Reworded to allow the Umpire-in-Chief to appoint a Deputy Umpire-in-Chief.
- Item 8(3) - Changed the words "ASF Umpire's Code" to "Softball Australia Umpires' Code" to reflect the correct title.
- Item 9(3) – Reworded to require an umpire to officiate, rather than just attend, at State Championships.
- Item 9(7) - Changed the words "ASF Umpire's Code" to "Softball Australia Umpires' Code" to reflect the correct title.
- Item 10(1)f – Deleted the word "annually" as it is not considered necessary.
- Item 11(1)a - Changed the words "ASF Umpire's Code" to "Softball Australia Umpires' Code" to reflect the correct title.
- Item 12(4) – Reworded to allow expenses to be included in the umpire budget for payment to all committee members, if appropriate, and not just the Secretary and Treasurer.

#### EXISTING SECTION H – DIRECTOR OF COACHING

Changes in this Section have been made after consultation with Janell Behrendt.

- Item 2 - Deleted the words "with right of re-appointment" to eliminate doubt as to whether the re-appointment is only for an additional 2 year term or if it can be a "perpetual re-appointment".
- Item 4 – This entire Item rewritten to reflect current duties.
- Item 5 – Deleted the words "and approved by members at the AGM" as the budget does not need approval.

#### EXISTING SECTION I – DIRECTOR OF SCORING

Changes in this Section have been made after consultation with Lindy Rattigan.

- Item 2 - Deleted the words "with right of re-appointment" to eliminate doubt as to whether the re-appointment is only for an additional 2 year term or if it can be a "perpetual re-appointment".
- Item 4 – This entire Item rewritten to reflect current duties.

#### EXISTING SECTION J – STATE TEAMS/NON STATE TEAMS

PART A – A minor restructure of the last sentence in the title has been made for clarity.

- Item 1(3) – Inserted the words "or official" into the first sentence for consistency.
- Item 2(2) – Deleted the word "that" from second sentence for clarity.
- Item 3(5) – Deleted the reference to Under 23 team as this is no longer applicable and changed Under 16 to Under 17 to reflect the current age group.
- Item 4(5) a & b – Reworded these sub-clauses to reflect the correct title of the Accreditation Scheme.
- Item 6(1) – Rewritten for clarity.

#### PART B

- Item 1(3) - Inserted the words "or official" into the first sentence for continuity.
- Item 1(5)b – Deleted the word "existing" from the second sentence as it is not considered necessary.
- Item 2(4) – Deleted the words "to the team" as they are not considered necessary.
- Item 3(1) – Added the words "as Chairman" to the end of the sentence for consistency.
- Item 3(5) – Replaced "AIS" with "Softball Australia's Events Working Committee" to reflect the correct title.
- Item 4(5) a & b - Reworded these sub-clauses to reflect the correct title of the Accreditation Scheme.

#### EXISTING SECTION K – SPECIAL MEMBERSHIP/AWARDS

- Item 1(2) – Deleted the words "each year" as they are not considered necessary.
- Item 1(3) – Deleted, as this is covered in Constitution Item 6.2.
- Item 1(5) – Changed "two thirds" majority to "75%" majority as required by the Associations Incorporation Act.

Item 1(6) – Reworded to better reflect appropriate recognition in other avenues rather than just in the program.

Item 1(7) – Deleted the words “of honour” from the sub-clause as they are not considered necessary. A new Item 1(7) has been inserted in the new document to indicate that the names should be added to the Honour Board.

Item 2(2) – Deleted the words “each year” as they are not considered necessary.

Item 2(4) – Reworded for clarity.

Inserted a new Item 2 in the new document– ASSOCIATION HALL OF FAME

#### EXISTING SECTION L – SOUTH AUSTRALIAN SOFTBALL ASSOCIATION INC – HEADQUARTERS-LICENCED CLUB

This entire Section removed – to be a new “Stand Alone” document.

#### EXISTING ATTACHMENT 1 – GUIDELINES FOR SERVICE AWARDS

STATE REPRESENTATIVE PLAQUE – Reworded for clarity.

AUSTRALIAN REPRESENTATIVE AWARD – Reworded for clarity.

LIFE MEMBERSHIP – This entire clause deleted as this is a separate Item in Section K.

#### EXISTING ATTACHMENT 3 – GUIDELINES FOR CONDUCT OF OPEN AGE STATE CHAMPIONSHIPS

The word “AGE” has been deleted from the heading.

Item 1.1 – Reworded to remove the reference to “Relevant Board Member”.

Item 1.2 – Reworded to remove the reference to “the Board Member” and to highlight the requirement for a minimum of 3 persons to be on the committee.

Item 2.1 – Reworded for clarity and to remove the reference to “the Board Member”.

Item 2.2 – Reworded to remove the reference to “the Board Member” and to include a Convenor.

Included a new Item 3.3 in the new document which has been a re-location of the existing Section A Item 1(8).

Item 4.5 – Replaced the word “set” with “advised” as fees are a part of the budget which only needs advising to the AGM.

Item 5.4 – Deleted the word “officially” from the first sentence as it is not considered necessary.

Item 6.1 – Reworded for clarity.

Item 11.1 – Reworded to include a reference to “Technical Delegate” being involved in the decision.

Item 13.1 – Relocated as Item 5.1 for continuity.

Item 14.2 - Reworded to include a reference to “Technical Delegate” being involved in the decision.

#### EXISTING ATTACHMENT 4 – GUIDELINES FOR UNDER AGE STATE CHAMPIONSHIPS

Replaced the words “UNDER AGE” with “JUNIOR” in the heading.

Item 1.1 – Reworded to remove the reference to “Relevant Board Member”.

Item 1.2 – Reworded to remove the reference to “the Board Member” and to highlight the requirement for a minimum of 3 persons to be on the committee.

Item 2.1 – Reworded for clarity and to remove the reference to “the Board Member”.

Item 2.2 – Reworded to remove the reference to “the Board Member” and to include a Convenor.

Item 3.2 – Reworded to reflect “Junior” and replaced “season” with “Financial year”, as different Affiliated Associations have different seasons that may be too late for a hosting decision.

Included a new Item 3.4 in the new document which has been a re-location and copy of the existing Section A Item 1(8).

Item 4.1 – Replaced the words “Under Age” with “Junior”.

Item 4.6 - Replaced the word “set” with “advised” as fees are a part of the budget which only needs advising to the AGM.

Item 5.3 – Reworded for consistency of terms used throughout the document.

Item 6.1 – Reworded for clarity.

Item 12.1 - Reworded to include a reference to “Technical Delegate” being involved in the decision.

Item 13.1 - Relocated as Item 5.1 for continuity.

Item 14.2 - Reworded to include a reference to “Technical Delegate” being involved in the decision.

## REVISION HISTORY

Revision No.	Description	Date Approved
0	Revision History & Authorisations introduced	11/08/2007
1	E 1. (1) Board no longer required to meet within 8 weeks of AGM to decide number of board members for subsequent year	11/08/2007
2	E 1. (12) Board to continue to act in case of casual vacancy/ies . and must only act to increase number of board members to restore quorum level before can conduct any other business if number falls below this level	11/08/2007
3	C 8. Chairman. Removal of Casting vote for Chairman	03/08/2008
4	D 1. Committees. Correct clause reference.	03/08/2008
5	E 4. Permits. Players seeking permits for interstate teams must 1 <sup>st</sup> make available for SA based teams.	03/08/2008
6	J Rewrite entire section to include Starz processes Remove requirement for U23 to make available U19 & Open	03/08/2008
7	Attachment 1.Rename Asscn Service Award to SASA Service award Rename Asscn Service Plaque to SASA Service Plaque Reduce period Meritorious Service Award from 15 to 7 years Introduce Meritorious Service Plaque	03/08/2008
8	New document following introduction of amended Constitution and revision of current Rules. Details of changes shown in Attachment 5	07/08/2012
9	Attach. 3 Clause 4.4 added	23/09/2013
10	Attach. 3 Previous Clause 4.5 amended and re-numbered 4.6 to impose additional levy for failure to nominate an Umpire	23/09/2013
11	Attach. 3 Clause 6.1amended to remove requirement for min. 3 games	23/09/2013
12	Attach 3. Clause 6.2.1 added	23/09/2013
13	Attach 3. Clause 6.4 removed: Players who play in the Adelaide Competition under permit are eligible to play only for the Affiliated Association from which they have not been cleared. If they are eligible to play in a grade higher than their Affiliated Association nominates, they must play in the highest grade nominated by their Affiliated Association.	23/09/2013
14	Attach 3 Clause 11.1 amended to adopt SAL hot weather policy	23/09/2013
15	Attach 3. Clause 11.2 added	23/09/2013
16	Attach 4 Clause 6.1amended to remove requirement for min. 3 games	16/02/2015
17	Attach 4 Clause 6.2.1 added	16/02/2015

18	Attach 4 Clause 6.3 previously read: <i>“Players who play in the Adelaide Competition under permit are eligible to play only for the Affiliated Association from which they have not been cleared. Players who play in an Affiliated Association under permit are eligible to play only for the Adelaide Club from which they have not been cleared”</i>	16/02/2015
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## AUTHORISATIONS

Author		Document Manager		Document Approved	
Board member responsible for documentation		Executive Officer			
Name	Date	Name	Date	Meeting.	Date
K Sampson	11/08/2007			ACC Gen Meeting	03/08/2007
K Sampson	07/08/2008			ACC Gen Meeting	03/08/2008
K Sampson	22/08/2009			ACC Gen Meeting	22/08/2009
S Trzcinski	07/08/2012	J Harris	07/08/2012	Board Meeting	07/08/2012
S Trzcinski	23/09/2013	J Harris	23/09/2013	Board Meeting	23/09/2013
S Trzcinski	16/02/2015	J Harris	16/02/2015	Board Meeting	16/02/2015