



GOVERNING MANUAL

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NAGAAA Governing Manual

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VOLUME 1 - ARTICLES OF INCORPORATION

Article One -- Name

1.1 The name of the organization is the North American Gay Amateur Athletic Alliance-Open Softball Division, Inc.

Article Two -- Existence

2.1 The period of existence is perpetual

Article Three -- Purpose

3.1 Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

3.2 To be a nonprofit organization dedicated to the promotion of amateur sports competition, particularly softball, for all persons regardless of age, sexual orientation or preference, with special emphasis on the participation of members of the LGBT Community; and to otherwise foster national and international sports competition by planning, promoting and carrying out amateur sports competition.

3.3 To establish uniform rules and regulations for amateur sports competition organized or conducted by this organization.

3.4 To organize and conduct any regional championship playoffs among member teams and organize and conduct a Gay Softball World Series; the further purpose of the corporation being to organize, promote and conduct the best possible tournaments in LGBT athletics; and to otherwise foster national and international sports competition.

3.5 To encourage the education and training of the proper skills of athletics, particularly softball, by promoting clinics, seminars and training courses.

3.6 To plan, promote and carry out other exempt activities that serve the welfare of the public at large.

3.7 To raise, collect, administer and dispense funds for the purposes set forth in the Articles of Incorporation.

3.8 To carry out all of the purposes stated solely within the scope and meaning of Section 501 (c) of the Internal Revenue Code of 1954 or corresponding section of future tax code.

Article Four -- Members

4.1 The corporation shall have no members.

Article Five -- Directors

5.1 The general management of the affairs of the corporation shall be vested in the directors of the corporation.

5.2 The term of office of the initial directors shall be until the first meeting of the incorporators and the initial board of directors.

5.3 The number of subsequent directors and their qualifications, manner of election and term of office shall be specified in the Bylaws.

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5.4 The number of directors shall not be less than three (3).

Article Six – Disbursements

6.1 No part of net earnings of the corporation shall inure to the benefit of, or be distributed to its members, trustees, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation; and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code; or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article Seven -- Operations

7.1 This corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Article Eight -- Dissolution

8.1 Upon the dissolution of the organization, assets shall be distributed for one (1) or more exempt purposes within the meaning of the section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

VOLUME 2 - BYLAWS

CHAPTER 1 - MEMBERSHIP

1.01 **Membership:** Upon proper petition and qualification, membership in this organization shall be granted or denied by action of the Council. Petitions for membership are to be completed in the form and manner provided by the committee assigned membership duties and to the committee’s satisfaction before presentation to a regular meeting of the Council. That committee shall offer a recommendation on the petition of the prospective member to the Council.

1.02 **Qualifications:** For any membership petition to be considered by the Council, the committee assigned membership duties must affirm to the Council that all of the following qualifications have been met: (a) The petitioning association has operated a league for two (2) consecutive calendar years preceding the meeting of consideration of the membership petition with a minimum of four (4) teams registered in each of those years; (b) The petitioning association identifies itself as a sports organization in the LGBT community of its metropolitan area; and (c) The petitioning association’s representative attended the immediately preceding regular Meeting.
a. The two-year operating minimum criteria can be waived at the request of the committee and a two-thirds majority of the Council.

102 **1.03 Interdependence of Members & NAGAAA:** Members of NAGAAA and the organization of NAGAAA are
103 interdependent bodies, each mutually benefitting from one another and each with expectations to one another.
104 Other than fulfilling the expectation of membership provided for in these bylaws or authorized by these bylaws, it
105 is understood that NAGAAA has no power to compel or direct the governance or operations of Member
106 Associations. The Board of Directors may interact with Member Associations to help mediate conflicts or resolve
107 differences as requested. Additionally, the Board of Directors of NAGAAA shall, when receiving or engaging in
108 communication with individual members of Member Associations, communicate through and direct issues to the
109 Member Association's leadership.

110
111 **1.04 Expectations of Membership:** Membership in this organization is critical to the operations and goals of
112 this organization. Member associations, their individual members, and volunteers or staff members of the
113 NAGAAA organization are expected to adhere to the common set of expectations.

- 114 a. Conduct: Each Member Association is expected to perform in and to the spirit of the NAGAAA Open
115 Softball Division, Inc. policies and procedures.
- 116 b. Association Participation: Each Member Association must comply with and report the information of its
117 activities and leadership as determined by the Board of Directors and pay all dues, fines, and fees by the
118 date due. Member Associations are expected and required to attend the meetings of this organization.
119 Failure to report all required information, attend as required, and/or pay all monies due may result in
120 suspension of voting rights and/or suspension or termination of membership, including possible other
121 sanctions, until such time as compliance is achieved.
- 122 c. Athletic Participation: Each Member Association shall register the minimum number of regular season
123 teams in a qualifying season in a calendar year and shall register the minimum number of teams for the
124 Gay Softball World Series (GSWS). Requirements and exceptions to this requirement shall be stated in
125 policy documents of this organization.
- 126 d. Legal Issues: No Member Association or individual may enter into a legal agreement using the
127 incorporated name of this organization without the written consent of the Board of Directors. Members
128 of this organization will adhere to the Conflict of Interest Policy of this organization. All Members
129 Associations, voting representatives, committee chairs & members, board directors, staff, and volunteers
130 shall return all organizational property & materials to the Commissioner within ninety (90) days after the
131 end of term of service to the organization.
- 132 e. Privacy: Use of the directories of this association is limited to official NAGAAA business only.
133 Reproduction, sale, rental, lease, or use of the directories or any of its contents by any person or group
134 other than the Board of Directors or member associations is strictly prohibited.

135
136 **1.05 Suspension/Termination of Membership:** Member Associations and/or individual members of Member
137 Associations may be suspended, for a time certain or indefinitely, and/or terminated from membership in this
138 organization by a two-thirds (2/3) vote of the Council following a hearing before the Council, in a form and manner
139 provided for by the Ethics Committee, unless provided for differently by express language in these bylaws. A
140 period of suspension may be ordered by the Council which may include specific restorative and accountability
141 requirements and/or other sanctions, which if not met, may result in termination of membership. Automatic
142 suspensions for failure to pay membership dues by the deadline established may be issued and repealed by the
143 Commissioner.

144
145 **1.06 Reinstatement of Membership Following Suspension or Termination:** The Council may reinstate a
146 suspended Member Association following a review by the committee assigned membership duties of the
147 complaint leading to suspension and any corrective actions taken regarding the nature of the complaint. The
148 Council may reinstate a suspended and/or terminated individual member of a member association following a
149 review by the Ethics Committee of the complaint leading to suspension and/or termination and any corrective
150 actions taken regarding the nature of the complaint. Member Associations or Individuals suspended for a time
151 certain are automatically reinstated to good-standing following the expiration of the time of suspension provided

152 that qualifications for membership continue to be met. Terminated Member Associations shall only be eligible for
 153 reinstatement through the process of petitioning for membership in the organization.

154 CHAPTER 2 - COUNCIL

155
 156
 157 **2.01 Authority & Purpose:** The Council shall be the legislative body of this organization. All committees,
 158 boards, officers, staff, and volunteers are subordinate to the authority of the Council. The Council is limited in its
 159 power only by the provisions of these bylaws, the Articles of Incorporation, and the Laws of the State of Wisconsin.
 160 The Council is created to give policy direction to the operations of NAGAAA; act on legislative proposals
 161 appropriate for the fulfillment of policy functions; elect officers of the organizations; create committees that assist
 162 the officers in the operations of the organization; act on matters relating to membership; and to support and
 163 promote the work of this organization.

164
 165 **2.02 Composition:** The Council shall be composed of one (1) voting representative from each member
 166 association and the voting members of the Board of Directors. The voting representative from each member
 167 association shall furnish credentials in the form and manner provided by the committee assigned membership
 168 duties attesting that he/she and any listed alternates represent the Member Association on the Council. Failure to
 169 provide such attestation shall be cause for immediate revocation of voting and voice rights on the Council until
 170 such time as remedy is made. Voting representatives, properly credentialed, remain as voting representatives,
 171 until such time as new credentials are furnished by a member.

172
 173 **2.03 Parliamentary Authority:** The rules contained in the latest edition of *Robert's Rules of Order Newly*
 174 *Revised* shall govern the organization and all its bodies in all cases to which they are applicable and in which they
 175 are not inconsistent with these bylaws and any special rules of order the organization may adopt. Attendance by a
 176 majority of those Council members granted the right to vote constitutes a quorum for any meeting of the Council.
 177 All main motions shall be delivered in writing, in the form and manner provided for by the Secretary.

178
 179 **2.04 Right of Vote:** Each voting representative of the council and the members of the Board of Directors shall
 180 be entitled to one (1) vote. The Commissioner shall only be allowed to cast a vote in elections for officers of this
 181 organization, or, in the event of a tie on any matter, to cast a vote to break said tie. No member association shall
 182 be entitled to more than one (1) vote by its designated voting representative or alternates on any question
 183 pending before the Council or any of the subordinate functions (e.g.: committees, etc.) of this organization, not
 184 including the Board of Directors.

185
 186 **2.05 Right of Voice:** The right of voice at the meetings of the council is extended to the voting representatives
 187 of each member, the board of directors, committee chairs not serving as voting representatives, staff, volunteers,
 188 and any other person as approved by the council or by the board of directors. Committee chairs not serving as
 189 voting representatives shall be given the privilege of proposing questions and matters of business to the council
 190 but shall not be allowed voting rights.

191
 192 **2.06 Meetings:** The Council will conduct two (2) Regular Meetings in a calendar year. The annual Winter
 193 Meeting will be held on or before March 31 in any year and shall not be held on the same weekend as the annual
 194 Championship game of the National Football League. The annual Summer Meeting will be held in conjunction with
 195 the GSWS in that year's host city and shall end no later than Columbus Day of any year. Special Meetings may be
 196 petitioned for by at least two (2) members of the Board of Directors or by the signatures of a majority of the
 197 members of the Council, in a form and manner provided for the Governance Committee. Said petition must
 198 include whether the meeting will be in held by physical attendance of the voting representatives or electronic
 199 means, and include all items of business to be discussed at the special meeting. Only those items of business listed
 200 on the petition for the special meeting shall be considered at that meeting.
 201

202 **2.061 Notice of Meetings:** Written or printed notice stating the date, time and place of each Regular Meeting or
 203 a Special Meeting to held in physical attendance of the voting representatives, with a proposed agenda and items
 204 of businesses that have been appropriately submitted in the form and manner provided by the Governance
 205 Committee, will be delivered by electronic means to each Member Association at least thirty (30) calendar days
 206 prior to the convening of said meeting. Notice shall be delivered in the same manner for a Special Meeting to be
 207 held by electronic means at least seventy-two (72) hours prior to the convening of said meeting.
 208

209 **2.07 Deadline for Submission of Items of Business:** For all regular meetings of the Council, member
 210 associations may submit items of business for consideration by the council in the form and manner provided for by
 211 the Governance Committee no later than fourteen (14) days prior to the convening of the regular meeting. Any
 212 motion, having the effect of adding an item of business for consideration not so submitted, shall require a majority
 213 of the Council members present to allow the item to be considered. Petitions to the Ethics Committee on matters
 214 of discipline are subject to other deadline rules as authorized in the policies of this organization. The Secretary
 215 shall provide notice to the member associations of these deadlines.
 216

217 **2.08 Elections:** The Council shall elect members of the Board of Directors to specific office. Elections shall be
 218 held at the Winter Meeting. Individuals active in member associations, the Council, and any active NAGAAA official
 219 shall be eligible to nominate persons for office. Nominees shall be subject to background check. The Board of
 220 Directors shall create a policy governing the nominations and background check requirements and communicate
 221 said policy to the Council, which shall include the following provisions: 1) Nominations may be submitted beginning
 222 at the adjournment of the Summer Meeting and shall end no earlier than 11:59pm (PST) of the forty-fifth (45)
 223 calendar days prior to the convening of the following Winter Meeting.; 2) Persons nominated shall have fifteen
 224 (15) calendar days, after the close of nominations, to accept or decline the nomination.

225 a. **Election of Directors:** The Council shall elect the directors of this organization. Each nominee will be given
 226 the opportunity to address the Council prior to the first ballot. Votes will be conducted by secret ballot
 227 unless a nominee is unopposed for election at which time a motion for a unanimous ballot shall be in
 228 order. A majority of the votes cast, including abstentions, is required for election. If no nominee receives a
 229 majority on the first ballot, the nominee receiving the least votes shall be removed and a second ballot
 230 conducted in the same manner as the first. Ballots will continue to be conducted in the same manner as
 231 the first until such time as a nominee receives a majority of the votes cast. In the event of a tie on any
 232 ballot, the nominees engaged in the tie shall remain on the following ballot. In the event where two (2)
 233 successive ballots have been cast on which there were only two (2) nominees and neither nominee has
 234 received a majority of the votes cast, including abstentions, the third ballot cast in this manner shall be
 235 the final ballot cast where only a plurality of votes for a nominee is required to be elected, except no
 236 nominee shall be elected on any ballot cast in this manner which resulted in a tie. Any ballot recording a
 237 tie shall require a following ballot until a plurality is reached.
 238

239 **2.09 Appeals of Fines & Penalties:** The Council will hear all appeals of fines assessed, except protest fines, or
 240 penalties assigned at the next semi-annual meeting after which the fine is incurred. Appeals shall be referred to
 241 the Ethics Committee which shall have jurisdiction to preside over the appeal. Appeals will not be matters of
 242 business before the council at said meeting, unless an appeal is filed by the fined or penalized entity, in the form
 243 and manner provided for by the Ethics Committee.
 244

245 **CHAPTER 3 - COMMITTEES**

246
 247 **3.01 Committees:** The following committees are created which the Board of Directors shall engage to assist in
 248 the execution and management of this organization. The objectives, structure, reporting, and priorities of these
 249 committees shall be approved by the Board of Directors.

- 250 a. Governance
- 251 b. Ethics
- 252 c. Athletics

- 253
254 **3.011 Finance & Audit Committee:** The Finance & Audit Committee is a permanent committee which shall be
255 constituted of four members with accounting and financial experience appointed by the Commissioner. The
256 committee shall meet three times in a calendar year – at the Winter and Summer Council meetings and at a fall
257 meeting of the committee’s choosing. The committee is charged with budget management and development in
258 conjunction with the Board of Directors and any other duties as assigned by the Board of Directors.
259
- 260 **3.02 Other Committees:** The Board of Directors may create or dissolve a committee by majority vote. Creation
261 of the committee shall specify the objective of the committee.
262
- 263 **3.03 Appointments:** The Commissioner will appoint one (1) member of each committee as its chairperson and
264 one (1) member as the vice-chair of the committee. The Commissioner shall appoint the chair and vice-chair at the
265 vacancy of each of those offices and those appointees shall serve until such time as the appointee resigns or is
266 removed by the Commissioner. The chairperson shall be responsible for the operation of the committee.
267 Appointed membership on committees, excluding the chair & vice-chair, shall be appointed for a term
268 commencing of the annual Winter Meeting until the commencement of the next annual Winter Meeting. Members
269 of the committee shall be those voting representatives of the council or alternates who attend a meeting of the
270 committee or members appointed by the Commissioner. No member association is granted more than one (1)
271 vote in any committee or taskforce.
272
- 273 **3.04 Meetings & Quorum:** Committee meetings not held in conjunction with regular or special meetings of the
274 Council shall be noticed by the chair to the members at least 24 hours prior to the meeting’s convening. Notice of
275 Committee meetings held in conjunction with a regular or special council meeting is satisfied by the presentation
276 of a proposed agenda indicating such. A quorum of a committee is always present in a meeting called in
277 accordance with these bylaws. Committee meetings may be held by electronic or telephonic means.
278
- 279 **3.05 Referral to Committee:** The Commissioner shall refer all items of business to the appropriate committee.
280 Any item of business for which a committee recommends approval and which obligates a fiscal expenditure by this
281 organization shall be referred to the Finance & Audit Committee before any action of the council on that
282 recommendation.
283
- 284 **3.06 Status of Committee Reports:** On any item of business referred to a committee which requires approval
285 of the Council to be enacted, the committee of referral may recommend any legal motion of action on that item.
286 The recommendations, if any, of any committee to which the item was referred shall be reported to the Council for
287 its consideration. The recommendation, if any, in the report of the last committee to which the item was referred
288 shall be the pending main motion before the Council during consideration of the committee report.
289

290 **CHAPTER 4 - BOARD OF DIRECTORS**

- 291
- 292 **4.01 Authority:** The Board of Directors shall be the administrative & management body of the organization,
293 subject to the policy direction of the Council.
294
- 295 **4.02 Composition & Terms of Office:** The Board of Directors shall consist of a Commissioner, Assistant
296 Commissioner, Secretary, Treasurer, Business Development Director, Athletic Director, Operations Director, and
297 Member-at-Large. Directors shall serve two (2)-year terms. Each Director shall serve until his or her successor has
298 been qualified and elected, unless such Director shall sooner be removed from office. The Commissioner,
299 Treasurer, Athletic Director, and Member-at-Large positions shall be elected in odd numbered years. The Assistant
300 Commissioner, Secretary, Operations Director, and Business Development Director positions shall be elected in
301 even numbered years.
- 302 a. For the purposes of establishing the offices of Athletic Director and Operations Director the following shall
303 apply: A) The Operations Director shall be first elected at the Summer Meeting in 2018 for a term to

begin upon election and terminate at the Winter Meeting in 2020. B) The Athletic Director shall be first elected at the Winter Meeting in 2019 for a term year term consistent with this section. C) This paragraph authorizes the Secretary to repeal references to Member-at-Large office in these bylaws effective at the end of the Winter Meeting in 2019. D) This paragraph authorizes the Secretary to repeal this paragraph at the end of the Winter Meeting in 2020.

4.03 Removal & Vacancies: A Director may be removed from office by a two-thirds (2/3) Council vote for illegal conduct, failure to perform the duties of office, or violation of the expectations of a member. Actions for removal shall be in the jurisdiction of the Ethics Committee and shall conform to a process provided for by the Ethics Committee. In the event of a vacancy in the Office of the Commissioner, the Assistant Commissioner shall become the Commissioner and serve the remainder of the term and a vacancy shall be declared in the Office of Assistant Commissioner. For a vacancy in any office, other than that of Commissioner, the vacancy shall be filled by nomination and election by the remaining Board of Directors for the balance of the term. In event of a tie on any ballot, should more than two (2) nominees exist, the nominee with lowest votes cast, excluding ties, on that ballot shall be removed from future ballots and the remaining directors shall vote again on a successive ballot and repeat this process on successive ballots until such time as nominee is elected by a majority of the remaining directors. Vacancies shall be filled as soon as practicable and the Board of Directors may not number less than three (3) officers at any time.

4.04 Director's Duties: Unless expressly provided for in these bylaws, the duties of Office for each individual Director shall be determined by the Board of Directors and listed in the policies of this organization.

- a. Commissioner: The Commissioner shall oversee all operations of the NAGAAA Board and the organization, including implementation of policies and procedures, enforcement of rules, administration of priorities and initiatives. The Commissioner shall preside over meetings of the Council and propose the agenda and schedule of meetings. The Commissioner will appoint all tournament personnel, chairs of committees, taskforces, and any other special groups. The Commissioner shall perform any other duties or functions as assigned by the Board of Directors.
- b. Assistant Commissioner: The Assistant Commissioner shall serve as Acting Commissioner in the event the Commissioner is unable to act, resigns, or is removed from office. The Assistant Commissioner shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- c. Secretary – The Secretary shall maintain, update, and record all official governance documents of the organization. The Secretary shall maintain and execute official communication with the Member Associations, Council voting representatives, Committees, and Board of Directors. The Secretary shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- d. Treasurer – The Treasurer shall oversee management and reporting of the organization's finances and compliance with applicable regulations. The Treasurer shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- e. Business Development Director: The Business Development Director shall oversee the marketing, sponsorship, and public relations efforts of this organization. The Business Development Director shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- f. Member-at-Large: The Member-at-Large shall perform any duties or functions as assigned by the Commissioner or the Board of Directors.
- g. Athletics Director: The Athletic Director shall have responsibility for the planning, preparation, and operation of NAGAAA sanctioned tournaments and shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- h. Operations Director: The Operations Director shall have responsibility for the administrative and logistical management of the NAGAAA corporate body and shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.

354 **CHAPTER 5 - FINANCIAL MANAGEMENT**

355 **5.01 Fiscal Year & Budget:** The fiscal year begins on the first day of January and ends on the last day of
 356 December of the same calendar year. The Treasurer shall prepare, in consultation with the Commissioner, and
 357 present a proposed annual operating budget at each Winter Meeting. The proposed budget shall be referred to
 358 the Finance & Audit Committee which shall provide a recommendation to the Council. The budget shall be
 359 considered by and may be adopted by the Council. In the course of the fiscal year, the Board of Directors is
 360 authorized to adjust appropriations of this organization consistent with the policy direction of the Council.

361
 362 **5.02 Budget Provisions:** The proposed and adopted budget shall provide estimated revenue amounts,
 363 appropriation amounts, including appropriations sufficient to fund salaries, per diems, expenses, and
 364 compensation as determined by the Board of Directors in the Master Compensation schedule. The budget shall
 365 establish and maintain a segregated budget stabilization fund of not less than \$80,000. The budget stabilization
 366 funds shall only be encumbered with the adoption of resolution authorizing such by a two-thirds (2/3) vote of the
 367 Council. Fifty-percent (50%) of all net positive income, once all budget items have been accounted for, shall be
 368 appropriated to the budget stabilization fund until the fund reaches a balance of \$125,000, at which point only
 369 ten-percent (10%) shall be appropriated each year.

370
 371 **5.03 Compensation & Payments:** The Board of Directors shall set the compensation of all staff and volunteers
 372 serving in roles and positions designated for compensated status and list those compensation amounts in the
 373 Master Compensation Schedule. The Board of Directors shall set the monetary amount of all fines, penalties, and
 374 fees, and corresponding due dates, unless otherwise expressly specified in these bylaws, and list those amounts
 375 along with the dues of this organization and relevant association reporting deadlines in the Master Dues, Fines &
 376 Fees Schedule. Member Associations shall submit all dues, fines, fees, and other payments in their national
 377 currency which shall be accepted at a 1:1 exchange rate.

378
 379 **CHAPTER 6 – POLICIES OF THIS ORGANIZATION**

380
 381 **6.01 Policies:** The Council, the Board of Directors, and/or any subordinate body (e.g.: committees, etc.) of this
 382 organization may create policies and procedures not in conflict with these bylaws and/or policies created by the
 383 Council which shall be in the form and manner provided for by the Governance Committee. Any policy created
 384 shall contain and provide for the manner of amendments. Policies are the jurisdiction of the body authorizing them
 385 unless stated otherwise. Policies of this organization shall be organized in chapter 10 or higher of the governing
 386 documents and are subordinate to the bylaws.

387
 388 **CHAPTER 7 - BYLAW AMENDMENTS**

389
 390 **7.01 Amendments:** These Bylaws may be amended by a two-thirds (2/3) vote of the Council at any regular
 391 meeting or special meeting called for that purpose. Amendments shall be submitted in writing in the form and
 392 manner provided for by the Governance Committee. Amendments shall become effective immediately upon
 393 adoption unless a different effective date is adopted concurrently with the amendment.

394
 395 **VOLUME 3 - POLICIES**

396
 397 **CHAPTER 10 – RULES OF THE GAME**

398
 399 **10.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council
 400 meeting, except that any amendment adopted at summer meeting of the Council must achieve a ninety-percent
 401 (90%) vote to be effective at the Gay Softball World Series immediately following that meeting.

402
 403 **10.02 USA Softball (ASA) & NAGAAA Rules:** This organization, in all its official events, shall adopt and conform
 404 to the USA Softball (ASA) Rules of Softball for Men's Slow-Pitch, latest edition, unless explicitly stated in this

405 chapter or elsewhere in this organization's policy documents. No exception or modification to an USA Softball
 406 (ASA) rule may be approved except by the Council. All games shall be conducted in accordance with the governing
 407 manual of this organization.
 408

409 **10.03 Exceptions:** The following rules are exceptions to the USA Softball (ASA) rules and shall apply as rules for
 410 any NAGAAA event.

- 411 a. Any person, of any gender identity, may compete on any team.
- 412 b. No metal cleats shall be worn by any player, manager, coach, or umpire.
- 413 c. No base stealing will be allowed in any division.
- 414 d. Safety bases will be used on all fields when possible. If safety bases cannot be used on one (1) or more of
 415 the total fields scheduled for use, no safety bases will be utilized unless required by field ownership
 416 and/or management.
- 417 e. Official field dimensions for NAGAAA events utilize a 300' outfield fence and 70' base path.
- 418 f. All batters will begin with a one (1) ball and one (1) strike count. One (1) courtesy foul shall be awarded
 419 after the second strike.
- 420 g. The official NAGAAA pitch height shall be 6' to 12'.
- 421 h. Electronic scorekeeping is deemed an acceptable scorebook format.
- 422 i. Masters Division teams will not observe a second home plate or commitment line.
- 423 j. The following are the divisional limits for out of the park home runs: A-4 progressive to a cap of 6 with no
 424 progressive allowed in the bottom of the last inning, B-2, C-1, D-0, E-0, Masters-C Division – 1, Masters-D
 425 Division – 0. Once a team has reached their maximum of out of the park home runs, any additional out-of-
 426 the-park homerun will be considered an inning-ending out in all divisions.
- 427 k. In all divisions, no new inning may begin after 55 minutes in pool play and 60 minutes in double
 428 elimination with the exception of Championship games. The team ahead in the score shall be declared the
 429 winner and the game shall be declared completed after such innings. The start of game time, is defined as
 430 the scheduled game time; or in games beginning earlier than scheduled, the time agreed to by both
 431 managers and umpire(s); or in games beginning later than scheduled, immediately once both scheduled
 432 teams have occupied the field. In all games, the umpire assigned to officiate the game has to announce
 433 that time has begun.
- 434 l. The International Tiebreaker rule shall apply in double-elimination time-restricted games if the score is
 435 tied after seven (7) innings or 60 minutes. At the beginning of each half inning, the batting team shall
 436 begin its turn at bat with the player who is scheduled to bat last in that respective half-inning being placed
 437 on second base. A substitute may be inserted for the runner following regular substitution rules.
- 438 m. Uniforms are required. Players competing in NAGAAA events must play in like-colored shirts or jerseys.
- 439 n. At no time is smoking on the field or the dugout allowed by any players, coaches or managers.
- 440 o. A team may bat up to twelve (12) players.
- 441 p. In both the Masters-C and Masters-D Divisions, a team may utilize up to two (2) courtesy runners per
 442 inning subject to all other USA Softball rules on courtesy runners.
 443

444 **10.04 Bat Rules:** NAGAAA will provide all bats to be used during its tournaments for all divisions, provided the
 445 supply of bats is budget neutral. The same bats will be provided to both teams to use during competition and must
 446 meet current USA Softball (ASA) bat rules. With the recommendation of the Athletic Director, the Assistant
 447 Commissioner will determine the specific bat models to be used and announced no later than January 15 of the
 448 year in which they are to be used. No team member may use any other bat than those provided by NAGAAA
 449 anywhere on the playing field, inclusive of the dugout. A team member shall be ejected from the current game if a
 450 violation of this rule occurs during game play, or for the next game for that team if the violation happens outside
 451 the game if either of the following are true:

- 452 a. That team member transports or takes an approved bat to any area of the field that is not the immediate
 453 area surrounding the batter's box or warm-up circle for the on-deck batter as determined by the umpire.
- 454 b. That team member uses a non-approved bat on the playing field, inclusive of the dugouts, at any time the
 455 approved bats are on the field.

456 Any ejection under this section is subject to further consequences under 10.07.
457

458 **10.05 Acts of Disqualification:** The following is a list of acts any one of which may be justification for the ejection,
459 suspension or termination of any individual, team, team member, or member association by the Open Division:

- 460 a. Unsportsmanlike conduct.
- 461 b. Abusive behavior toward an umpire, tournament official or participant of the current event immediately
462 preceding, during, or after a game. Any expense that is incurred by NAGAAA to ensure the safety of the
463 NAGAAA participants will be paid by the offending member association or person or persons.
- 464 c. Commission of fraud such as playing under an assumed name, falsifying an affidavit or roster, or giving
465 false information to tournament officials.
- 466 d. Player/Team accepting a cash prize in a softball/baseball tournament.
- 467 e. Receiving money or financial benefits in consideration of participating in softball or baseball competition.
- 468 f. Participating while knowing they do not meet the eligibility requirements of the Open Division.
- 469 g. Knowingly competing with players that are disqualified from Open Division play.
- 470 h. Accepting money (directly or indirectly) by capitalizing on athletic ability, athletic performance, or fame in
471 softball or baseball, such as allowing the use of the player's name to advertise, recommend, or promote
472 the sale of softball or baseball sporting goods or by accepting compensation for using such goods.
- 473 i. Using any bat not approved by this organization or using an approved bat in violation of rules established
474 by this organization.

475
476 **10.055 Non-Registered Players:** Any person entering the tournament as a player shall register following the
477 established process for registration before entering any game as an active player. The Athletic Director, shall, upon
478 confirmation that a player entered a game as an active player without that player having completed the official
479 tournament registration process, eject that player from that game and disqualify that player for the remainder of
480 the tournament. The team which rosters a player ejected and disqualified under this rule, shall be recorded a
481 forfeit loss in any game in which that player participated. An active player means a player who participated in the
482 game in an offensive or defensive role including as a courtesy runner. A player listed as a substitute on a line-up
483 card but who does not enter the game is not governed by this rule.

- 484 a. No team eliminated from the double elimination tournament shall be reinstated to the bracket, except
485 when that team is granted a forfeit win by this section and no intervening game in the bracket affecting
486 that team has been played between the game in which the team was eliminated and the game in which
487 the team with an unregistered player is recorded a forfeit loss.

488
489 **10.06 Ejections from Game:** During NAGAAA play, any time a player, coach or manager strikes another player,
490 coach or manager, said player, coach or manager shall be ejected from the game and shall not be allowed to sit on
491 the player's bench.

- 492 a. If a player is ejected from a game, the ejecting umpire will record the player's name, team name / city and
493 the reason for the ejection. They must provide this information to a NAGAAA official immediately who
494 must ensure the Athletic Director obtains this information whom shall rule on the length of ineligibility
495 arising from the ejection.

496
497 **10.07 Ejections at Any Time:** Any individual ejected from a game or any individual who engages in conduct
498 defined as act of disqualification during the time of the tournament inclusive of all tournament related events, and
499 is identified and recommended for disqualification by a member of the Board of Directors, the Umpire-in-Charge, or
500 Assistant Umpire(s)-in-Charge shall be subject to a disciplinary hearing.

- 501 a. If the ejection or recommendation for disqualification occurs before the time that protest committees are
502 available at the field complex(s) then the Athletic Director shall convene a panel of 3 directors, exclusive
503 of the Commissioner, to hear the case and make a ruling subject to (c.)
- 504 b. If the ejection or recommendation for disqualification occurs while a protest committee is available to
505 convene, the committee shall convene, hear the case, and make a recommendation to the Athletic
506 Director, subject to (c.)

- 507 c. Any recommendation for sanctions under this section shall be limited only to the tournament, inclusive of
508 all tournament related events, and may include any sanction up to complete disqualification from that
509 tournament.
510

511 CHAPTER 20 – MEMBER ASSOCIATION RESPONSIBILITIES & PLAYER ELIGIBILITY

512
513 **20.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council
514 meeting, except that any amendment adopted at summer meeting of the Council must achieve a ninety-percent
515 (90%) vote to be effective at the Gay Softball World Series immediately following that meeting.
516

517 **20.02 Definitions:** The following definitions apply in this chapter and in common usage throughout the
518 Governing Manual:

- 519 a. Additional Player -- a player added to a team's regular season roster for purposes of tournament play. The
520 player must be from the regular season roster of another team within the same member association.
521 b. Non-LGBT – a person who does not self-identify as Lesbian, Gay, Bisexual, or Transgender.
522 c. Non-qualifying Association – A member association in which a player does not maintain eligibility to
523 qualify and participate for a calendar year’s GSWS despite having played part or all of a qualifying season
524 in that association.
525 d. Player ID – The unique identifying number assigned to an individual player in the NAGAAA database.
526 e. Qualifying Association – The member association through which a player maintains eligibility to qualify
527 and participate in a calendar year’s GSWS by that association bearing responsibility for the player’s rating,
528 eligibility standards, and compliance with the NAGAAA database standards.
529 f. Qualifying Season – The playing season of each member association in which a player and teams qualify
530 for the GSWS and in which the player is evaluated and rated by the Association.
531 g. Sanctioned NAGAAA Tournament – a tournament sanctioned by NAGAAA, currently only the Gay Softball
532 World Series and the NAGAAA Cup.
533

534 SECTION 1 – MEMBER ASSOCIATION & PLAYER REGISTRATION RESPONSIBILITIES

535
536 **20.10 Registration Declarations:** At the first registration for a season in a calendar year in which a player
537 registers in any association, the player must declare which NAGAAA member association is that player’s qualifying
538 association and any other association that player has, will, or may play in all or part of a qualifying season in that
539 calendar year. A player who only registers and declares in one (1) association shall consider that association that
540 player’s qualifying association. At any subsequent registration in that calendar year, the player shall declare to the
541 association in which the player is registering, that player’s qualifying association and any other association that
542 player has, will, or may play all or part of a qualifying season. The player shall make declaration to NAGAAA
543 through their qualifying association of any association(s) played in.
544

545 **20.11 Association Registration Duties:** Any association, registering a player as a non-qualifying association, shall
546 immediately inform, in writing via electronic mail, that player’s qualifying association of the player’s registration.
547 As applicable, the qualifying association, upon receiving the registration of a player declaring the association that
548 player’s qualifying association or receiving the notice of the player’s declaration shall request, in writing via
549 electronic mail, a transfer of the player in the NAGAAA database to their association for control of the player’s
550 rating and eligibility. Any association which is declared as the qualifying association of a player, and that player fails
551 to register in that association, the association shall immediately transfer the player to one (1) of the players
552 declared non-qualifying associations as chosen by the player which shall become the player’s qualifying
553 association.
554

555 **20.12 Transfer Timeline & Penalties:** Any and all associations, which receive a valid request for transfer of a
556 player in the NAGAAA database, shall perform the transfer as soon as practicable and without delay, but not later
557 than 30 days after the transfer request has been made or July 10th, whichever comes first, so as not to hinder the

558 duty of the qualifying association. All associations are expected to maintain open and timely communication
559 between associations to foster correct and accurate registration and declarations of players. Any association
560 violating the provisions in this chapter shall be required to attend the next available Registration & Database
561 Workshop after the violation has been noted by the Assistant Commissioner and shall also be subject to penalties
562 outlined in these policies.
563

564 **20.13 Regular Seasons Rosters:** Member associations must submit regular season team rosters which shall
565 account for every player that played in the qualifying season of the member association. The roster shall identify
566 the team name and each individual manager's and/or player's legal first and last name and date of birth and any
567 other information as required by the Board of Directors. A regular season roster may not be comprised of more
568 than twenty (20) players, except that managers and/or coaches who are not eligible to play or who do not play as a
569 player do not count towards this requirement. No player may be listed on more than one (1) regular season roster.
570 The Board of Directors shall determine the manner and form for submission of the rosters, deadline for submission
571 of the roster, and any sanctions for errors, omissions, and/or changes.
572

573 **20.14 NAGAAA Tournament Roster:** Teams entered in a NAGAAA tournament must be registered with the same
574 roster that they submitted during the regular season except a team may add up to four (4) additional players,
575 whom qualified in that association, replacing players or filling empty slots on their regular season roster; and the
576 roster may have a maximum of three (3) non-LGBT players. A team must have at least ten (10) players on the
577 roster to be considered a properly rostered team. No player may be listed on more than one (1) NAGAAA
578 Tournament or Open Roster Tournament team. No team may roster a player who is named on the regular season
579 roster of another team that is entered in the same division of the tournament. A regular tournament roster may
580 not be comprised of more than twenty (20) players, except that managers and/or coaches who are not eligible to
581 play or who do not play as a player do not count towards this requirement and each GSWS roster may name two
582 (2) non- playing members in addition to the maximum of 20 players. The Board of Directors shall determine the
583 manner and form for submission of the rosters, deadline for submission of the roster, and any sanctions for errors,
584 omissions, and/or changes.
585

586 **20.15 NAGAAA Open Roster Tournament Teams:** Member associations may enter a certain number of teams
587 for the GSWS as open roster teams. The rosters of these teams may be comprised of any player who meets the
588 participation standard and played in that member association rostering the team. The open roster team must have
589 at least ten (10) players on the roster, and the roster may have a maximum of three (3) non-LGBT players. No
590 player may be listed on more than one (1) NAGAAA Tournament or Open Roster Tournament team for that GSWS.
591 An Open Roster Tournament team may not be comprised of more than twenty (20) players, except that managers
592 and/or coaches who are not eligible to play or who do not play as a player do not count towards this requirement.
593 Each roster may name two (2) non-playing members in addition to the maximum of twenty (20) players. The total
594 number of Open Roster Tournament teams which may be entered by a member association shall be determined in
595 the berth allotments. The Board of Directors shall determine the manner and form for submission of the rosters,
596 deadline for submission of the roster, and any sanctions for errors, omissions, and/or changes
597

598 **20.16 Masters Division Open Roster Tournament Teams:** Any Masters Division team shall be considered an
599 Open Roster Tournament team and must adhere to either the C or D divisional guidelines. A Masters Division open
600 roster team must have at least ten (10) players on the roster, and the roster may have a maximum of three (3)
601 non-LGBT players. No player may be listed on more than one (1) NAGAAA Tournament or Open Roster
602 Tournament team for that GSWS. A Masters Division Open Roster Tournament team may not be comprised of
603 more than twenty (20) players, except that managers and/or coaches who are not eligible to play or who do not
604 play as a player do not count towards this requirement. Each roster may name two (2) non-playing members in
605 addition to the maximum of twenty (20) players. A Masters Division Open Roster team may add an unlimited
606 number of players from other regular-season teams and/or member associations to their roster but may not
607 exceed twenty (20) players total on the roster. Any players on a Masters Division Open Roster tournament team
608 need not have qualified for the GSWS in the same member association that is rostering the team. Any player on

609 these rosters must have met player eligibility standards in their qualifying NAGAAA member association. The Board
 610 of Directors shall determine the manner and form for submission of the rosters, deadline for submission of the
 611 roster, and any sanctions for errors, omissions, and/or changes
 612

613 **20.17 Adding Players to A GSWS Roster from Other Associations:** If a member association enters only one (1)
 614 team total for the GSWS across all divisions (A, B, C, D, Masters-C, & Masters-D), that team shall be considered an
 615 Open Roster Tournament team. This team shall be subject to the Open Roster Tournament Team rules, except that
 616 the member association may add up to four (4) players from any other member association, provided that all
 617 players on the team have met the player eligibility standards in their qualifying NAGAAA member association. This
 618 rule is the sole manner in which a member association may add a player whom qualified in another member
 619 association to their GSWS roster. This section does not apply to or restrict any Masters Division team from adding
 620 players from other member associations to their GSWS roster, subject to the rules governing the Masters Division
 621 Open Roster Tournament teams.
 622

623 SECTION 2 - RATINGS & DIVISIONAL GUIDELINES

624
 625 **20.20 Individual Player Ratings:** Each member association shall rate every player, who has declared that
 626 association as the player's qualifying association, on each of its teams using the Player Rating Guidelines and
 627 report these ratings along with regular season roster in the form and manner as determined by the Board of
 628 Directors. Only a player's qualifying association shall rate that player for the purposes of the NAGAAA database,
 629 and the qualifying association shall be responsible to ensure that the player exists only once in the database with a
 630 single Player ID attributed to the player. The qualifying association bears all responsibility for the accuracy of all
 631 data attributed and attached to the player. A qualifying association, upon discovering a duplicate player entry,
 632 shall notify the Assistant Commissioner to have the duplications merged into one (1) player identity. In the case of
 633 a player who plays in multiple associations, the player shall be listed on a team's regular season roster in the non-
 634 qualifying association, but the non-qualifying association shall not recreate the player with a separate Player ID nor
 635 alter the rating assigned that player by the qualifying association or any data entered by any other association.
 636

637 **20.21 Team Ratings:** A team rating is defined as the sum of the highest ten (10) individual player ratings
 638 rostered on that team.
 639

640 **20.22 Divisional Guidelines:** Teams may compete in the following divisions based on their Player and Team
 641 Ratings.

- 642 a. A division – There is no maximum team or individual player rating for the A division. No team rated lower
 643 than 170 is allowed to play in the A division, except any B team granted eligibility in or required to move
 644 to A Division under the berth allocations and no-repeat rule of this organization shall be exempt from this
 645 minimum rating requirement.
- 646 b. B division - All teams rated 180 or lower; no players rated over 20 are allowed on a B division team.
- 647 c. C division - All teams rated 140 or lower; no players rated over 15 are allowed on a C division team.
- 648 d. D division - All teams rated 110 or lower; no players rated over 12 are allowed on a D division team.
- 649 e. E division – All teams rated 75 or lower; no players rated over 8 are allowed on a E division team
 650

651 **20.23 Amendments Affecting Divisional Guidelines:** Prior to adoption of any amendment to alter the divisional
 652 guidelines, the Assistant Commissioner shall report to the council the number of players that will be displaced by
 653 the proposed change and the number of member associations that shall be impacted by the proposed change. No
 654 amendment is in order until such report is received.
 655

656 **20.24 Threshold for Amendments:** Any amendment to divisional guidelines requires a two-thirds (2/3) vote of
 657 the Council for adoption and is effective in the calendar year following the year the amendment was adopted,
 658 except that an amendment to divisional guidelines adopted at a winter meeting of the Council requires a ninety-

659 percent (90%) vote to be effective at a sanctioned NAGAAA Tournament in the same calendar year as the winter
660 meeting.

661 **20.25 Ratings Workshop:** All new member associations and first-time voting representatives of any member
662 association are required to attend the ratings workshop held at their first regular meeting.

663

664 **SECTION 3 - ATHLETIC PARTICIPATION & ELIGIBILITY**

665

666 **20.30 Professional players:** Professional softball or baseball players are ineligible to qualify for any Association
667 while pursuing their profession.

668

669 **20.31 Player age:** Players must be at least 18 years of age prior to roster submission deadline of the NAGAAA
670 tournament in which they are registered. Masters Division players must be at least 50 years of age at any time in
671 the calendar year of the NAGAAA tournament.

672

673 **20.32 Participation:** A player must participate in a minimum of fifty percent (50%) of their team's regular season
674 games; except for Masters Division, for which the minimum requirement is five (5) games. Participation is defined
675 as a player included on their team's game lineup card and present in or within close vicinity of their team bench or
676 dugout.

677

678 **20.33 Requirements for Teams:** No team may be considered a regular season roster team nor be eligible
679 for a NAGAAA event unless the team completes at least ten (10) regular-season games against other teams
680 within the member association. This preceding requirement may be waived by the Board of Directors in
681 extraordinary circumstances. The games must be conducted according to the rules of USA Softball (ASA) or a
682 similar sanctioning body.

683 a. An "A" Division team may meet its 10-game requirement by playing scheduled games against teams
684 from other Associations, except for games played in any tournament.

685

686 **20.34 Ratings Changes Affecting Players:** Should a player's rating change during the member association's
687 NAGAAA qualifying season and the rating change force the player to move to a new division or a different team,
688 the games played on either team or in either division in the same member association qualify towards the
689 participation requirement.

690

691 **20.35 Ineligible Players for the E Division:** Any player who receives a "YES" answer to Question 3 of the Player
692 Ratings Guidelines is not eligible to be rostered on a team in or compete with a team in the E Division.

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CHAPTER 25 – PLAYER RATING GUIDELINES

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25.01 Jurisdiction: This chapter shall be the jurisdiction of the Council and amended at any meeting. Any amendment to this chapter requires a two-thirds (2/3) vote of the Council for adoption and is effective in the calendar year following the year the amendment was adopted, except that an amendment adopted at a winter meeting of the Council requires a ninety-percent (90%) vote to be effective at a sanctioned NAGAAA Tournament in the same calendar year as the winter meeting.

SECTION 1 – DEFINITIONS

25.10 Definitions: The following definitions apply to this chapter:

- a. **At-bat** – An at-bat is charged to a player following every plate appearance except when: 1) the player hits a sacrifice fly that scores a runner, 2) the player is awarded a base on balls, or 3) the third out occurs and the batter is not entitled to run to first base. Exception #3 shall not be considered if the batter is out due to a strike being a foul ball which ends the at-bat. In the event of any discrepancy between this definition and the official scoring rules of the USA Softball (ASA) and definition contained therein, the latest version of the USA Softball (ASA) rules shall control.
- b. **Base Safely Reached on Error** – A batter shall be credited with a base safely reached on error on the part of a defensive player(s) who is charged with an error by the scorekeeper.
- c. **Behind the player (for fly balls)** – The area on the field starting directly to the right of the player, proceeding in a 180-degree arc behind the player and ending directly to the left of the player.
- d. **Cleanly fielding the ball** – The player receives and controls the ball immediately while over his/her center of gravity (i.e. not on their knees, on the ground or off-balance) and does not cause any delay in making the next play (e.g., tags the runner, steps on the base, throws the ball to the appropriate place on the field).
- e. **Deliver multiple pitch techniques with accuracy** – The ability to use arc, spin, location and movement of the ball to deliver various pitches (e.g. curve, change up, cutter / reverse curve, knuckle ball) that are called strikes or cause the batter to swing.
- f. **Directly at the Player** – A ball hit at a player that does not require the player to move his/her feet, although it may cause the player to reach in any direction to make the play.
- g. **Fly Ball** - Any batted ball that is in the air for more than 3 seconds but less than 5 seconds
- h. **Ground Ball** – Ball hit with a downward trajectory that makes contact with the ground in front of the player when hit directly at a player or in front of the bases when hit between players.
- i. **Hard Hit Ball / Hard Velocity** – a ball hit greater than 250 feet in the air or a ground ball that would roll to a distance greater than 250 feet, if not impeded
- j. **High Fly Ball** – Any batted ball that is in the air for five (5) seconds or more.
- k. **Hit** – A batted ball that allows the batter to reach base safely: 1) on a fair ball which settles on the ground, clears the fence, or strikes the fence before being touched by a fielder, 2) on a fair ball which is hit with such force or such slowness or which takes an unnatural bounce that it is impossible to field with ordinary effort in time to make an out, 3) when a fair ball which has not been touched by a fielder becomes dead because of touching the person or clothing of an umpire, or 4) when a fielder unsuccessfully attempts to retire a previous runner and in the scorer’s judgement, the batter-runner would not have been retired at first base by perfect fielding. A hit shall not be scored: 1) when a runner is forced out on a batted ball or would have been forced out except for a fielding error, 2) when a pleyer fielding a batted ball retires a preceding runner with ordinary effort, 3) when a field fails in an attempt to retire a preceding runner, and in the scorer’s judgement, the batter-runner could have been retired at first base, or 4) when a batter reaches first base safely as a result of a preceding runner being called out for interfering with a batted or thrown ball, or with a defensive player. In the event of any discrepancy between this definition and the official scoring rules of the USA Softball (ASA) and the definition contained therein, the latest version of the USA Softball (ASA) rules shall control.

- 743 l. In the Hole – A ball hit that requires a player to take 4-5 steps (12-foot or greater) in order to make the
744 play.
- 745 m. Intentionally – See “on purpose”
- 746 n. Intentionally Place Hit a Ball – The batter executes getting on base and/or moving base runners for an
747 advantage by hitting the ball to a specific place within their field of choice with at least medium velocity; A
748 player can drive the ball down the baseline of the side on which they bat (e.g., right handed batter can hit
749 down the 3rd base line); a player can drive the ball down the baseline of the opposite side on which they
750 bat (e.g., right handed batter can hit down the 1st base line); A player can adjust footing, stance, swing or
751 timing to cause the ball to move in a direction that is advantageous to their game or runners (e.g., hitting
752 behind a runner, intentionally not hitting towards where the lead runner is advancing as his goal, hitting
753 to a specific player that has struggled to field well during the game, etc.), or; this is a manufactured hit.
- 754 o. Line Drive – a ball that from the point of contact rises vertically less than 10% of the total horizontal
755 distance it travels.
- 756 p. Medium Hit Ball / Medium Velocity – a ball hit 150 to 250 feet in the air or a ground ball that would roll to
757 a distance of 150-250 feet, if not impeded.
- 758 q. Modified batting average – The percentage resulting from the sum of a player’s: 1) hits and 2) bases safely
759 reached on error divided by the player’s at-bats.
- 760 r. Medium Velocity – a ball hit 55 to 80 mph or hit 150 to 250 feet in the air or a ground ball that would roll
761 to a distance of 150-250 feet, if not impeded.
- 762 s. Off center of gravity – The player fields the ball from his/her knees, off one foot, while moving the
763 opposite direction from the throw or while in the air.
- 764 t. On Purpose – with intent
- 765 u. Slow Hit Ball / Slow Velocity – a ball hit up to 150 feet or less in the air or a ground ball that would roll to a
766 distance of less than 150 feet, if not impeded.
- 767 v. Stopping the ball – The player prevents the ball from continuing beyond the player and causes it to
768 remain in the vicinity of the player. The player is not able, however, to make the next play without delay.
- 769 w. Vicinity – within a step in any direction laterally of the player receiving the throw
- 770 x. Within a few steps - A ball hit that requires a player to take 2-3 steps (9-10 feet) in order to make the play.
- 771

772 SECTION 2 – PLAYER RATING GUIDELINES

773

774 **25.20 Rating Guidelines:** The following are the official rating guidelines of this organization:

775

776 *Directions:*

- 777 1. Read the following Statement of Purpose: *This form is intended to be used as a tool to assist those*
778 *responsible for rating players so ratings may be fair and consistent across all levels of play and across*
779 *all leagues in the Open Division. All questions are intended to determine if a player possesses a skill or*
780 *skills necessary for softball.*
- 781 2. Read & understand the definitions of the various terms used in ratings in the definitions section of this
782 chapter.
- 783 3. Answer YES or NO for each question.
- 784 4. Many questions have multiple parts. A YES to ANY one part is a YES to the question.
- 785 5. Questions: All questions will begin with the phrase: DOES THE PLAYER HAVE THE ABILITY TO...

DIRECTIONS: Review each of the following questions for every player. Does the player have the ability to perform the listed skill 60% of the time (unless otherwise identified)?

If so, the player receives a YES for the question. A YES to any part of a question is a YES to that question.

HITTING		Question 1	Question 2	Question 3	Question 4	Question 5		
		Hits a fair ball with low velocity.	Hits a fair ball with medium velocity.	Hits a fair ball with high velocity.	Hit a fly ball >300 ft OR hit a fly ball >300 ft over a fence. (20% threshold)	Intentionally place hit a ball.	NOTE: Any player who receives a YES to Question 3 is ineligible to compete in the E Division.	
Modified Batting Average →	<i>Batting against</i>		Question 6	Question 7	Question 8	Question 9	NOTE: The following questions are linked: 1-4; 6-9; 10-12; 13-14; 15-22; 23-28. A YES to the highest question in a linked set earns the player all those questions. I.e. A player with YES on Q21, will also be given Q 15-20.	
	E Division	≥ .800	≥ .850	≥ .900	≥ .950			
	D Division	≥ .600	≥ .700	≥ .800	≥ .900			
	C Division	≥ .500	≥ .600	≥ .700	≥ .800			
	B Division	≥ .400	≥ .500	≥ .600	≥ .700			
A Division	≥ .300	≥ .400	≥ .500	≥ .600				
RUNNING		Question 10	Question 11	Question 12	Question 13	Question 14		
Speed →		From a stopped standing ready position, runs from home plate to first base, one base to the next, or third base to home plate (70 ft.) in less than 4.5 seconds.	From a stopped standing ready position, runs from home plate to first base, one base to the next, or third base to home plate (70 ft.) in less than 3.75 seconds.	From a stopped standing ready position, runs from home plate to first base, one base to the next, or third base to home plate (70 ft.) in less than 3 seconds.	Base Running →	Runner advances to expected base relative to the Division & game situation.	Runner successfully advances beyond what would be expected relative to the Division & game situation.	NOTE: See below skill demonstrations for Questions 13 & 14

RUNNING SKILL DEMONSTRATIONS BELOW. THESE EXAMPLES ILLUSTRATE THE SKILLS FOR Q 13 & 14

A & B DIVISION		C & D DIVISION		E DIVISION	
QUESTION 13	QUESTION 14	QUESTION 13	QUESTION 14	QUESTION 13	QUESTION 14
On a base hit (high velocity): The runner safely advances one base (Example: An outfielder gets the ball into the infield and time is called, and no play is made at the base).	On a base hit (medium velocity): The runner safely advances one base (Example: An outfielder gets the ball into the infield and time is called, and no play is made at the base).	On a base hit (high velocity): The runner safely advances two bases (Example: An outfielder gets the ball into the infield and time is called, and no play is made at the base).	On a base hit (medium velocity): The runner safely advances two bases (Example: An outfielder gets the ball into the infield and time is called, and no play is made at the base).	On a base hit in front of the runner (medium velocity): The runner safely advances one base <u>despite a defensive attempt</u> to put the runner out (Example: An outfielder fields the ball & throws it to second in an effort to put out the runner advancing from first, but the runner is safe).	On a base hit in front of the runner (medium velocity): The runner safely advances two bases <u>despite a defensive attempt</u> to put the runner out (Example: The left center fields the ball and throws to second in an effort to put out the runner advancing from first, but the runner is safe).
On a base hit (high velocity): The runner safely advances one base despite a defensive attempt to put the runner out (Example: An outfielder fields the ball and throws it to 2nd in an effort to put out the runner advancing from 1st, but the runner is safe).	On a base hit (medium velocity): The runner safely advances one base <u>despite a defensive attempt</u> to put the runner out (Example: An outfielder fields the ball and throws it to 2nd in an effort to put out the runner advancing from 1st, but the runner is safe).	On a base hit (medium velocity): The runner safely advances one base <u>despite a defensive attempt</u> to put the runner out (Example: An outfielder fields the ball and throws it to 2nd in an effort to put out the runner advancing from 1st, but the runner is safe).	On a base hit (high velocity): The runner safely advances two bases <u>despite a defensive attempt</u> to put the runner out (Example: An outfielder fields the ball and throws it to 3rd in an effort to put out the runner advancing from 1st, but the runner is safe).	On a base hit behind the runner (medium velocity): The runner safely advances two bases <u>despite a defensive attempt</u> to put the runner out (Example: On a ball hit to the outfield, a runner starting on 1st advances to 3rd or a runner starting on 2nd advances to home).	On a base hit behind the runner (medium velocity): The runner safely advances three bases <u>despite a defensive attempt</u> to put the runner out (Example: On a ball hit to right field, a runner starting on 1st advances to home).
On a fly ball (high velocity): The runner safely advances one base (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	On a fly ball (medium velocity): The runner safely advances one base (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	On a fly ball (high velocity): The runner safely advances one base (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	On a fly ball (medium velocity): The runner safely advances two bases (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	On a fly ball (medium velocity): The runner safely advances one base (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	On a fly ball (medium velocity): The runner safely advances two bases (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).

FIELDING (INFIELD)								
	Question 15	Question 16	Question 17	Question 18	Question 19	Question 20	Question 21	Question 22
Ground Ball/Line Drive Low Velocity	Cleanly fields a ball hit with low velocity directly at the player. OR Stops the ball hit with low velocity directly at the pitcher.	Cleanly fields a ball hit with low velocity within a few steps (9-10 ft) of the player. OR Cleanly fields a ball hit with low velocity directly at the pitcher	Cleanly fields a ball hit with low velocity in the hole (>12 ft or 4-5 steps) away from the player.					
Ground Ball/Line Drive Medium Velocity			Cleanly fields a ball hit with medium velocity directly at the player. OR Stops the ball hit with medium velocity directly at the pitcher.	Cleanly fields a ball hit with medium velocity within a few steps (9-10 ft) of the player. OR Cleanly fields a ball hit with medium velocity directly at the pitcher.	Cleanly fields a ball hit with medium velocity in the hole (>12 ft or 4-5 steps) away from the player.			
Ground Ball/Line Drive High Velocity			Stops the ball hit with high velocity directly at the player.	Cleanly fields a ball hit with high velocity directly at the player. OR Stops the ball hit with high velocity directly at the pitcher.	Stops a ball hit with high velocity within a few steps (9-10 ft) of the player. OR Cleanly fields a ball hit with high velocity directly at the pitcher.	Cleanly fields a ball hit with high velocity within a few steps (9-10 ft) of the player.	Stops a ball hit with high velocity in the hole (>12 ft or 4-5 steps) away from the player.	Cleanly fields a ball hit with high velocity in the hole (>12 ft or 4-5 steps) away from the player.
Fly Ball	Catches a fly ball hit directly at the player.	Catches a fly ball hit within 15 ft to the sides/front of the player.	Catches a fly ball hit within 30 ft to the sides/front of or 15 ft behind the player.	Catches a fly ball hit within 45 ft to the sides/front of or 30 ft behind the player.	Catches a fly ball hit within 60 ft to the sides/front of or 45 ft behind the player.	Catches a fly ball hit within 75 ft to the sides/front of or 60 ft behind of the player.	Catches a fly ball hit within 90 ft to the sides/front of or 75 ft behind of the player.	Catches a fly ball hit >90 ft to the sides/front of or >75 ft behind of the player.
FIELDING (OUTFIELD)								
	Question 15	Question 16	Question 17	Question 18	Question 19	Question 20	Question 21	Question 22
Ground Ball Medium Velocity	Cleanly fields a ball hit with medium velocity directly at the player.	Cleanly fields a ball hit with medium velocity within 15 ft of the player	Cleanly fields a ball hit with medium velocity within 30 ft of the player	Cleanly fields a ball hit with medium velocity within 45 ft of the player	Cleanly fields a ball hit with medium velocity within 60 ft of the player	Cleanly fields a ball hit with medium velocity within 75 ft of the player	Cleanly fields a ball hit with medium velocity within 90 ft of the player	
Ground Ball High Velocity		Cleanly fields a ball hit with high velocity directly at the player.	Cleanly fields a ball hit with high velocity within 15 ft of the player	Cleanly fields a ball hit with high velocity within 30 ft of the player	Cleanly fields a ball hit with high velocity within 45 ft of the player	Cleanly fields a ball hit with high velocity within 60 ft of the player	Cleanly fields a ball hit with high velocity within 75 ft of the player	Cleanly fields a ball hit with high velocity within 90 ft of the player
Fly Ball	Catches a fly ball hit directly at the player.	Catches a fly ball hit within 15 ft to the sides/front of the player.	Catches a fly ball hit within 30 ft to the sides/front of or 15 ft behind the player.	Catches a fly ball hit within 45 ft to the sides/front of or 30 ft behind the player.	Catches a fly ball hit within 60 ft to the sides/front of or 45 ft behind the player.	Catches a fly ball hit within 75 ft to the sides/front of or 60 ft behind of the player.	Catches a fly ball hit within 90 ft to the sides/front of or 75 ft behind of the player.	Catches a fly ball hit >90 ft to the sides/front of or >75 ft behind of the player.

THROWING & PITCHING					
Question 23	Question 24	Question 25	Question 26	Question 27	Question 28
Throw 50 ft with line drive (regardless of accuracy)	Throw 50 ft with line drive <i>and</i> accuracy	Throw 70 ft with line drive <i>and</i> accuracy	Throw 100 ft with line drive <i>and</i> accuracy	Throw 150 ft with line drive <i>and</i> accuracy	Throw >200 with line drive <i>and</i> accuracy
	Pitch a strike.	Vary the height, depth and location of the pitch while maintaining accuracy.	Deliver multiple pitch techniques while maintaining accuracy.		
Throw 70 ft (regardless of arc or accuracy)	Throw 70 ft with line drive (regardless of accuracy)	Throw 100 ft with line drive (regardless of accuracy)	Throw 150 ft with line drive (regardless of accuracy)	Throw >200 ft with line drive (regardless of accuracy)	Throw 150 ft with line drive and accuracy while off center of gravity (e.g., from knees, from one foot, etc.)
	Throw 100 ft (regardless of arc or accuracy)	Throw 150 ft (regardless of arc or accuracy)	Throw >200 ft (regardless of arc or accuracy)	Throw 100 ft with line drive and accuracy while off center of gravity (e.g., from knees, from one foot, etc.)	

CHAPTER 30 – GAY SOFTBALL WORLD SERIES

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30.01 Jurisdiction: This chapter shall be the jurisdiction of the Council and amended by majority at any council meeting, except that any amendment adopted at summer meeting of the Council must achieve a ninety-percent (90%) vote to be effective at the Gay Softball World Series immediately following that meeting.

30.02 Authority: The actual contest between teams during the GSWS is solely under the jurisdiction of the Assistant Commissioner. The Board of Directors may, upon request of the Athletic Director, alter and change the format and rules of the tournament as needed to accomplish play and ensure completion of the tournament in times of, including, but not limited to, nature-related incidents, acts of terror or civil emergency, and other emergency situations. Complete cancellation of the tournament may only be authorized by the Board of Directors. The Board of Directors shall outline the roles and responsibilities for all personnel of the tournament.

30.03 Expenses: The organization will assume all real and necessary expenses directly related to the conduct of the tournament and any other expenses assumed by the organization in the host city contract.

30.04 Umpire Selection: The Umpire-in-Chief (UIC) shall select umpires in a manner consistent with the rules, regulations and acts of the Open Division. Umpires may be nominated through the member association in whose geographic area they are accredited. The UIC must receive an Association's umpire recommendation(s) by January 1 for the candidate to be eligible to officiate in the immediate next GSWS. Recommendations may come from their league commissioner, the league UIC, previous GSWS UIC or previous/current Athletic Director. The Board of Directors shall create policies for umpire selection that welcome umpires from all diverse representations of this organization and ensure competent administration and officiation of the game.

30.05 Team Manager Responsibilities: Team Managers will be held responsible for the conduct of their Team members at all times during the GSWS both on and around the playing field. In case of a disputed play or decision, only the Team Manager may consult game officials; other players, coaches or sponsors may not participate in the discussion. Team Managers are to report any unsportsmanlike or derogatory acts by players or spectators to the AD. Team Managers or their designated representatives must attend the pre-GSWS Managers' meeting on behalf of his/her team. If the manager named on the team's GSWS roster will not be managing the team in the GSWS, a proxy manager must be named at the Manager's Meeting. Team managers must verify the accuracy and eligibility of the GSWS roster.

SECTION 1 –HOST CITY SELECTION

30.10 Host City Partnership Agreement: The GSWS Host City Partnership Agreement is a standalone document, under the jurisdiction of the Board of Directors, which shall be signed by any potential Host City prior to and filed with the Intent to Bid. Amendments to the Host City Partnership Agreement can be authored and adopted with the consent of both parties.

30.11 Host City Bid Process: A potential Host City shall complete and submit an Intent to Bid form by the stated deadline and remit a refundable deposit, in an amount to be determined by the Board of Directors, to the NAGAAA Treasurer prior to the start of the winter meeting. The Intent to Bid shall be accompanied by a signed copy of the host city contract and a written list of all promises and guarantees that shall be made by the potential Host City in the course of their bid presentation.

30.12 Bid Presentations: All member associations, having properly submitted the Intent to Bid, deposit, and accompanying document(s) shall be allowed to present to their bids to the Council at the Summer Meeting two (2) years prior to the intended GSWS. There will be no hosted bid city parties. The Commissioner will set aside individual meeting rooms, at a particular time, during the Summer Meeting for a Q and A session with the bidding associations.

- a. If the state or province where the GSWS is being conducted requires insurance above and beyond what the Council has previously authorized this situation should be presented in the initial bid by the member

839 association(s) seeking to host the GSWS.

840

841 **30.13 Bid Restrictions:** No association will hold a GSWS in another member association's metropolitan area
842 without permission of that member association. No organization that is not a member of the NAGAAA, Open
843 Division Softball, Inc. can serve as a Host City for the GSWS.

844

845 **30.14 No-Bid Authorizations:** In the event no association submits an Intent to Bid form for the GSWS, the
846 NAGAAA Board of Directors will select the Host City for the event. In such cases, NAGAAA assumes all
847 responsibilities and costs for hosting said GSWS and the Board of Directors is exempt from the restrictions listed in
848 this chapter.

849

850 SECTION 2 – TOURNAMENT FORMAT

851

852 **30.20 Divisions:** The GSWS shall be conducted with teams divided by the divisional guidelines of this
853 organization in the following divisions: "A", "B", "C", "D", "E", "Masters-C", and "Masters-D" Divisions.

854 a. If there are less than four (4) teams registered in the Masters-D Division, the division shall be consolidated
855 into the Masters-C Division. Teams originally registered for the Masters-D Division may, upon notice of
856 the consolidation, elect to withdraw from the tournament and receive a full refund of the team and other
857 required fees and deposits without penalty.

858

859 **30.21 Pool Play:** For all divisions, the pool play draw is based on team ratings, except for A & B Division pool play
860 assignments, the top three (3) seeds will be assigned to the top teams from NAGAAA Cup in their respective
861 division, if applicable. For Masters C & D Divisions, , pool play shall begin no earlier than Wednesday of the week of
862 the GSWS except that when more than 20 teams are registered in either Masters Division then pool play shall
863 begin no earlier than Tuesday of the same week. Pool play shall consist of four (4) games per team, where possible,
864 with a minimum of two (2) pool play games. The Athletic Director shall assign each team an equal number of
865 games per team as the home team and the visiting team and in the case of any odd number of games per team,
866 the Athletic Director shall randomly assign the team as home or the visiting team.

867 a. Forfeiting any pool play game will result in an automatic disqualification of the team from that year's
868 double elimination tournament. Appeals of an automatic disqualification may be presented to the
869 Assistant Commissioner before the beginning of the double elimination games if accompanied by a non-
870 refundable \$50 fee. If an appeal is upheld, the team will be reinstated in the GSWS with the pool play
871 record as recorded. If an appeal is denied, the team is disqualified.

872

873 **30.22 Double Elimination:** The Athletic Director will hold and publish the results of a double elimination bracket
874 draw. Seeding into Double Elimination will be determined by the results of pool play. Any teams with the same
875 record shall be seeded in order of their ratings, highest to lowest. If any teams are tied on ratings, the seed shall be
876 determined by random draw. Any team eliminated in pool play will be assigned the lowest seed in the Double
877 Elimination Bracket. If two teams from the same member association are drawn to play each other the first round
878 of the Double Elimination bracket, the lower seeded team will be dropped one seed. If two teams from the same
879 member association are drawn to play each other the first round of the Double Elimination bracket and both
880 teams occupy the lowest two seeds in that division, then the higher seed of the two shall be elevated one more
881 position in the seeding. The AD is authorized to schedule the tournament such that some teams may be eliminated
882 on the first day of Double Elimination play. For all games in double elimination, the home team shall be the higher
883 seeded team between the two (2) opposing teams, except that the no team that is undefeated in double-
884 elimination may be the away team when facing an opponent, with a recorded loss in double elimination, who is
885 seeded higher.

886

887 **30.23 Trophies:** Trophies will be given in all divisions and awarded after the conclusion of the Double
888 Elimination Tournament. Team Trophies will be given for the 1st, 2nd, 3rd, and 4th place winners for each division.
889 Individual awards will be given to the rostered members of the trophy-winning teams in each division.

890

891 SECTION 3 – REGISTRATION

892
 893 **30.30 Player Registration:** Each member of each GSWS team shall be required to register prior to playing in the
 894 GSWS. During registration, players must verify their rating, pick up player status, select an LGBT/Non-LGBT status,
 895 review the required waiver information, declare any and all associations in which the player played during the
 896 qualifying seasons for that years' GSWS, and verify the accuracy of all information and provide their signature to
 897 complete the registration. Players will be required to present state or nationally accepted photo identification at
 898 registration for the purposes of establishing identity. No changes can be made to any player rating, either adding
 899 or deleting, at any time without the member association's commissioner's or voting representative's (as
 900 designated by that association's commissioner) in person authorization and approval.

901
 902 **30.31 Registration Terms & Exceptions:** Player registration will be closed prior to the start of the first double
 903 elimination game in that player's division. The Assistant Commissioner shall have the authority to allow late
 904 registration to a player with a travel delay demonstrated to be beyond their control.

905
 906 **30.32 Assistant Commissioner Review:** The Assistant Commissioner shall review GSWS rosters and the ratings
 907 database for any rostering and rating of players on more than one (1) GSWS roster and/or ratings in more than one
 908 (1) association and report the violation to the Commissioner(s) of the association(s) in which the player is rostered
 909 and rated, the Commissioner of NAGAAA, the committee charged with membership related matters, and the
 910 Ethics Committee.

911
 912 **SECTION 4 – TEAM ENTRIES**

913
 914 **30.40 Team Entry Fees:** Member associations shall reserve GSWS tournament berths by paying an entry fee as
 915 determined by the Board of Directors and by the deadline established by the board, unless exempted from the fee.
 916 Late payments of the fee are subject to fine. Cancellations of team entry, subject to the minimum berth
 917 requirement, shall result in refund of the team fee if cancelled before the deadline set by the Board of Directors.
 918 Cancellations after the deadline are not refundable.

919
 920 **30.41 Host Hotel Deposits:** Each Association, except for the Host City, shall also provide a hotel deposit for each
 921 of its GSWS teams as determined by the Board of Directors and by the deadline established by the board. The hotel
 922 deposit for each team, or on a cumulative basis for an Association, shall be fully refunded to the Association only
 923 when the Association provides receipts totaling the number of nights per team in rooms booked within the official
 924 block of qualifying rooms as determined by the Board of Directors and the receipts are provided to the Treasurer by
 925 the deadline established by the Board of Directors.

926
 927 **30.42 World Series Berth Allocation:** Teams may participate in the GSWS by earning a berth through one of the
 928 following:

- 929 a. Association Berth Allotment: Member associations are allotted a certain number of GSWS berths. In turn,
 930 each member association shall be responsible for its own determination on utilizing its allotted GSWS
 931 berths.
 932 b. The top three (3) teams in the B, C, D, and E Division receive an automatic berth in the next-higher
 933 division at the following year's GSWS, which shall not count against the member association's berth
 934 allotment, provided the team consists of at least four (4) players of the prior-year GSWS team who are
 935 eligible. Any B team awarded a berth by this paragraph shall be exempt from the minimum team rating
 936 requirement for the A Division.
 937 c. The top three (3) teams in both the A & B division from the same year's NAGAAA Cup tournament are
 938 granted a World Series berth, which shall not be counted against the member association's berth
 939 allotment.

940
 941 **30.43 Minimum Berth Requirement:** Each Association must send at least one (1) team to the GSWS, or be
 942 subject to a fine as determined by the Board of Directors as well as other sanctions, including, reduction of the
 943 total berth allocation to one (1) total team for the following years' GSWS, and possible suspension or termination

944 of membership.

945

946 **30.44 Exemptions from Minimum Requirements:** A member association with eight (8) or fewer teams shall be
 947 exempt from the penalties under the Minimum Berth Requirement under certain circumstances. To exercise this
 948 exemption, the Association must notify the Commissioner of its intent not to participate in that year's GSWS by the
 949 deadline established by the Board of Directors and must not have exercised this exemption in the immediate
 950 preceding two (2) calendar years. The member association shall be required to fulfill all other obligations, including,
 951 but not limited to, the GSWS Protest Committee(s).

952

953 **30.45 Association Berth Allotment:** Each member association is allotted a certain number of GSWS berths
 954 as listed in the table below and subject to the following:

- 955 a. A member association may enter an unlimited number of A, Masters-C, or Masters-D Division teams
 956 notwithstanding any other berth allotments.
- 957 b. In calculating berth allotments, all regular season teams of a member association shall be considered
 958 in determining the number of berths allotted.
- 959 c. A member association may enter up to two (2) teams total as open-roster tournament teams in the
 960 C and/or D Division, subject to berth allotments. Any entry of one (1) or two (2) open-roster
 961 tournament teams in the C and/or D Division precludes any entry of any regular NAGAAA
 962 tournament roster team in that division. There shall be no open-roster tournament teams in the B
 963 Division.
- 964 d. A member association entering only one (1) A Division team may do so as an open-roster team.
- 965 e. All Masters-C and Masters-D Division teams shall be considered open roster teams.
- 966 f. A member association may only enter one (1) E Division team which shall be considered an open-
 967 rostered team
- 968

ASSOCIATION BERTH ALLOTMENTS							
Team Entries may not exceed maximum limits for each division nor the total maximum berths							
TEAMS IN MEMBER ASSOCIATION	MAXIMUM BERTHS (B, C, D, & E Divisions)	A DIVISION MAXIMUM	B DIVISION MAXIMUM	C DIVISION MAXIMUM	D DIVISION MAXIMUM	E DIVISION MAXIMUM	MASTERS DIVISIONS MAXIMUM
1-9	4	UNLIMITED	1	1	1	1	UNLIMITED
10-19	5		2	2	2	1	
20-24	6		2	2	2	1	
25-29	8		3	2	2	1	
30+	10		3	3	3	1	
Any member association that registers and rosters a number of teams equal to or greater than their allotted number of combined B, C, D, and E teams in the prior year or current year GSWS may add one (1) extra berth total to be utilized in any division for the current GSWS.							
GSWS Host City may add up to 1 berth in each division (B, C, & D) to the totals listed in the table.							

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970 **30.46 No-Repeat Rule:** No team awarded first or second place in the B, C, D, or E Division of the GSWS shall be
 971 eligible to compete in the same or lower division at the following year's GSWS. Any B team, awarded first or
 972 second place in a GSWS, shall only be eligible to play in the A Division in the following year's GSWS, regardless of
 973 the team rating. The Masters-D team awarded first place of the GSWS shall not be eligible to compete in the same
 974 or lower division at the following year's GSWS. For the purpose of this rule, an ineligible returning team shall be
 975 defined as consisting of four (4) or more players from the prior-year GSWS roster of a team awarded first or
 976 second place. This section shall not be in force nor enforced for the 2019 GSWS.

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CHAPTER 40 – NAGAAA CUP

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40.01 Jurisdiction: This chapter shall be the jurisdiction of the Council and amended by majority at any council meeting.

40.02 Purpose: The NAGAAA Cup is an invitational tournament that is designed to increase GSWS participation by the A and B Divisions.

SECTION 1 – ADMINISTRATION & TEAMS

40.10 Administration: The Board of Directors will determine the location and date of the NAGAAA Cup. All teams will pay a fee for participating in the NAGAAA Cup, as determined by the Board of Directors. The Board of Directors may, upon request of the Athletic Director, alter and change the format and rules of the tournament as needed to accomplish play and ensure completion of the tournament in times of, including, but not limited to, nature-related incidents, acts of terror or civil emergency, and other emergency situations. Complete cancellation of the tournament may only be authorized by the Board of Directors. The Board of Directors shall outline the role and responsibility for all personnel of the tournament.

40.11 Teams: Invitations will be given to all A Division teams and the top B Division teams from the previous year's GSWS. Teams that have been invited must have 4 members of their GSWS roster to be considered eligible for play in the NAGAAA Cup. Teams must accept the invitation by the deadline set by the Assistant Commissioner. After the deadline for acceptance has passed, the NAGAAA Assistant Commissioner will then issue invitations to any new A Division Team that has formed that year and then the remaining B teams from the previous GSWS in order of their finish. All teams must submit their NAGAAA Cup roster by the deadline established by the Board of Directors.

40.12 NAGAAA Cup Roster: Teams entered in the NAGAAA Cup should register with the same roster that they intend to submit as a regular season roster, and may add only up to four (4) pick-up players to its roster that will not be a part of the team's regular season roster. A roster for the NAGAAA Cup must have at least ten (10) players rostered and a maximum of three (3) non-LGBT players. No player may be listed on more than one (1) NAGAAA Cup Roster. The roster may not be comprised of more than twenty (20) players, except that managers and/or coaches who are not eligible to play or who do not play as a player do not count towards this requirement and each NAGAAA Cup roster may name two (2) non- playing members in addition to the maximum of 20 players. The Board of Directors shall determine the manner and form for submission of the rosters, deadline for submission of the roster, and any sanctions for errors, omissions, and/or changes.

40.13 Winners & GSWS Berths: Regardless of their overall NAGAAA Cup standing, the 3-highest placing A and B Division teams will receive an automatic berth into that year's GSWS. GSWS team fees for the highest-placed A and B Division teams will be waived. All other fees/deposits will still apply. Automatic berths shall not count toward the respective association's GSWS berth allotment. A team earning a berth awarded in this sub-section may only add up to four (4) players on its roster at the GSWS to utilize the berth as awarded or the berth shall be forfeited. Any berth awarded in this sub-section shall be forfeited if any player from the NAGAAA Cup roster of the team awarded the berth is listed on a regular season roster in a different member association, but only if that member association is the player's qualifying association. A NAGAAA Cup trophy for overall first, second and third place will be awarded.

SECTION 2 – RULES & TOURNAMENT FORMAT

40.20 Rules: All USA Softball (ASA) and NAGAAA rules as listed in this manual apply to the NAGAAA Cup unless explicitly stated in this section.

40.21 Explicit NAGAAA Cup Rules: These rules are those that preempt USA Softball (ASA) & NAGAAA rules in

- 1031 the NAGAAA Cup.
- 1032 a. Each team is guaranteed five (5) games.
- 1033 b. Pool play will have a mixture of A and B Division teams.
- 1034 c. Home team will be decided by a double flip for pool play games. For all games in double elimination, the
- 1035 home team shall be the higher seeded team between the two (2) opposing teams, except that no team that
- 1036 is undefeated in double-elimination may be the away team when facing an opponent, with a recorded loss
- 1037 in double elimination, who is seeded higher.
- 1038 d. Uniforms need not be like colored. However, an Arabic whole number (0-99) of contrasting color at least 6
- 1039 inches high must be worn and visible. Identical numbers are not permitted.
- 1040

1041 **40.22 Seeding Process:** For pool play games, seeds shall be determined by the ratings of the teams. In

1042 double elimination games, all seeds will be determined by the win-loss-tie record of the teams. The Double

1043 Elimination bracket shall be a combined bracket for the A and B Divisions.

1044

1045 CHAPTER 50 – PROTEST PROCEDURE

1046

1047 **50.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council

1048 meeting except that any amendment adopted at summer meeting of the Council must achieve a ninety-percent

1049 (90%) vote to be effective at the Gay Softball World Series immediately following that meeting and the amount of

1050 any fines or fees shall be the jurisdiction of the Board of Directors and amended at any board meeting by majority.

1051

1052 **50.02 Authority:** A Protest Committee will rule on all eligible protests of player eligibility and ratings. Any

1053 protest on the application of the rules of play are made to the UIC and are not in the authority of any Protest

1054 Committee to act on. Any Protest Committee shall consist of members of the Council or their appointed designees.

1055 The Commissioner shall not, in any circumstance, be a party to the protest or act as a member of a Protest

1056 Committee.

1057

1058 **50.03 Protest Committee Schedule:** Member Associations shall be assigned times and required to fulfill their

1059 duties as part of a protest committee or face penalties provided for by this organization. The Assistant

1060 Commissioner will create a Protest Committee schedule assigning times and locations in proportion to the number

1061 of teams that an Association sends to that year's GSWS. This schedule will be distributed prior to the close of the

1062 Summer Meeting for that year's GSWS. Protest Committee members must be present and available to hear

1063 protests at the assigned time and place. Protest committee members may change assigned times/places provided

1064 they initiate the change with another Association and notify the Protest Chair.

1065

1066 **50.04 Protest Chairs & Assistant Protest Chairs:** The Commissioner shall appoint one (1) Protest Chair and a

1067 number of Assistant Protest Chair(s) as determined by the Board of Directors. These positions shall act as chairs of

1068 any Protest Committee and operate as an independent judge of the matter before the committee, including, but

1069 not limited to, guiding the process, assisting the committee with inquiry and exploration, and informing the parties

1070 of the process and matters before the committee. In no way, shall a chair opine on the merits of the protest, take

1071 part as an advocate for or against any party, nor cast a vote on the matter before the committee. The designated

1072 Protest Chair will explain and distribute the procedure for protesting a player or team to the GSWS team

1073 representatives at the Managers' meeting held prior to the start of the GSWS, including explanations of reasons for

1074 denial of a protest.

1075

1076 **50.05 Protest Committee Composition:** For the purposes of hearing a protest, five (5) representatives from the

1077 member associations must be present to constitute the committee, and no member association may have more

1078 than one (1) member on the committee. The Protest or Assistant Protest Chair shall not be considered a member

1079 of the committee for the purposes of a quorum.

1080

1081 **50.06 Protest Committee Deliberations:** Protest Committee business shall only be discussed with other Protest

1082 Committee members, the chair of the Protest Committee, the Athletic Director or their assistant(s), and/or the

1083 NAGAAA Board of Directors. In the course of an appeal or on business matters before the Council, member
 1084 associations may be involved in post facto discussions about a protest that filed, heard, and adjudicated. Only
 1085 members of the committee, the chair, NAGAAA Board of Directors, parties involved in the protest, the Athletic
 1086 Director or their assistant(s), and witness and/or advocates as allowed by the committee shall be permitted into
 1087 the hearing of evidence and testimony before the Committee.
 1088

1089 **SECTION 1 – FILING A PROTEST**
 1090

1091 **50.10 Who Can File a Protest:** Protests may only be filed by the opposing team’s manager of record or their
 1092 proxy, named to the Assistant Commissioner prior to the tournament, or any Open Division Director, or a member
 1093 association’s Commissioner or their proxy, submitted to the Assistant Commissioner prior to the start of the
 1094 tournament. To be eligible to file a protest, a member association must be a member in good standing.
 1095

1096 **50.11 Protests Not Eligible:** No player can have their ratings protested, if the result of the protest would cause
 1097 their current GSWS rating to be lowered. No protests may be filed based on ratings in the A division.

- 1098 a. Beginning in 2019 and thereafter, no protests may be filed based upon a player’s sex, sexuality, gender, or
 1099 gender identity.

1100 **50.12 Filing a Protest:** A protest must be filed prior to the completion of the game in question. The game umpire
 1101 will suspend the game and notify a NAGAAA official, of all protests or ejections. When filing a protest, the
 1102 protesting party must complete the Protest Form in its entirety and a protest fee must be submitted at the time of
 1103 the filing.
 1104

1105 **50.13 Initial Review of the Protest:** Upon initial review of the protest filing, should the protest be denied due to
 1106 an improper filing, the NAGAAA official denying the protest will provide a denial reason but may not directly assist
 1107 completing the form. Upon initial review of the protest filing, should the protest be accepted, the NAGAAA official
 1108 making that determination will notify the teams' managers and the game will continue to conclusion.
 1109

- 1110 a. Any NAGAAA Official denying a protest under this review must clearly state the complete reason for
 1111 denial of the protest, including any errors and/or omissions on the part of the protesting party. Failure to
 1112 clearly state such reasons for denial shall be reported by the protesting party to the Commissioner.
 1113

1114 **50.14 Fees for Filing a Protest:** The costs, due at the time of filing, for filing a protest are as follows:

- 1115 a. For protests not based on player ratings there shall be a \$50 fee to protest a player for non-rating issues.
- 1116 b. During pool play, the ratings protest filing fee is \$50.00 and \$10.00 per challenged question.
- 1117 c. During double elimination, the ratings protest filing fee is \$100.00 and \$20.00 per challenged question.
 1118

1119 **50.15 Refundable Filing Fees:** If a protest is upheld, any protest filing fee and challenged question fee(s) are
 1120 returned. If a protest is denied, all fees are nonrefundable. If only a portion of the protest is upheld, monies shall
 1121 be returned based on the sliding scale for the protest filing fee and challenged question fee as shown below:
 1122

Partially Upheld Protests in Pool Play							
		#of questions challenged					
		1	2	3	4	5	6
Filing Fee		\$60	\$70	\$80	\$90	\$100	\$110
#of questions upheld	1	\$60	\$35	\$27	\$23	\$20	\$18
	2		\$70	\$53	\$45	\$40	\$37
	3			\$80	\$68	\$60	\$55
	4				\$90	\$80	\$73
	5					\$100	\$92
	6						\$110

Partially Upheld Protests in Double Elimination							
		#of questions challenged					
		1	2	3	4	5	6
Filing Fee		\$120	\$140	\$160	\$180	\$200	\$220
#of questions upheld	1	\$120	\$70	\$53	\$45	\$40	\$37
	2		\$140	\$107	\$90	\$80	\$73
	3			\$160	\$135	\$120	\$110
	4				\$180	\$160	\$147
	5					\$200	\$183
	6						\$220

1123

1124 **SECTION 2 – CONVENING & CONDUCTING A PROTEST**

1125

1126 **50.20 Convening a Protest Committee:** When a protest is filed, the respective Protest Chair or Assistant Protest
 1127 Chair will convene a Protest Committee to hear and rule on the protest. A chair or committee member with a
 1128 conflict of interest will recuse themselves, and an alternate will be assigned.

- 1129 a. Any member of the Protest Committee who is a member of a team participating in the GSWS shall not
 1130 participate in any matter involving any team competing within the same division as the Protest
 1131 Committee member's team.
 1132 b. No member of the Protest Committee shall hear or vote on any matter involving a team or individual from
 1133 the same Association that the Protest Committee member represents.
 1134

1135 **50.21 Protest Hearing Process:** The Protest Committee will hear the arguments of both teams and/or parties
 1136 involved in the protest in order to rule on a protest. During pool play, the Protest Committee will rule on protests
 1137 as quickly as possible but, in any event, prior to the determination of seeding for double elimination play. During
 1138 double elimination play, the Protest Committee will rule on the protest prior to the start of the next game in which
 1139 either team is to be involved. A protest that involves player eligibility and not player ratings, must include at least
 1140 one (1) member of the NAGAAA Board of Directors, which shall not be the Commissioner.
 1141

1142 **50.22 Protest Committee Evidence & Record:** Protest Committee hearings are to be audio recorded. The
 1143 recordings from the protest hearing(s) will be kept for one (1) year from the date of the hearing by the Assistant
 1144 Commissioner and then destroyed. All player ratings from the prior year and the current year will be available for
 1145 all Protest Committee hearings.
 1146

1147 **50.23 Protest Hearing Process:** A protest hearing shall be conducted in the following process:

- 1148 a. The Protest Committee chairperson will begin the proceedings by explaining the protest hearing
 1149 procedures to each team's Manager.
 1150 b. The protesting party will begin the hearing by explaining the basis for the protest and presenting any
 1151 evidence of any kind, including, but not limited to scorebooks, to support the protest.
 1152 c. The Protest Committee has the authority to then call for a vote to move the protest forward.
 1153 d. After the protesting party has presented its case, the protested party will be afforded the opportunity to
 1154 present evidence of any kind, including, but not limited to scorebooks, to rebut the protesting party's
 1155 argument.
 1156 e. After the parties have presented their cases the Protest Committee will have the authority to interview
 1157 players involved in the GSWS, Association officials and Members, and Open Division and GSWS officials
 1158 and umpires.
 1159 f. Both principal parties must be notified of and afforded an opportunity to be present.
 1160 g. The Protest Chair shall remove all parties from the room except for the Protest Committee after the
 1161 parties have presented their case to allow careful deliberation.
 1162 h. When the principal parties and the Protest Committee have completed their interviews & deliberations,
 1163 the Protest Committee shall vote by secret ballot to determine whether to uphold or deny the protest.
 1164 The principal parties shall have the opportunity to observe the voting process.
 1165 i. The votes will be tallied and the parties will be informed of the Protest Committee's decision.
 1166 j. The decision of the Protest Committee is final for the duration of that tournament. Both the Protesting
 1167 Party and the Protested Party are asked to certify, by signature, that the protest hearing was completed in
 1168 accordance and compliance with the process outlined in the policies of this organization. Should either
 1169 party refuse to sign, the review of the process is referred to the Commissioner.
 1170

1171 **SECTION 3 – PENALTIES FROM A PROTEST**

1172

1173 **50.30 Actions Arising from the Protest Committee:** If the Protest Committee changes a player's rating question,
 1174 it will be submitted to the Assistant Commissioner and will remain marked as "Yes" or "Y" through the following
 1175 season. Any action taken by the Protest Committee will be reviewed by the Council through the Ethics Committee

1176 at the next Regular Meeting to determine if further sanctions are appropriate. The Protest Committee may make
1177 recommendation for any additional penalties.

1178

1179 **50.31 Penalties for Non-Ratings Based Protests:** A person protested on matters other than player rating and
1180 found in violation shall be assessed the following penalties:

- 1181 a. The player's team forfeits the protested game and any subsequent games in which the protested player
1182 has played prior to the resolution of the protest.
1183 b. The player and their team manager will be disqualified from the remainder of the current GSWS.
1184 c. A fine of \$500 assessed to the player's qualifying association.
1185

1186 **50.32 Fines for Ratings Based Protests:** A player protested on player ratings and found in violation shall have
1187 their qualifying association assessed the fines listed in the table:
1188

# of Questions Successfully Challenged	Fines Assessed for Each Successfully Challenged	Total Fine for All Questions Successfully Challenged
1	\$100.00	\$100.00
2	\$200.00	\$300.00
3	\$300.00	\$600.00
4	\$400.00	\$1,000.00
5	\$500.00	\$1,500.00
6+	\$600.00 & additional \$100/question (7+) successfully challenged	The sum of fine amount immediately to the right and each fine listed in that column.

1189

1190 **50.33 Penalties for Ratings Violations Causing a Team to Move Up a Division:** If a protest results in a player
1191 rating change that causes a team to move up a division, the protested team forfeits the protested game and the
1192 opponent is named the winner of the game. Additionally, the protested team is eliminated from the current
1193 tournament and the protested team's member association is fined \$500, in addition to the fines listed above in this
1194 section.
1195

1196 **50.34 Penalties for Ratings Violations Not Causing a Team to Move Up a Division:** If a protested player's rating
1197 is increased by one (1) point and does not move the player over the ratings cap for that division, the player can
1198 continue to play in the current tournament. The new rating for the protested player will apply for the team's
1199 overall rating. The result of the game stands and the team whose player was protested can continue in the
1200 tournament, provided that it is not their second loss in double elimination.
1201

1202

1203 **50.35 Penalties for Specific Rating Violations:** The following provisions apply in the scenarios as outlined:

- 1204 a. If a protested player's rating is increased by two (2) or more points, the player will be deemed ineligible
1205 for the remainder of the current tournament, regardless of maintaining eligibility. In addition, the new
1206 rating will be accounted for in the team's overall rating. Notwithstanding the penalty, the result of the
1207 game stands and the team whose player was protested can continue in the tournament, provided that it
1208 is not their second loss in double elimination.
1209 b. If a protested player's rating exceeds the limit for that division; the player is ineligible going forward and
1210 can no longer play in the current GSWS. In addition, the new rating will be accounted for in the team's
1211 overall rating. The protested team will be declared the loser of the game. The protested team can
1212 continue to play in the tournament only if the new team rating falls in the divisional guidelines of the
1213 division entered and provided that loss recorded on the part of the protest was not the team's second
1214 loss in double elimination.

1215

1216 **50.36 Penalties for Numerous Rating Violations:** If a team has three (3) or more protest ratings questions
1217 upheld, either in one (1) game or multiple games, the protested team will forfeit the last protested game and the
opponent is declared the winner. Additionally, the protested team is eliminated from the current tournament and

1218 the protested team's member association is automatically fined \$500.00 in addition to the fines imposed in this
1219 chapter.

1220

1221 **50.37 Dual protests:** Whenever two (2) teams shall protest each other in the same game and both teams have
1222 not yet had a loss in double elimination and both teams have at least one (1) protest question upheld the following
1223 shall apply:

1224 a. If the penalty for both Team A and Team B result in both teams being declared the loser, yet allowed to
1225 remain in the tournament, then the loser of the game, as determined by the real score of the game, will
1226 move to the loser's bracket. The winner of the game will advance to next level of the winner's bracket and
1227 a forfeit will be declared, thus sending the team to the loser's bracket.

1228 b. If the penalty for both Team A and Team B results in both teams being declared the loser, and one (1)
1229 team is ejected based on the result of the protest and the other team is allowed to continue based on the
1230 result of the protest, the team that is allowed to continue will move to the loser's bracket.

1231

1232 **50.38 Rating Workshop Requirements:** Mandatory attendance of member associations is required at the Rating
1233 Workshop held concurrently to the Winter Meetings if any of the below are true. A fine of \$100 will be assessed to
1234 member associations required to attend the workshop and who fail to attend.

1235 a. A team of a member association lodges two (2) or more unsuccessful ratings questions during one (1)
1236 single tournament.

1237 b. A member association has more than two (2) protest questions upheld during one single tournament.

1238

1239 CHAPTER 60 – ETHICS PROCEDURE

1240

1241 **60.01 Jurisdiction:** This chapter shall be the jurisdiction of the Ethics Committee and amended by majority at
1242 any committee meeting, except that the amount of any fines or fees shall be the jurisdiction of the Board of
1243 Directors and amended at any board meeting by majority.

1244

1245 **60.02 Authority & Applicability:** The power of this organization to discipline its member associations or teams
1246 and/or players of the individual member associations is retained by the Council through the processes in this
1247 chapter. Penalties and sanctions as assigned by this organization only apply to membership in NAGAAA and official
1248 events as hosted by this organization. This organization has no power to compel the suspension and/or expulsion
1249 of individual players or teams from local member association events nor to bar member associations from
1250 participating in any event or action other than official events of this organization. No member association's action
1251 or inaction to discipline to its member shall apply to this organization without action by the Council.

1252

1253 **60.03 Petition by Member Associations:** A member association and/or player may file a petition seeking
1254 discipline against another member association and/or individual not less than ninety (90) days prior to the next
1255 meeting of the Council. The petition shall include the following information to be accepted:

- 1256 a. Name(s) of the alleged violators
1257 b. Qualifying Association of the violators
1258 c. Date(s) of the alleged violations
1259 d. Reference to the rule(s) violated
1260 e. Brief Summary of the violation

1261

1262 **60.04 Screening of Petition:** The Commissioner & Chair of the Ethics Committee shall screen all petitions
1263 received and ensure that the required information is presented and the petition is not frivolous. All attempts will
1264 be made to assist in correcting a petition. Any petition that is screened out shall not be forwarded to the Council
1265 for action, except that a report shall be made by the Chair to the Council of the petition and its nature. All petitions
1266 accepted shall be forwarded for action under this chapter.

1267

1268 SECTION 1 – HEARING

1269

- 1270 **60.10 Hearing Procedures:** The following procedure shall be followed in all actions, except for protests, where
 1271 discipline may be applied:
- 1272 a. Hearing - Prior to disqualification by the Open Division or by an Association, a Team or Team member
 1273 must be given an opportunity for a hearing by the Council or by the ruling body of the Association to
 1274 which the team or team member belongs, except during the course of tournament play when the Protest
 1275 Process shall apply.
 - 1276 b. Notification – If the Open Division is taking the action, the Open Division Secretary will notify the Team
 1277 manager and Team’s member Association, at least 60 days prior to the scheduled hearing date,
 1278 electronically and/or in writing of the time, place and date of the hearing. The Association is responsible
 1279 for forwarding this information to its involved Members.
 - 1280 c. Rulings - After hearing all of the evidence, the Council may take whatever action it deems necessary and
 1281 appropriate in accordance with this Code. The Association must be advised electronically and/or in writing
 1282 of the action taken. The Association is responsible for notifying its involved Member(s) of the ruling.
 - 1283 d. Right of Appeal – A Team or Team member disqualified from Open Division play may appeal to the
 1284 Commissioner who shall determine if a fair hearing was held and an equitable decision reached. The
 1285 decision of the Commissioner shall be final.
 - 1286 a) Timing of Appeal - Any Disqualified Team or Team member must notify the Commissioner of his/her
 1287 desire to appeal the decision within thirty (30) days of being notified of the disqualification. Such appeal
 1288 must be made in writing and sent by certified or registered mail with return receipt requested.
 1289

1290 SECTION 2 – PENALTIES

1291
 1292 **60.20 Sanctions Imposed by NAGAAA:** The Council’s action in hearing to set sanctions as it sees fits shall be
 1293 recorded the Secretary. The Council may order financial sanctions, including fines and/or fees, which, per the
 1294 bylaws, shall be set by the Board of Directors.
 1295

1296 **60.21 Penalties Imposed by NAGAAA:** After a hearing, a Team or Team member may be disqualified for a
 1297 period of time at the discretion of the Council for violations of the rules of this organization except that the
 1298 following acts of disqualification require a minimum of one (1) year loss of eligibility in this organization:

- 1299 a. Physical violence.
- 1300 b. Commission of fraud.
- 1301 c. Accepting Cash Prizes from softball/baseball tournaments.
- 1302 d. Knowingly competing with disqualified players.
- 1303 e. Receiving money by capitalizing on athletic ability or promotion of softball or baseball goods.
 1304

1305 **60.22 Discretionary Penalties for Ratings Violations:** Any or all of the following penalties may be imposed by
 1306 the Council after a review has been completed at the following Winter Meeting:

- 1307 a. Suspension of all members and the Manager of that team from the next GSWS and/or NAGAAA Cup.
- 1308 b. Suspension of any individual determined to be involved from the next GSWS and/or NAGAAA Cup.
- 1309 c. No team from that Association allowed in that division in the next GSWS and/or NAGAAA Cup.
- 1310 d. Suspension of the Association's voting privileges.
- 1311 e. Suspension of the Association's commissioner for the next GSWS and/or any future GSWS.
- 1312 f. Permanent expulsion of the Manager.
- 1313 g. Permanent expulsion of the player(s) involved.
- 1314 h. Permanent expulsion of the Association's commissioner.
- 1315 i. Permanent expulsion of the Association.
- 1316 j. A fine.
 1317

1318 **60.23 Discretionary Penalties for Violating the non-LGBT Roster Rule:** The following penalties may be applied
 1319 for violations of the non-LGBT roster rule:

- 1320 a. A team in violation of the Non-LGBT player guidelines shall be subject to disciplinary action that may
 1321 include but is not limited to, (a) Permanent suspension of the Non-LGBT player from future GSWS and
 1322 Open Division events. (b) Disqualification and forfeiture of all the offending team’s games. (c) One (1)

- 1323 year's suspension of the team's Manager. (d) A fine imposed against the team's member association.
 1324 b. Any member association official in violation of or having assisted in a violation of this rule is subject to
 1325 disciplinary action that may include, but is not limited to, (a) Permanent suspension as a member
 1326 association representative to the Open Division. (b) A one (1) year's suspension of the member association
 1327 official from participation in all Open Division activities. (c) A fine imposed against the official's member
 1328 association. (d) Forfeiture of all games played by all of the teams representing the official's Association
 1329 prior to the discovery of a violation.

CHAPTER 70 – MASTER DUES, FINES, & FEES SCHEDULE

1330
 1331
 1332
 1333 **70.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 1334 any board meeting with the exception of the dues for this organization which shall be set by the Council annually
 1335 by majority vote.

1336
 1337 **70.02 Dues:** Each Association shall pay annual dues in like amount as shall be set by the Council at the previous
 1338 year's Summer Meeting. Dues shall be delivered to the Treasurer prior to the start of the Winter Meeting. Dues
 1339 must be paid prior to the start of the Winter Meeting or the Association will forfeit its right to vote until all
 1340 accounts are satisfied. Failure to pay dues shall result in fines and/or other sanctions.

1341
 1342 **70.03 Fines:** The number of fines shall be determined by the Board of Directors and listed in the schedule. Fines
 1343 shall be invoiced and paid before the commencement of the next council meeting following the assessment of the
 1344 fine. Fines assessed to a Masters Division team which center on an issue connected to a player shall be assessed to
 1345 the player's qualifying association.

1346
 1347 **70.04 Appeal of Fines:** All fines, except protest fines, shall be eligible for appeal at the next regular meeting of
 1348 the council after the fine is assessed through the process established by the Ethics Committee. A fine may only be
 1349 waived by a two-thirds (2/3) vote of the Council.

1350
 1351 **70.05 Schedule:** The dues, fee, & fine schedule of this organization is:
 1352

KEY: The Index column matches the dues, fee, or fine to the corresponding deadline in the deadline schedule. The Reference column indicates the Governing Manual reference.				
DUES SCHEDULE				
INDEX	ISSUE AREA	REFERENCE	APPLICATION	AMOUNT
A	Membership Expectation	1.04(b)	Member Dues	\$250
FEE SCHEDULE				
	ISSUE AREA	REFERENCE	APPLICATION	AMOUNT
I	GSWS	30.11	Host City Bid Deposit	\$500
S	GSWS	30.21(a)	Fee for appeal of pool play forfeit disqualification	\$50
J	GSWS	30.40	GSWS Team fee	\$500/team
L	GSWS	30.41	GSWS Host Hotel Deposit	\$300/team
--	NAGAAA Cup	40.10	NAGAAA Cup Team Fee	\$450/team
T	Protests	50.14(b)	Pool Play Protest Fee	\$50 + \$10/question
T	Protests	50.14(c)	Double Elimination Protest Fee	\$100 + \$20/question
T	Protests	50.14(a)	Non-Rating Protest Fee	\$50

FINE SCHEDULE				
	ISSUE AREA	REFERENCE	APPLICATION	AMOUNT
A	Membership Expectations	1.04(a)	Failure to pay dues	\$100
B	Membership Expectations	1.04(a)	Failure to update member association information	\$100
E	Regular Season Rosters	20.10	Fine for filing regular season rosters after deadline	\$100
F	Regular Season Rosters	20.10	Fine for changes to submitted regular season rosters	\$100
O	GSWS Rosters	20.11, 20.12, & 20.20	Fine for GSWS Player Changes in roster interim period (8/16/17 – Noon 9/1/18)	\$100 per player per occurrence
Q	GSWS Rosters	20.11 & 20.12	Fine for GSWS Administrative Changes in pool play period. (12:01pm 9/1/18 – Close of Registration)	\$100 per player
Q	GSWS Rosters	20.11, 20.12, & 20.20	Fine for GSWS Player Changes in pool play period. (12:01pm 9/1/18 – Close of Registration)	\$250 per player per occurrence
J	GSWS	30.40	Fine for failure to pay GSWS team fee	\$100
J	GSWS Rosters	30.43	Fine for failure to send one (1) team to GSWS	\$500
T	GSWS Rosters	20.11 & 20.12	Fine for a team violating the non-LGBT rule	\$100
T	GSWS Rosters	20.11 & 20.12	Fine for an association official assisting a team in violating the non-LGBT rule	\$100
T	Protests	50.03	Fine for failure of member association to fulfill protest duty	\$100
--	Protests	20.25 & 50.38	Fine for failure of member association to attend rating workshop	\$100
T	Protests	50.31	Fine for protests upheld on non-ratings issues	\$500
T	Protests	50.32	Fine for protest(s) upheld	\$100/question

T	Protests	50.32	Fine for protest upheld on multiple questions	The sum of the fine of all questions protested & upheld and the fine for each lesser individual question protested & upheld (EX: 5 questions upheld = \$500 + \$400 + \$300 + \$200 + \$100 = \$1500)
T	Protests	50.33	Fine for protest(s) upheld causing a team to move up a division	\$500
T	Protests	50.36	Fine for one (1) team with three (3) or more protests upheld in the duration of a single event	\$500
--	Ethics	60.22	Discretionary fine for rating violations	Amount, up to \$2500, to be determined by the Board of Directors upon application of the fine by the Ethics Committee
--	Ethics	60.23(a)	Discretionary fines for violation of the non-LGBT rule by a team	Amount, minimum \$100, to be determined by the Board of Directors upon application of the fine by the Ethics Committee
--	Ethics	60.23(b)	Discretionary fine for violation of the non-LGBT rule by member association officials.	Amount, minimum \$100, to be determined by the Board of Directors upon application of the fine by the Ethics Committee

NOTE: This schedule shows all fees & fines as set by the Board of Directors. Some amounts may be included in the chapters of the Governing Manual for ease of reference. In the case of any discrepancy, this schedule controls the amount of the fee and/or fine.

1353
1354
1355

70.06 Deadlines: The deadlines for certain and specific activities are as follows in the table:

KEY: The Index column matches the deadline to the corresponding due, fee, or fine in that schedule. The Reference column indicates the Governing Manual reference.				
DEADLINE TABLE				
<i>All deadlines are at 11:59pm Eastern on the day listed unless explicitly noted otherwise</i>				
INDEX	ISSUE AREA	REFERENCE	APPLICATION/ISSUE	DEADLINE
A	Membership Expectations	1.04(b)	Membership Dues Deadline	Saturday, 1/26/19 8:00am CST
B	Membership Expectations	1.04(b)	Reporting of Member Association Changes (officers, tournaments, etc.)	Within 30 days of local change
C	Council	2.07	Deadline for Items of Business requiring Council action, not including disciplinary proceedings.	Friday, 1/11/19 – Winter Meeting Friday, 8/16/19 – Summer Meeting

D	Council/Ethics	60.03	Deadline for petitions for disciplinary action	Sunday, 6/2/19 – Summer Meeting Friday, 10/26/18 – Winter Meeting
E	Regular Season Rosters	20.10	Deadline for submission of proper Regular Season rosters	Monday, 7/15/19
F	Regular Season Rosters	20.10	Period for late submission of or revision to Regular Season rosters; fine incurred	Tuesday, 7/16/19 --TO-- Wednesday, 7/31/19
G	Regular Season Rosters	20.10	Final Deadline for Regular Season rosters – No changes (including ratings) or submissions following this deadline.	Wednesday, 7/31/19
H	GSWS	30.04	Deadline for nomination of umpires for GSWS	Tuesday, 1/1/19
I	GSWS	30.21	Deadline for Host City Bid Deposit	Saturday, 1/26/19 8:00am CST
J	GSWS	30.60	GSWS Team Fee Deadline	Monday, 7/15/19
K	GSWS	30.60	GSWS Team Berth Reservations Deadline	Monday, 7/15/19
L	GSWS	30.61	GSWS Host Hotel Deposit Deadline	Monday, 7/15/19
M	GSWS	20.20	Deadline for proper GSWS Tournament Team Rosters	Thursday, 8/15/19
N	GSWS	--	Deadline for submission of USA Softball (ASA) cards (1 per team)	Thursday, 8/15/19
O	GSWS	20.11, 20.12, & 20.20	Period for late submission of or revision to GSWS Tournament Rosters; fine incurred for player changes, no fine for admin changes	Friday, 8/16/19 --TO-- Saturday, 8/31/19 12:00pm CST
P	GSWS	20.11, 20.12, & 20.20	Deadline for final GSWS Tournament rosters	Saturday, 8/31/19 12:00pm CST
Q	GSWS	20.11, 20.12, & 20.20	Period for revision to GSWS Tournament Rosters; fine incurred	Saturday, 8/31/19 12:01pm CST --TO-- Close of registration for that team's division
R	GSWS	20.11 & 20.12	Deadline to cancel GSWS Team berth reservation (with refund)	Thursday, 8/15/19
S	GSWS	30.41(a)	Deadline to appeal forfeit games in pool play of GSWS	Prior to beginning of double elimination in the team's division
T	GSWS	50.14(b)	Deadline to pay Protest fees	Due at the time of filing a protest

U	Hall of Fame	100.04	Hall of Fame Nomination period opens	Tuesday, 1/1/19 12:01am CST
V	Hall of Fame	100.04	Hall of Fame Nomination period closes	Thursday, 3/15/19
W	Hall of Fame	100.05	Hall of Fame Nominations & ballots delivered to members	Sunday, 4/15/19 12:00am CST
X	Hall of Fame	100.05	Hall of Fame Ballots due	Tuesday, 5/15/19
Y	Hall of Fame	100.06	Hall of Fame Chair notifies nominators of results of election	Friday, 6/15/19
Z	Hall of Fame	100.08	Deadline for Hall of Fame Booster Club donations for program inclusion	Wednesday 8/1/19
AA	Board of Directors	4.01	Deadline for Board of Directors revision of deadlines	March 15 & October 15 of each year
AB	NAGAAA Cup	40.10	Deadline for Intent to Bid for NAGAAA Cup 2020	Wednesday, 8/15/19
AC	NAGAAA Cup	40.11	Deadline to accept invitation to NAGAAA Cup based on prior year GSWS final standings	Wednesday 2/28/19 11:59pm CST
AD	NAGAAA Cup	40.11	Deadline to pay team fee for NAGAAA Cup	Monday 4/30/19 11:59pm CST
AE	NAGAAA Cup	40.11	Deadline to submit rosters for NAGAAA Cup; no changes allowed following this deadline	Saturday, 5/12/19 11:59pm CST

NOTE: This table includes deadlines set by the Board of Directors and those set by the Council and/or committees for the ease of reference of the members. If there are any discrepancies between the language in the chapters of the Governing Manual and this table, this table shall be considered to be the correct deadline.

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CHAPTER 80 – BUDGET & FISCAL POLICY

80.01 Jurisdiction: This chapter shall be the jurisdiction of the Council and amended by majority at any council meeting except that the amount of any fees shall be the jurisdiction of the Board of Directors and amended at any board meeting by majority.

80.02 Payments: All payments of any amount to this organization shall be made in form of check, credit card, or wire transfer. Cash payments may only be accepted for the payment of protest fees.

80.03 Revenue Sharing from Funds Not Restricted: Any sponsorship funds collected by NAGAAA and allocated by the sponsor for member associations, shall be disbursed by the Treasurer to all member associations in good standing. The funds shall be distributed equally. Member associations will only be eligible for these funds when in compliance with any and all terms and conditions required by sponsor.

80.04 Administrative Fee for Sponsorships: Notwithstanding other provisions of this chapter, all corporate sponsorships shared with member associations and GSWS or NAGAAA Cup host cities will incur a five-percent (5%) fee. At the end of each fiscal year, this administrative fee will be dispersed to all participating member associations

1374 as designated by the corporate sponsors for that year and the remainder of the funds are to be disbursed equally
 1375 to all non-participating member associations. The funds will be dispersed to each league at the Winter Meetings of
 1376 the completed fiscal year.

1377
 1378 **80.05 Commissions Due to Member Associations:** NAGAAA shall credit to member associations two and one-
 1379 half percent (2.5%) of any corporate sponsor lead that member association provides to NAGAAA that materializes
 1380 in a new corporate sponsorship. This two and one-half percent (2.5%) shall be an annual commission for as long as
 1381 that corporate sponsor remains a corporate sponsor. The two and one-half percent (2.5%) shall be on sponsorship
 1382 funds allocated to NAGAAA and not on sponsorships earmarked for distribution to member associations.

1383 **CHAPTER 81 – MASTER COMPENSATION SCHEDULE**

1384
 1385
 1386 **81.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 1387 any board meeting.

1388
 1389 **81.02 Salaries & Benefits:** No person shall be considered an employee eligible for full-time or part-time
 1390 employment in this organization unless authorized in this chapter.

1391
 1392 **81.03 Numbers of Persons:** Unless specifically stated in the bylaws or policies of this organization, the Board of
 1393 Directors shall determine the number of persons appointed to specific roles as needed.

1394
 1395 **81.04 Meeting per diems:** A \$50 per day per diem shall be paid to the Board of Directors, Committee Chairs, &
 1396 Parliamentarian for the duration of any regular and/or special meeting of the Council. The Umpire-in-Chief is
 1397 granted a \$300 per diem for the duration of the summer meetings to prepare for the GSWS.

1398
 1399 **81.05 Tournament per diems:** A \$50 per day per diem shall be paid to the Board of Directors, Athletic Director,
 1400 Assistant Athletic Director(s), Protest Chair, & Assistant Protest Chair(s) for every day present and working during
 1401 the duration of the GSWS and NAGAAA Cup. A \$300 per day per diem shall be paid to the Umpire-in-Chief for the
 1402 duration of the GSWS and NAGAAA Cup. A \$150 per day per diem shall be paid to the Assistant Umpire(s)-in-Chief
 1403 for the duration of the GSWS and NAGAAA Cup.

1404
 1405 **81.06 Umpires:** Umpires for the GSWS and NAGAAA Cup shall be paid \$28 for each game officiated. The Board
 1406 of Directors may provide merit bonuses not to exceed \$500 to the Umpire-in-Chief and Assistant Umpire-in-
 1407 Chief(s) as they see fit.

1408
 1409 **81.07 Expenses:** The Board of Directors shall determine and pay the reasonable and necessary expenses for the
 1410 compensated volunteers of this organization which shall include, but are not limited to, travel expenses, car rental,
 1411 hotel and lodging.

1412 **CHAPTER 85 – CONFLICT OF INTEREST POLICY**

1413
 1414
 1415 **85.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council
 1416 meeting.

1417
 1418 **85.02 Purpose:** The purpose of this conflict of interest policy is to protect this tax-exempt organization's
 1419 (NAGAAA Open Softball Division Inc) interest when it is contemplating entering into a transaction or arrangement
 1420 that might benefit the private interest of an officer or director of the Organization or might result in a possible
 1421 excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal
 1422 laws governing conflict of interest applicable to nonprofit and charitable organizations.

1423
 1424 **85.03 Definitions:** The following definitions apply to this chapter:

- 1425 a. Interested Person - Any director, principal officer, or member of a committee with governing board
 1426 delegated powers, who has a direct or indirect financial interest, as defined below, is an interested

1427 person.

1428 b. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through

1429 business, investment, or family: (a) An ownership or investment interest in any entity with which the

1430 Organization has a transaction or arrangement, (b) A compensation arrangement with the Organization or

1431 with any entity or individual with which the Organization has a transaction or arrangement, or (c) A

1432 potential ownership or investment interest in, or compensation arrangement with, any entity or individual

1433 with which the Organization is negotiating a transaction or arrangement. Compensation includes direct

1434 and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not

1435 necessarily a conflict of interest. Under this chapter, a person who has a financial interest may have a

1436 conflict of interest only if the appropriate governing board or committee decides that a conflict of interest

1437 exists.

1438

1439 **85.04 Annual Statements:** Each director, principal officer and member of a committee with governing board

1440 delegated powers shall, prior to each meeting, sign a statement which affirms such person:

- 1441 a. Has received a copy of the conflicts of interest policy,
- 1442 b. Has read and understands the policy,
- 1443 c. Has agreed to comply with the policy, and
- 1444 d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must
- 1445 engage primarily in activities which accomplish one (1) or more of its tax-exempt purposes.
- 1446

1447 **85.05 Compensation:** A voting member of the governing board who receives compensation, directly or

1448 indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's

1449 compensation. A voting member of any committee whose jurisdiction includes compensation matters and who

1450 receives compensation, directly or indirectly, from the Organization for services is precluded from voting on

1451 matters pertaining to that member's compensation. No voting member of the governing board or any committee

1452 whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the

1453 Organization, either individually or collectively, is prohibited from providing information to any committee

1454 regarding compensation.

1455

1456 SECTION 1 – PROCEDURES

1457

1458 **85.10 Procedures:** This organization shall follow the procedures listed in this section to determine if a

1459 conflict exists.

1460

1461 **85.11 Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must

1462 disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the

1463 directors and members of committees with governing board delegated powers considering the proposed

1464 transaction or arrangement.

1465

1466 **85.12 Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all

1467 material facts, and after any discussion with the interested person, he/she shall leave the governing board or

1468 committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining

1469 board or committee members shall decide if a conflict of interest exists.

1470

1471 **85.13 Procedures for Addressing the Conflict of Interest:** An interested person may make a presentation at the

1472 governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the

1473 discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The

1474 chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or

1475 committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence,

1476 the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a

1477 more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of

1478 interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not

1479 producing a conflict of interest, the governing board or committee shall determine by a majority vote of the

1480 disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own
 1481 benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision
 1482 as to whether to enter into the transaction or arrangement.
 1483

1484 **85.14 Violations of the Conflicts of Interest Policy:** If the governing board or committee has reasonable cause to
 1485 believe a member has failed to disclose actual or possible conflicts of interest it shall inform the member of the
 1486 basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after
 1487 hearing the member's response and after making further investigation as warranted by the circumstances, the
 1488 governing board or committee determines the member has failed to disclose an actual or possible conflict of
 1489 interest, it shall take appropriate disciplinary and corrective action.
 1490

1491 **85.15 Records of Proceedings:** The minutes of the governing board and all committees with board delegated
 1492 powers shall contain: (a) the names of the persons who disclosed or otherwise were found to have a financial
 1493 interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action
 1494 taken to determine whether a conflict of interest was present, and the governing boards or committee's decision
 1495 as to whether a conflict of interest in fact existed.; and (b) the names of the persons who were present for
 1496 discussions and votes relating to the transaction or arrangement, the content of the discussion, including any
 1497 alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the
 1498 proceedings.
 1499

1500 SECTION 2 – PERIODIC REVIEWS

1501
 1502 **85.20 Periodic Reviews:** To ensure the Organization operates in a manner consistent with charitable purposes
 1503 and does not engage in activities that could jeopardize its tax- exempt status, periodic reviews shall be conducted.
 1504 The periodic reviews shall, at a minimum, include the following subjects:

- 1505 a. Whether compensation arrangements and benefits are reasonable, based on competent survey
 1506 information, and the result of arm's length bargaining.
- 1507 b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the
 1508 Organization's written policies, are properly recorded, reflect reasonable investment or payments for
 1509 goods and services, further charitable purposes and do not result in inurement, impermissible private
 1510 benefit or in an excess benefit transaction.
 1511

1512 **85.21 Use of Outside Experts:** When conducting the periodic reviews as provided for in this chapter, NAGAAA
 1513 Open Division Inc., may, but need not, use outside advisors. If outside experts are used, their use shall not relieve
 1514 the governing board of its responsibility for ensuring periodic reviews are conducted.
 1515

1516 CHAPTER 90 – DRAFTING & REVISION MANUAL

1517
 1518 **90.01 Jurisdiction:** This chapter shall be the jurisdiction of the Governance Committee and amended by majority
 1519 at any committee meeting.
 1520

1521 SECTION 1 – FORM & STYLE OF GOVERNING DOCUMENTS

1522
 1523 **90.10 General Form:** This organization utilizes a consolidated governance manual which shall include the
 1524 Articles of Incorporation, Bylaws, and subordinate policies. All distinct policy measures shall be located within
 1525 chapters of this manual.
 1526

1527 **90.11 Structure of Manual:** The manual shall be divided into four (4) volumes, each with individual chapters
 1528 which may contain individual sections and/or sub-sections. Volumes shall be denoted by Roman numeral. Chapters
 1529 & sections shall be denoted by Arabic numeral. Each chapter shall have sub-sections denoted by Arabic numeral
 1530 with at least two (2), but no more than three (3), decimal places listed and may or may not have sections listed. No
 1531 subsection shall be placed in a section if the first number to the right of the decimal point is a zero. Each sub-
 1532 section placed within a section shall have the first number to the right of the decimal point correspond to the

1533 number of the section. Any delineation of a sub-section is limited to one (1) order which shall be indicated with a
 1534 small-case letter of the Latin alphabet. Notwithstanding this section, the Articles of Incorporation shall be
 1535 presented as filed with the State of Wisconsin. The entire governance manual shall contain line numbers, running
 1536 in continuous fashion for ease of reference.

1537

1538 **90.12 Headlines without Authority:** The table of contents of the governance manual and/or headlines of
 1539 chapters, sections, and/or sub-sections are without authority and listed for reference purposes only. The
 1540 Governance Committee shall alter the table and/or headlines to best reflect the contents as it sees fit.

1541

1542 **90.13 Pronoun Usage:** In all cases in this organization, the use of any pronoun shall apply to any gender identity.

1543

1544 **90.14 Standard Usage of Common terms:** The following terms shall be applied in the following manner:

- 1545 a. Organization – NAGAAA, Open Softball Division, Inc.
- 1546 b. Member Association – an individual member league who is recognized as a member of the organization.
 1547 Delegate or council member, not including a member of the board, may be used in place of member
 1548 association.
- 1549 c. Board – the NAGAAA Board of Directors

1550

1551 SECTION 2 – AMENDMENTS

1552

1553 **90.20 Amendments:** The Governance Committee shall prepare a standard form for council & committee use for
 1554 amendments to the governance manual. Amendments shall be reviewed by the committee and/or parliamentarian
 1555 who shall concur that the amendment conforms to the form and style of the governing manual. A non-concurrence
 1556 by the committee and/or parliamentarian shall not prevent action on the amendment but shall be relayed to the
 1557 Council and/or committee of jurisdiction.

1558

1559 **90.21 Revisions:** Upon adoption, the committee shall assist the parliamentarian and/or Secretary in preparing
 1560 adopted revisions to the manual for publication.

1561

1562 **90.22 Notice of Revisions:** The Secretary shall provide notice to the members whenever revisions are authorized
 1563 by the body of jurisdiction and published by the Secretary.

1564

1565 **90.23 Annotations of Changes:** The committee, in conjunction with the Secretary, shall compile and record a
 1566 cross-reference log of amendments adopted to the governance manual and the minutes of the action.

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1570**VOLUME IV - ADMINISTRATIVE POLICIES**

VOLUME 4			PAGE
Administrative Policies	Chapter 100	NAGAAA Hall of Fame	40
	Chapter 101	NAGAAA Archives	42
	Chapter 110	Job Descriptions of the Board of Directors	42
	Chapter 111	Job Descriptions of the Appointed Officers of the Board of Directors & This Organization	51
	Chapter 115	Nomination Process for Candidates for the Board of Directors	53
	Chapter 116	Background Check Policy for Candidates for the Board of Directors	54
	Chapter 200	Regular Season Roster Submission Policy	55
	Chapter 250	Ineligible Player Roster & Policy	56
	Chapter 300	GSWS Tournament Roster Submission Policy	56
	Chapter 305	GSWS Host Hotel Deposit & Requirements	57
	Chapter 331	GSWS Umpire Selection Policy	58
	Chapter 341	GSWS Host City Metropolitan Areas	59
	Chapter 810	Payment Terms of Sponsorship Contracts	60

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1575**CHAPTER 100 – NAGAAA HALL OF FAME**

100.01 Jurisdiction: This chapter shall be the jurisdiction of the Board of Directors and amended by majority at any board meeting.

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100.02 Purpose & Authority: There is created the NAGAAA Hall of Fame which shall be a program of this organization. The purpose of this program is to recognize the individuals that have made a significant contribution to the NAGAAA organization, the game, and the LGBTQ+ community. The authority for this program is found in 4.01 of the Governing Manual.

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100.03 Membership & Leadership: Membership in the Hall of Fame is achieved through election by two-thirds (2/3) vote of the living members of the Hall of Fame voting on the annual ballot or through selection by the Veterans sub-committee of the Hall of Fame. Leadership of the Hall of Fame is vested in the Chair of the Hall of Fame program as appointed. The chair shall make recommendations to the Board of Directors on policies and matters affecting the Hall of Fame, coordinate administrative operations for the Hall of Fame, and facilitate dialogue with the Council at the bi-annual Council meetings. The chair shall work collaboratively with the Hall of Fame Board Liaison. Any duty or task of this chapter may be performed by the chair or board liaison regardless of the strictures of this chapter when agreed to by both parties.

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1592

- a. Members of the former NAGAAA Women's Division Hall of Fame shall not be considered members of this Hall of Fame. Any individual may utilize years of membership in the former Women's Division to achieve the minimum requirement of membership for this program.

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1594
1595

100.04 Nomination of Members: Nominations for membership in the Hall of Fame shall be made in the form and manner provided for by the Hall of Fame chair and in the established time period listed in this chapter. There are no restrictions on whom may make a nomination for the Hall of Fame. Nominees must have been active in

1596 NAGAAA for at least ten (10) years to be nominated. The chairperson of the Hall of Fame shall communicate to the
 1597 living members of the Hall of Fame all deadlines for nominations and issue appropriate reminder as they see fit.
 1598

1599 **100.05 Election of Members:** By the date listed in this chapter, the Hall of Fame Chair shall send all legal
 1600 nominations to the members of the Hall of Fame with a ballot for each nomination. The Chair shall work in
 1601 conjunction with the Webmaster to make ballot access feasible for the members of the Hall of Fame. Each living
 1602 Hall of Fame member shall vote "Yes" or "No" indicating whether or not to permit membership for the nominee.
 1603 The ballots shall be returned by the date listed in this chapter. The Hall of Fame Chair and Board Liaison shall
 1604 individually review, tally, and audit the ballots to determine the number of votes each nominee received and if
 1605 election was achieved.

- 1606 a. At the close of the balloting process described in this section, the Chair shall appoint the Veterans
 1607 Committee, consisting of twelve (12) living Hall of Fame members. The Chair shall forward all nominations
 1608 (with biographical information) which received at least fifty-percent (50%) of the votes of the living
 1609 members but were not elected to the Hall of Fame to these committee members.
- 1610 b. Notwithstanding this section, the Veterans committee, shall be granted seven (7) days to review the
 1611 nominations and each member shall cast a ballot of "Yes" or "No" for each nomination. The Veterans
 1612 committee shall elect, by a two-thirds (2/3) vote of their number voting, any number of persons to the
 1613 Hall of Fame deserving of the recognition consistent with the purposes of this program and regardless of
 1614 nomination or election by the balance of the existing Hall of Fame members. The Chair and Board Liaison
 1615 shall audit the results of the Veterans Committee.
 1616

1617 **100.06 Results of Election:** No later than June 15, the Hall of Fame Chair shall notify each nominator of an elected
 1618 nominee of the results of the balloting who shall be provided one (1) week to communicate to the nominees the
 1619 results of the election. Following this notice, the Hall of Fame Chair shall draft a communication to the Hall of Fame
 1620 and Board of Directors the identities of the newly elected members of the Hall of Fame. The Chair shall report the
 1621 results to the members of the Hall of Fame. The Secretary shall report this information to the NAGAAA Council,
 1622 member associations, and the general public.
 1623

1624 **100.07 Hall of Fame Induction:** Newly elected members of the Hall of Fame shall be inducted at a dinner held in
 1625 conjunction with the annual Gay Softball World Series (GSWS). Inductees shall receive one (1) complimentary
 1626 ticket to the event. The Induction Dinner shall be a NAGAAA sanctioned event and subject to all policies and
 1627 procedures of this organization.

- 1628 a. At the winter meeting in the year of the GSWS, the Host City shall provide to the chair a list of available
 1629 venue options for the Hall of Fame dinner. Within sixty (60) days of the adjournment of the Winter
 1630 Meeting, the Hall of Fame chair shall have selected a venue, prepared a draft contract for review by the
 1631 Executive Assistant and execution by the Commissioner, and communicated said to the Host City and
 1632 Board of Directors. The venue and conduct of the dinner shall conform to guidelines created and
 1633 maintained by the Chair.
- 1634 b. The Chair shall be responsible for creating the program of the Induction dinner, designing and procuring
 1635 the new inductee shirts, and general logistics and operations of the induction.
 1636

1637 **100.08 Suspension of Rights & Privileges:** Any member of the Hall of Fame not in good standing as a member of
 1638 NAGAAA shall be suspended of all rights and privileges as a member of the Hall of Fame, including participation in
 1639 any NAGAAA sanctioned event until compliance is achieved and good-standing restored in the determination of
 1640 the Hall of Fame chair and NAGAAA Treasurer.

- 1641 a. Not in good standing shall be liberally construed and interpreted to indicate any member who is deemed
 1642 ineligible by this organization to participate in any NAGAAA sanctioned event for any variety of reasons.
 1643

1644 SECTION 1 – DEADLINES

1645
 1646 **100.10 Deadlines:** The following are deadlines established for the Hall of Fame which shall be incorporated into
 1647 the Master Deadline schedule of this organization:

1648

Date	Action
January 1	Hall of Fame Nomination period opens
March 15	Hall of Fame Nomination period closes
April 15	Hall of Fame Nominations & ballots delivered to members
May 15	Hall of Fame Ballots due
June 15	Hall of Fame Chair notifies nominators of results of election
August 1	Deadline for Hall of Fame Booster Club donations for program inclusion

1649

1650

1651

CHAPTER 101 – NAGAAA ARCHIVES

1652 **101.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
1653 any board meeting.

1654

1655 **101.02 Purpose & Authority:** There is created the NAGAAA Archives which shall be a program of this
1656 organization. The purpose of this program is to preserve and commemorate the history of the organization, its
1657 significance, and the people who founded, sustained, and contributed to its legacy. The authority for this program
1658 is found in 4.01 and 3.01(j) of the Governing Manual.

1659

1660 **101.03 Chair Authorized to Act:** The chair of the NAGAAA Archives, as appointed pursuant to the Bylaws, is
1661 authorized to collect, organize, store, and display artifacts and memorabilia (real and/or virtual), which are
1662 representative of the organization and events, subject to the authorized budget of this program.

1663

CHAPTER 110 – JOB DESCRIPTIONS OF THE BOARD OF DIRECTORS

1664

1665 **110.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
1666 any board meeting.

1667

1668 **110.02 Purpose & Authority:** The purpose of this program is to list, detail, and report the job descriptions of the
1669 officers of this organization and other select offices as determined by the Board of Directors. The authority for this
1670 program is found in 4.04 of the Governing Manual.

1671

1672 **110.03 Members of the Board of Directors:** All elected officers of this organization are members of the Board of
1673 Directors. The Executive Assistant is a non-voting member of the Board of Directors. The Parliamentarian serves
1674 the Board of Directors at the request of the Commissioner.

1675

SECTION 1 – GENERAL BOARD MEMBER JOB DESCRIPTION

1676

1677 **110.10 General Responsibilities of All Board Members:** Every member of the Board of Directors is responsible
1678 for:

- 1681 a. Overall governance of NAGAAA by establishing and monitoring policies and programs, and supporting
1682 development and effectiveness of Board of Directors.
- 1683 b. Establish strategic purpose and direction for NAGAAA by participating in regular working sessions to
1684 create operating policies and procedures and monitoring its performance.
- 1685 c. Represent NAGAAA and its programs and services to stakeholders, including delegate, member
1686 associations, players, Hall of Famers, sponsors and partners.
- 1687 d. Demonstrate fiscal responsibility and ensure the financial health of NAGAAA through conformance to up-
1688 to-date fiscal policies and procedures and through ongoing analysis of financial reports.
- 1689 e. Ensure effective performance of NAGAAA's programs through ongoing program planning and evaluation.
- 1690 f. Ensure conformance to federal, state, and local laws and agency policies and procedures.

1691

- 1692 **110.11 General Duties of All Board Members:** Every member of the Board of Directors has the following duties:
 1693 a. Attends all board meetings, including working sessions, and votes as a member in good standing.
 1694 b. Serves on at least one committee and attends 80% of committee meetings.
 1695 c. Builds collegial working relationship that contributes to consensus.
 1696 d. Contributes financially as able to NAGAAA.
 1697 e. Attends all Council meetings, the GSWS, & NAGAAA Cup.
 1698 f. Makes serious commitment to participate actively in Board and committee work.
 1699 g. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
 1700 h. Stays informed about Board policies and committee matters, prepares themselves well for meetings, and
 1701 reviews and comments on minutes and reports.
 1702

1703 **110.12 General Time & Financial Commitment of Board Members:** Every member of the Board of Directors will
 1704 have varying amounts of time required for their specific office. Each Board member should expect and be prepared
 1705 to dedicate at least 500 hours over a calendar year to the work of the organization with a rapidly changing
 1706 schedule. Financial support of the organization is encouraged. Membership on the Board is a serious role and will
 1707 require significant time away from family, work, and local community.
 1708

1709 **110.13 Benefits of Board Members:** Service on the Board of Directors is a rewarding opportunity to lead a
 1710 significant and relevant organization to the lives of LGBTQ+ athletes. It is a privilege and honor to be a leader of
 1711 this organization and be leaders building the foundation of future success of this organization.
 1712

1713 SECTION 2 – COMMISSIONER

1714 **110.20 Officer Title:** Commissioner
 1715
 1716

1717 **110.21 Responsibilities:** The Commissioner is responsible and accountable for the following objectives, tasks,
 1718 roles, and duties:

- 1719 a. **Vision & Mission:** The Commissioner shall communicate the mission and vision of this organization,
 1720 coordinate and lead the strategic thinking towards the establishment of long and short-term goals, lead
 1721 the board in developing a mission driven culture, and work to create a culture of mutual respect and
 1722 inclusiveness.
 1723 b. **Leadership Development:** The Commissioner shall recruit and develop leaders to serve on committees
 1724 of this organization, ensure the participation of elected and appointed leaders of this organization.
 1725 c. **Management:** The Commissioner shall ensure adherence to legal standards and ethical norms and be
 1726 responsible for the management of this organization, including responsibility for compliance with the
 1727 governing documents and internal policies of this organization.
 1728 d. **External Relations:** The Commissioner shall be responsible for the external relations of this organization
 1729 and act as the ambassador for the organization.
 1730

1731 **110.22 Duties:** In fulfilling the responsibilities of office, the Commissioner shall perform the following duties:

- 1732 a. Preside over meetings of the council, board, host cities and committee chairs.
 1733 b. Oversee the general operations of the NAGAAA Board and the organization.
 1734 c. Set meeting dates and prepare agendas.
 1735 d. Review agendas and supporting materials prior to meetings.
 1736 e. Attend all board meetings and other meetings necessary for the operation of the organization.
 1737 f. Appoint the Parliamentarian at each Council meeting.
 1738 g. Negotiate and execute all contracts for this organization.
 1739 h. Coordinate and partner with the Treasurer to create a proposed annual budget.
 1740 i. Serve as co-signer of NAGAAA checking account.
 1741 j. Maintain an acute working knowledge of the issues pertaining to NAGAAA.
 1742 k. Provide leadership support and advice to the officers and leaders of this organization.
 1743 l. Manage communications and documents for Membership Applications, Proof of Voting Rights, and GSWS
 1744 bid intents.

- 1745 m. Attend GSWS.
 1746 n. Other duties as prescribed by the governing documents of this organization.
 1747 o. Other duties as determined by the Board of Directors.

1748

1749 **110.23 Knowledge, Skills, & Abilities:** The Commissioner should demonstrate understanding and competence
 1750 in the following knowledge, skills, & abilities:

- 1751 a. Professional experience with leadership training.
 1752 b. Diplomatic Skills.
 1753 c. A natural affinity for cultivating relationships.
 1754 d. Public Speaking.
 1755 e. Passion for improving lives.
 1756 f. Commitment to the mission and vision of the organization.

1757

1758 **110.24 Time & Financial Commitment:** The Commissioner should be prepared to dedicate significant amounts
 1759 of time to the leadership of and planning for this organization, including significant time apart from family,
 1760 relationships, and work. The Commissioner must have the ability to travel. Attendance at and work for this
 1761 organization will consume roughly 2,500 – 3,000 hours per calendar year.

1762

1763 **110.25 Benefits:** The benefits of this office include travel opportunities across North America, increased
 1764 networking opportunities with other athletic organizations, commercial enterprises, and non-profit organizations,
 1765 interaction and leadership with an international organization, refining and sharpening of management and
 1766 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

1767

1768 **110.26 Programs:** The Commissioner serves *ex officio* to all NAGAAA Programs.

1769

1770 **110.27 Committees:** The Commissioner serves *ex officio* in all NAGAAA Committees and is the designated
 1771 liaison of the Board to the Ethics committees.

1772

1773 SECTION 3 – ASSISTANT COMMISSIONER

1774

1775 **110.30 Officer Title:** Assistant Commissioner

1776

1777 **110.31 Responsibilities:** The Assistant Commissioner is responsible and accountable for the following
 1778 objectives, tasks, roles, and duties:

- 1779 a. Athletics: In conjunction with the Athletic Director, oversees the NAGAAA sanctioned tournaments with
 1780 emphasis on player eligibility, the rules of fair play, protests, communications with managers, and other
 1781 relevant issues of the game.
 1782 b. Communication: The Assistant Commissioner is responsible to ensure that communication pertaining to
 1783 NAGAAA sanctioned tournaments accurately conveys requirements, deadlines and processes that
 1784 facilitate member city participation.
 1785 c. Leadership: The Assistant Commissioner is responsible for maintaining a working relationship with the
 1786 Commissioner and other officers and knowledge of the mission and vision of this organization. The
 1787 Assistant Commissioner shall assume the role of the Commissioner as required by the bylaws.

1788

1789 **110.32 Duties:** In fulfilling the responsibilities of office, the Assistant Commissioner shall perform the following
 1790 duties:

- 1791 a. Manage the logistics team for each NAGAAA sanctioned tournament.
 1792 b. Oversee operation of the NAGAAA roster and player database.
 1793 c. Prepare communications for the member associations related to NAGAAA athletic issues.
 1794 d. Attend all board meetings and other meetings necessary for the operation of the organization.
 1795 e. Serve as co-signer of NAGAAA checking account.
 1796 f. Provide advice and knowledge to the Treasurer on the fiscal conditions and cash flow of each NAGAAA
 1797 sanctioned tournament for the preparation of the budget.

- 1798 g. Maintain an acute working knowledge of the issues pertaining to NAGAAA.
 1799 h. Provide leadership support and advice to the officers and leaders of this organization.
 1800 i. Attend GSWS.
 1801 j. Other duties as prescribed by the governing documents of this organization.
 1802 k. Other duties as determined by the Commissioner and/or the Board of Directors.
 1803

1804 **110.33 Knowledge, Skills, & Abilities:** The Assistant Commissioner should demonstrate understanding and
 1805 competence in the following knowledge, skills, & abilities:

- 1806 a. Effective communication including facilitating group discussions and oral and written skills.
 1807 b. Management of people.
 1808 c. Policy and process development.
 1809 d. Diplomatic Skills.
 1810 e. Problem solving ability, including technology awareness for emerging solutions.
 1811 f. Prioritize competing interests and goals, manage time to ensure successful completion of all work
 1812 assignments and engage constituents to acquire feedback and insights.
 1813 g. Help develop skills and mentor members-at-large for future board position.
 1814 h. Maintain a thorough understanding of the NAGAAA Rating System, the Protest Process Protocols, Bracket
 1815 and Game Scheduling, USA Softball rules, NAGAAA's Delegate Toolkit and online tools, and registration
 1816 requirements.
 1817

1818 **110.34 Time & Financial Commitment:** The Assistant Commissioner should be prepared to dedicate significant
 1819 amounts of time to the administration and execution of NAGAAA sanctioned tournaments, including significant
 1820 time apart from family, relationships, and work during those periods. The Assistant Commissioner must have the
 1821 ability to travel. Attendance at and work for this organization will consume roughly 1,500-2,000 hours per calendar
 1822 year.
 1823

1824 **110.35 Benefits:** The benefits of this office include travel opportunities across North America, operating and
 1825 administering the largest LGBTQ+ single sport week-long event in the world, increased networking opportunities
 1826 with other athletic organizations, commercial enterprises, and non-profit organizations, interaction and leadership
 1827 with an international organization, refining and sharpening of management and organizational skills, and
 1828 development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.
 1829

1830 **110.36 Programs:** The Assistant Commissioner is not assigned to any program but assists as requested and
 1831 able.
 1832

1833 **110.37 Committees:** The Assistant Commissioner is the designated liaison of the Board to the Athletics
 1834 committee and the GSWS Logistics team.
 1835

1836 SECTION 4 – SECRETARY

1837
 1838 **110.40 Officer Title:** Secretary
 1839

1840 **110.41 Responsibilities:** The Secretary is responsible and accountable for the following objectives, tasks, roles,
 1841 and duties:

- 1842 a. **Governing Documents:** The Secretary shall maintain, update, and record all governing documents and
 1843 official actions of this organization, including the minutes and action of the Council and Board of
 1844 Directors.
 1845 b. **Communication:** The Secretary shall maintain and execute all official internal communications to the
 1846 member associations, council, Board of Directors, committee chairs, and other relevant parties.
 1847

1848 **110.42 Duties:** In fulfilling the responsibilities of office, the Secretary shall perform the following duties:

- 1849 a. Maintain and utilize an email system for all levels of administration.
 1850 b. Record and develop minutes from council meetings.

- 1851 c. Update and manage Governing Manual.
- 1852 d. Collect member association information that is beneficial to the Board of Directors including: Officer
- 1853 Positions, tournament information, Voting Representative declaration, USA Softball membership of
- 1854 teams.
- 1855 e. Communicate and interact with voting representatives and member associations.
- 1856 f. Facilitate any necessary filings of administrative changes for NAGAAA that occur.
- 1857 g. Facilitate systems/processes for how the Board executes collaborative duties including monthly to-do
- 1858 lists.
- 1859 h. Co-manage NAGAAA social media outlets with the business development officer.
- 1860 i. Manage Survey Monkey account.
- 1861 j. Collect USA Softball proof for teams participating in GSWS and NAGAAA Cup.
- 1862 k. Produce necessary documents for meetings.
- 1863 l. Maintain a history of NAGAAA documentation through Google Drive.
- 1864 m. Participate in Board Conference Calls and Council Meetings.
- 1865 n. Assist w/preparation for Council Meetings.
- 1866 o. Provide support to Board members as requested.
- 1867 p. Attend GSWS.
- 1868 q. Assist w/GSWS (as assigned by Athletic Director).
- 1869 r. Other duties as prescribed by the governing documents of this organization.
- 1870 s. Other duties as determined by the Commissioner and/or the Board of Directors.

1871

1872 **110.43 Knowledge, Skills, & Abilities:** The Secretary should demonstrate understanding and competence in the

1873 following knowledge, skills, & abilities:

- 1874 a. Good communications skills.
- 1875 b. Able to speak in front of large groups.
- 1876 c. Good organizational skills.
- 1877 d. Basic computer knowledge.
- 1878 e. Advanced knowledge of Email, Google Drive, and Microsoft Office.
- 1879 f. Ability to travel.

1880

1881 **110.44 Time & Financial Commitment:** The Secretary should be prepared to dedicate significant amounts of time

1882 to the administration and execution of the duties of the office, including significant time apart from family,

1883 relationships, and work. The Secretary must have the ability to travel. Attendance at and work for this organization

1884 will consume roughly 800-1,000 hours per calendar year.

1885

1886 **110.45 Benefits:** The benefits of this office include travel opportunities across North America, interaction and

1887 leadership with an international organization and its members, refining and sharpening of management and

1888 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

1889

1890 **110.46 Programs:** The Secretary is not assigned to any program but assists as requested and able.

1891

1892 **110.47 Committees:** The Secretary is the designated liaison of the Board to the Marketing Communications

1893 and Membership committees.

1894

1895 **SECTION 5 – TREASURER**

1896

1897 **110.50 Officer Title:** Treasurer

1898

1899 **110.51 Responsibilities:** The Treasurer is responsible and accountable for the following objectives, tasks, roles,

1900 and duties:

- 1901 a. Account & Investment management
- 1902 b. Financial transaction oversight
- 1903 c. Budget development & compliance

- 1904 d. Financial Policies development & compliance
 1905 e. Reporting of fiscal status

1906

1907 **110.52 Duties:** In fulfilling the responsibilities of office, the Treasurer shall perform the following duties:

- 1908 a. Selection & designation of financial institutions
 1909 b. Creating and serving as legal signatory on checks
 1910 c. Managing investments of excess and reserve funds
 1911 d. Ensure the organizations financial activities are in compliance with G.A.A.P. (Generally Accepted
 1912 Accounting Principles) and IRS code pertaining to 501c3 status of the organization
 1913 e. Be knowledgeable about who has access to the organization's funds
 1914 f. Be knowledgeable of any outstanding bills or debts owed
 1915 g. Develop systems for keeping cash flow manageable
 1916 h. Develop the annual budget as well as comparing the actual revenues and expenses incurred against the
 1917 budget.
 1918 i. Overseeing the development of and compliance with the organization's financial policies.
 1919 j. Report regularly to the Board of key financial events, trends, concerns, and assessment of fiscal health
 1920 k. Complete required financial reporting forms in a timely fashion and report said to the board
 1921 l. Provide support to Board members as requested.
 1922 m. Attend GSWS.
 1923 n. Assist w/GSWS (as assigned by Athletic Director).
 1924 o. Other duties as prescribed by the governing documents of this organization.
 1925 p. Other duties as determined by the Commissioner and/or the Board of Directors.

1926

1927 **110.53 Knowledge, Skills, & Abilities:** The Treasurer should demonstrate understanding and competence in the
 1928 following knowledge, skills, & abilities:

- 1929 a. Financial literacy
 1930 b. General accounting knowledge
 1931 c. Attention to detail
 1932 d. Timeliness in completing tasks
 1933 e. Neat and accurate record keeping
 1934 f. Willingness to ask questions
 1935 g. Trustworthiness

1936

1937 **110.54 Time & Financial Commitment:** The Treasurer should be prepared to dedicate significant amounts of time
 1938 to the administration and execution of the duties of the office, including significant time apart from family,
 1939 relationships, and work. The Treasurer must have the ability to travel. Attendance at and work for this organization
 1940 will consume roughly 2,000-2,500 hours per calendar year.

1941

1942 **110.55 Benefits:** The benefits of this office include travel opportunities across North America, interaction and
 1943 leadership with an international organization and its members, refining and sharpening of management and
 1944 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

1945

1946 **110.56 Programs:** The Treasurer is not assigned to any program but assists as requested and able.

1947

1948 **110.57 Committees:** The Treasurer is the designated liaison of the Board to the Finance & Audit committee.

1949

1950 SECTION 6 – BUSINESS DEVELOPMENT

1951

1952 **110.60 Officer Title:** Business Development

1953

1954 **110.61 Responsibilities:** The Business Development Officer is responsible and accountable for the following
 1955 objectives, tasks, roles, and duties:

- 1956 c. Financial/In-Kind Support: The Business Development officer shall build and maintain long-term business
 1957 relationships with organizations who can, financially or in-kind, affect the bottom line of the
 1958 organization's annual projected budget and offset expenses through revenue.
 1959 d. Marketing/Brand: The Business Development officer shall ensure the organization's brand is elevated, the
 1960 website and social media are updated and maintained, and the organization's presence in the print media
 1961 is positive and proactive.
 1962

1963 **110.62 Duties:** In fulfilling the responsibilities of office, the Business Development officer shall perform the
 1964 following duties:

- 1965 a. Develop and implement a strategic plan for obtaining one-time sponsorships and long-term
 1966 partnerships at the NAGAAA level and act as an advisor to the GSWS host committee(s) on all things
 1967 pertaining to local/GSWS sponsorships.
 1968 b. Create a partnership packet that effectively communicates the value that can be gained from being a
 1969 partner with NAGAAA and levels of partnerships.
 1970 c. Coordinate requests for proposals (RFP's) for vendors and other third-party service providers when
 1971 requested.
 1972 d. Prepare contracts for corporate, in-kind and external vendor relationships.
 1973 e. Provide oversight for partner brand activation, including materials, signage and advertising, onsite
 1974 vendor placement and promotion, reporting results (ROI) to the brand teams.
 1975 f. Conduct ongoing marketing and demographic surveys to elevate the "value" of NAGAAA to our current
 1976 and potential sponsors and partners.
 1977 g. Act as an advisor to member associations on all things business development, including the development
 1978 of leads for member associations.
 1979 h. Maintain the integrity of the NAGAAA brand.
 1980 i. Develop and implement a marketing plan for expanding awareness and elevating the NAGAAA brand to all
 1981 audiences internal and external.
 1982 j. Prepare and distribute press releases and marketing communications that promote NAGAAA's brand and
 1983 our events.
 1984 k. Oversee all NAGAAA social media (Facebook, Twitter, Instagram, etc.).
 1985 l. Update and maintain the NAGAAA website.
 1986 m. Act as an advisor to member associations on all things business development, including the development
 1987 of leads for member associations.
 1988 n. Attend GSWS.
 1989 o. Assist with the GSWS (as assigned by Athletic Director).
 1990 p. Other duties as prescribed by the governing documents of this organization.
 1991 q. Other duties as determined by the Commissioner and/or the Board of Directors.
 1992

1993 **110.63 Knowledge, Skills, & Abilities:** The Business Development officer should demonstrate understanding
 1994 and competence in the following knowledge, skills, & abilities:

- 1995 a. Strong communications skills.
 1996 b. Design and branding experience.
 1997 c. Able to forge a relationship with print publications and media.
 1998 d. Experience with project management software (Trello, Huddle and/or Excel).
 1999 e. Cloud storage knowledge (Dropbox and/or Google Drive).
 2000 f. Knowledge of social media channels, including Hootsuite.
 2001 g. Strong marketing and communications skills (Word/PPT).
 2002 h. Sales/development background and presentation (PPT).
 2003 i. Online meeting platforms (FreeConferenceCall.com).
 2004 j. Research and trend analysis (Internet, Google Analytics, GrantStation and/or Survey Monkey).
 2005

2006 **110.64 Time & Financial Commitment:** The Business Development officer should be prepared to dedicate
 2007 significant amounts of time to the administration and execution of the duties of the office, including significant

2008 time apart from family, relationships, and work. The Business Development officer must have the ability to travel.
 2009 Attendance at and work for this organization will consume roughly 400-800 hours per calendar year.
 2010

2011 **110.65 Benefits:** The benefits of this office include travel opportunities across North America, interaction and
 2012 leadership with an international organization and its members, the reward of assisting member associations with
 2013 marketing, PR, and sponsorship ideas, development of sales, contract negotiation and communication skills, and
 2014 development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.
 2015

2016 **110.66 Programs:** The Business Development officer is not assigned to any program but assists as requested
 2017 and able.
 2018

2019 **110.67 Committees:** The Business Development officer is the designated liaison of the Board to the Fundraising
 2020 & Sponsorship committees.
 2021

2022 SECTION 7 – OPERATIONS DIRECTOR

2023 **110.70 Officer Title:** Operations Director
 2024

2025 **110.71 Responsibilities:** The Operations Director is responsible and accountable for the following objectives,
 2026 tasks, roles, and duties:
 2027

- 2028 a. **Governance Duties:** The Operations Director shall prioritize, execute, and be accountable for the
 2029 fulfillment of the duties of this organization to its members as a body corporate.
- 2030 b. **Administrative Duties:** The Operations Director shall prioritize, execute, and be accountable for the
 2031 fulfillment of all administrative and logistical duties including adherence to legal standards and ethical
 2032 norms.
- 2033 c. **Leadership Accountability:** The Operations Director shall facilitate project management and
 2034 accountability systems for the duties and responsibilities of the Board of Directors, Committee chairs,
 2035 and other leaders within this organization.
 2036

2037 **110.72 Duties:** In fulfilling the responsibilities of office, the Operations Director shall perform the following
 2038 duties:

- 2039 a. Under the oversight of the Commissioner, guide the general operations of the NAGAAA Board and the
 2040 organization.
- 2041 b. Attend all board meetings and other meetings necessary for the operation of the organization.
- 2042 c. In conjunction with the Commissioner, set meeting dates, prepare agendas, and review meeting materials
 2043 prior to meetings.
- 2044 d. Coordinate all logistical duties and planning details for Council, Board, and committee meetings and
 2045 corporate activities.
- 2046 e. Coordinate and partner with the Treasurer & Commissioner to create a proposed annual budget.
- 2047 f. Maintain an acute working knowledge of the issues pertaining to NAGAAA.
- 2048 g. Facilitate any necessary filings of administrative changes for NAGAAA that occur.
- 2049 h. Implement project management and accountability systems for this organization.
- 2050 i. Appoint project teams as necessary for the completion of projects and tasks.
- 2051 j. Provide reports to the Board of Directors and leadership on status of projects/duties/tasks.
- 2052 k. Provide leadership support and advice to the officers and leaders of this organization.
- 2053 l. Attend GSWS and assist as requested by the Athletic Director.
- 2054 m. Other duties as prescribed by the governing documents of this organization.
- 2055 n. Other duties as determined by the Commissioner and/or the Board of Directors.
 2056

2057 **110.73 Knowledge, Skills, & Abilities:** The Operations Director should demonstrate understanding and
 2058 competence in the following knowledge, skills, & abilities:

- 2059 a. Proficiency and understanding of the Governing Manual, NAGAAA operations, and other relevant
 2060 governing and administrative applications for this organization.
 2061 b. Good communications skills, including written and oral skills.
 2062 c. Project management experience and demonstrable skills
 2063 d. Ability to work cooperatively with others.
 2064 e. Dispute resolution skills.
 2065 f. Good organization skills.
 2066 g. Ability to travel.
 2067 h. Commitment to the mission and vision of the organization.
 2068

2069 **110.74 Time & Financial Commitment:** The Operations Director should be prepared to dedicate significant
 2070 amounts of time to the planning and execution of the strategic vision for this organization, including significant
 2071 time apart from family, relationships, and work. The Operations Director must have the ability to travel.
 2072 Attendance at and work for this organization will consume roughly 2,000 – 2,500 hours per calendar year.
 2073

2074 **110.75 Benefits:** The benefits of this office include travel opportunities across North America, increased
 2075 networking opportunities with other athletic organizations, commercial enterprises, and non-profit organizations,
 2076 interaction and leadership with an international organization, refining and sharpening of management and
 2077 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.
 2078

2079 **110.76 Programs:** The Operations Director serves *ex officio* to all NAGAAA Programs for the purposes of
 2080 logistics and administrative direction.
 2081

2082 **110.77 Committees:** The Operations Director serves *ex officio* in all NAGAAA Committees for the purposes of
 2083 logistics and administrative direction and is the designated liaison of the Board to the Governance committee.
 2084

2085 SECTION 8 – ATHLETIC DIRECTOR

2086
 2087 *NOTE: The Athletic Director Job Description listed here is a placeholder pending final approval of the job*
 2088 *description.*
 2089

2090 **110.80 Officer Title:** Athletic Director
 2091

2092 **110.81 Responsibilities:** The Operations Director is responsible and accountable for the following objectives,
 2093 tasks, roles, and duties:
 2094

2095 **110.82 Duties:** In fulfilling the responsibilities of office, the Athletic Director shall perform the following duties:
 2096

2097 **110.83 Knowledge, Skills, & Abilities:** The Athletics Director should demonstrate understanding and
 2098 competence in the following knowledge, skills, & abilities:
 2099

2100 **110.84 Time & Financial Commitment:**
 2101

2102 **110.85 Benefits:**
 2103

2104 **110.86 Programs:**
 2105

2106 **110.87 Committees:**
 2107

2108 SECTION 9 – MEMBER-AT-LARGE

2109
 2110 **110.90 Officer Title:** Member-at-Large

2111
 2112 **110.91 Responsibilities:** The Member-at-Large is responsible and accountable for the following objectives,
 2113 tasks, roles, and duties:
 2114 a. Membership: The Member-at-Large shall field and answer constituent matters from existing and potential
 2115 member associations in conjunction with committee assigned membership duties.
 2116 b. Program/Product Support: The Member-at-Large shall be responsible for conducting GSWS registration
 2117 under the direction of the Assistant Commissioner and shall serve as the host hotel block coordinator
 2118 under the direction of the Commissioner.
 2119 c. Leadership: The Member-at-Large shall be responsible for learning the roles and responsibilities of each
 2120 officer and to prepare themselves for seeking a further office in this organization.

2121
 2122 **110.92 Duties:** In fulfilling the responsibilities of office, the Member-at-Large shall perform the following
 2123 duties:
 2124 a. Aid the committee assigned membership duties in communication with existing and potential new
 2125 member associations.
 2126 b. Communicate and interact with voting representatives and member associations as necessary.
 2127 c. Serve as Registration Manager for the GSWS.
 2128 d. Facilitate Host Hotel blocks for all meetings under the direction of the Commissioner.
 2129 e. Participate in Board Conference Calls and Council Meetings.
 2130 f. Provide support to Board members as requested.
 2131 g. Attend GSWS.
 2132 h. Assist with the GSWS (as assigned by Athletic Director).
 2133 i. Other duties as prescribed by the governing documents of this organization.
 2134 j. Other duties as determined by the Commissioner and/or the Board of Directors.

2135
 2136 **110.93 Knowledge, Skills, & Abilities:** The Member-at-Large should demonstrate understanding and
 2137 competence in the following knowledge, skills, & abilities:
 2138 a. Good communications skills.
 2139 b. Able to speak to and lead large or small groups.
 2140 c. Good organizational skills, including ability to meet deadlines.
 2141 d. Basic computer knowledge.
 2142 e. Ability to travel.

2143
 2144 **110.94 Time & Financial Commitment:** The Member-at-Large should be prepared to dedicate significant amounts
 2145 of time to the administration and execution of the duties of the office, including significant time apart from family,
 2146 relationships, and work. The Member-at-Large must have the ability to travel. Attendance at and work for this
 2147 organization will consume roughly 300-500 hours per calendar year.

2148
 2149 **110.95 Benefits:** The benefits of this office include travel opportunities across North America, interaction and
 2150 leadership with an international organization and its members, refining and sharpening of management and
 2151 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

2152
 2153 **110.96 Programs:** The Member-at-Large is not assigned to any program but assists as requested and able.

2154
 2155 **110.97 Committees:** The Member-at-Large is the designated liaison of the Board to the Member Relations
 2156 committee.

2157
 2158 **CHAPTER 111 – JOB DESCRIPTIONS OF THE APPOINTED OFFICERS OF THE BOARD OF DIRECTORS & THIS**
 2159 **ORGANIZATION**

2160
 2161 **SECTION 1 – EXECUTIVE ASSISTANT**

2162
 2163 **111.10 Officer Title:** Executive Assistant

- 2164
2165 **111.11 Responsibilities:** The Executive Assistant is responsible and accountable for the following objectives,
2166 tasks, roles, and duties:
2167 a. Governance & Administration: The Executive Assistant shall serve as the primary support for the
2168 Commissioner in ensuring that the governance and administration matters of this organization are
2169 efficiently and timely completed with appropriate processes and outcomes.
2170
- 2171 **111.12 Duties:** In fulfilling the responsibilities of office, the Executive Assistant shall perform the following
2172 duties:
2173 a. Collect and maintain executed contracts.
2174 b. Maintain template of Partnership Agreement.
2175 c. Coordinate order of Board shirts with NAGAAA Apparel Vendor.
2176 d. Receive board candidate nominations.
2177 e. Arrange for background checks of candidates who accept nomination.
2178 f. Distribute constituent emails received from NAGAAA website to appropriate officer for response.
2179 g. Liaison for travel partner for Host City and Working Session hotels.
2180 h. Liaison for GSWS Host City with regard to hotel, field, & venue.
2181 i. Liaison for Business Development Officer for sponsorship contract.
2182 k. Participate in Board Conference Calls and Council Meetings.
2183 l. Provide support to Board members as requested.
2184 m. Attend GSWS.
2185 n. Assist with the GSWS (as assigned by Athletic Director).
2186 o. Other duties as prescribed by the governing documents of this organization.
2187 p. Other duties as determined by the Commissioner and/or the Board of Directors.
2188
- 2189 **111.13 Knowledge, Skills, & Abilities:** The Executive Assistant should demonstrate understanding and
2190 competence in the following knowledge, skills, & abilities:
2191 a. Good communications skills.
2192 b. Ability to work cooperatively with others.
2193 c. Dispute resolution skills.
2194 d. Maintain a working knowledge of general operation of NAGAAA Council and Governing documents.
2195 e. Good organization skills.
2196 f. Proficiency in interpretation of contract knowledge and contract writing.
2197 g. Ability to travel.
2198
- 2199 **111.14 Time & Financial Commitment:** The Executive Assistant should be prepared to dedicate significant
2200 amounts of time to the administration and execution of the duties of the office. The Executive Assistant must have
2201 the ability to travel. Attendance at and work for this organization will consume roughly 400-600 hours per calendar
2202 year.
2203
- 2204 **111.15 Benefits:** The benefits of this office include travel opportunities across North America, interaction and
2205 leadership with an international organization and its members, refining and sharpening of management and
2206 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.
2207
- 2208 **111.16 Programs:** The Executive Assistant is designated as the liaison to the Hall of Fame and Archives
2209 Programs.
2210
- 2211 **111.17 Committees:** The Executive Assistant is the designated liaison of the Board to the Governance committee.
2212
- 2213 **SECTION 2 – PARLIAMENTARIAN**
2214
- 2215 **111.20 Officer Title:** Parliamentarian
2216

2217 **111.21 Responsibilities:** The Parliamentarian is an advisor to the Commissioner during the conduct of meetings
 2218 and to the Board of Directors and committees in matters relating to the governance of this organization and for
 2219 procedural questions during policy development.
 2220

2221 **111.22 Duties:** In fulfilling the responsibilities of office, the Parliamentarian shall perform the following duties:

- 2222 a. Attend Council Meetings.
- 2223 b. Attend Board of Directors meetings and calls as required.
- 2224 c. Interpret enacted policy.
- 2225 d. Provide advice to the chair of the Council and committee chairs.
- 2226 e. Rule on matters of parliamentary law and procedural practice.
- 2227 f. Draft policy as required.
- 2228 g. Communicate with member associations on behalf of the Commissioner and/or Board of Directors.

2229

2230 **111.23 Knowledge, Skills, & Abilities:** The Parliamentarian should demonstrate understanding and competence
 2231 in the following knowledge, skills, & abilities:

- 2232 a. Mastered proficiency in parliamentary law, Robert's Rules of Order, Wisconsin Corporate Law, Internal
 2233 Revenue Code, & other prevailing governance statutes.
- 2234 b. Excellent proficiency and understanding of the Governing Manual and NAGAAA operations.
- 2235 c. Good communications skills, including written and oral skills.
- 2236 d. Ability to work cooperatively with others.
- 2237 e. Dispute resolution skills.
- 2238 f. Good organization skills.
- 2239 g. Ability to travel.

2240

2241 **111.24 Time & Financial Commitment:** The Parliamentarian should be prepared to dedicate moderate amounts
 2242 of time to the duties of the office. The Parliamentarian must have the ability to travel. Attendance at and work for
 2243 this organization will consume roughly 100-200 hours per calendar year.
 2244

2245 **111.25 Benefits:** The benefits of this office include travel opportunities across North America, interaction and
 2246 leadership with an international organization and its members, and development of life-long and rewarding
 2247 relationships with LGBTQ+ leaders and athletes.
 2248

2249 **111.26 Programs:** The Parliamentarian is not assigned to any NAGAAA program.
 2250

2251 **111.27 Committees:** The Parliamentarian serves all committees *ex officio* at the request of the Commissioner.
 2252

2253

2254 **CHAPTER 115 – NOMINATION PROCESS FOR CANDIDATES FOR THE BOARD OF DIRECTORS**

2255 **115.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 2256 any board meeting.
 2257

2258 **115.02 Purpose & Authority:** The purpose of this policy is to provide a process and parameters for nomination of
 2259 candidates to the Board of Directors of this organization. The authority for this policy is granted in 2.08 of the
 2260 Governing Manual.
 2261

2262 **115.03 Nomination Process Oversight:** The Member-at-Large shall be responsible for oversight of this
 2263 nomination process and ensuring that appropriate actions are taken by this organization, its vendors, and
 2264 volunteers to comply with and implement this policy. In the event that the Member-at-Large shall be a candidate
 2265 for any office in the nomination period, the Executive Assistant or a member of the Board of Directors chosen by
 2266 the board whom is not a nominee shall replace the Member-at-Large for responsibility of the process. This
 2267 replacement official shall be empowered and required to perform all acts designated to the Member-at-Large as
 2268 listed in this chapter.
 2269

2270 **115.04 Nomination Period & Notice:** On the day of the adjournment of the Summer Meeting of the Council, the
 2271 Secretary shall, in writing, inform the members of the Council of the opening of the nomination period for
 2272 candidates to the Board of Directors. The Member-at-Large shall instruct the appropriate person or persons to
 2273 open the on-line nomination form on this same day. The nomination period shall remain open until 11:59 PM PST
 2274 of the forty-fifth (45) day preceding the next Winter Meeting.
 2275

2276 **115.05 Nominator & Nominee Eligibility:** Nominations may be only made by the members of the Council. This
 2277 includes only one (1) voting representative from each member association and the voting members of the Board of
 2278 Directors. Nominations from any other person, including, but not limited to committee chairs, guests of the
 2279 council, member association players or officers, or NAGAAA volunteers are not legal and shall not be considered by
 2280 this organization. Any person in good standing in NAGAAA, regardless of any membership or activity level may be
 2281 nominated for the Board of Directors.
 2282

2283 **115.06 Required Information:** Nominators are required to provide the following information in the nomination:

- 2284 a. Nominator First & Last Name
- 2285 b. Nominator Phone
- 2286 c. Nominator Email
- 2287 d. Nominee First & Last Name
- 2288 e. Nominee Address, including City, State, & Zip
- 2289 f. Nominee Phone
- 2290 g. Nominee Email
- 2291 h. Nominee Member Association Affiliation (if any)
- 2292 i. Office Nominated For
 2293

2294 **115.07 Consent to Nomination:** The Member-at-Large shall notify any person nominated of the nomination in
 2295 writing and provide all needed biographical and consent forms following the close of the nomination period. Any
 2296 person nominated for office and whom is eligible to that office shall consent in writing, in the form and manner
 2297 provided for by the Board of Directors, to accept the nomination, to agree to and abide by the Board Member
 2298 Expectations if so elected, and to undergo the mandatory background check process as appropriate. This consent
 2299 shall be delivered to nominee via electronic mail and shall be returned to the Member-at-Large by the nominee by
 2300 the thirtieth (30) day preceding the Winter Meeting. Any consent not signed nor completed fully shall constitute a
 2301 non-consent to the nomination. Any nominee desiring to not consent to nomination is requested to make such a
 2302 declaration in writing to the Member-at-Large via electronic mail at the earliest possible date. Upon the deadline
 2303 for this consent or declination of nomination to be submitted, the Member-at-Large shall inform the Board of
 2304 Directors of the list of nominees for each office, which shall be considered candidates for that office henceforth
 2305 until the election is completed.
 2306

2307 **CHAPTER 116 – BACKGROUND CHECK POLICY FOR CANDIDATES FOR THE BOARD OF DIRECTORS**

2308
 2309 **116.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 2310 any board meeting.
 2311

2312 **116.02 Purpose & Authority:** The purpose of this policy is to provide a policy and process governing the
 2313 background check of candidates for candidates to the Board of Directors of this organization. Nothing in this policy
 2314 shall be construed to bar the election of any candidate that the Council may choose to elect. The authority for this
 2315 policy is granted in 2.08 of the Governing Manual.
 2316

2317 **116.03 Background Process Oversight:** A member, herein the “designee”, of the Board of Directors shall be
 2318 designated by the Board and be responsible for oversight of this background check policy and process and ensuring
 2319 that appropriate actions are taken by this organization, its vendors, and volunteers to comply with and implement
 2320 this policy.
 2321

2322 **116.04 Required Checks & Applicability:** Any person, regardless of office or incumbency, who has consented to
 2323 be a candidate for office shall be subject to a criminal felony background check through a county criminal search
 2324 and a national criminal search. Additionally, any person, regardless of office or incumbency, who has consented to
 2325 their nomination for a specific office which has financial signatory powers as designated by the Board of Directors
 2326 (currently the Commissioner, Assistant Commissioner, and Treasurer) shall be subject to a civil process check of
 2327 bankruptcy actions of any kind (ex: Ch. 7, Ch. 11, etc.) in the preceding one (1) year from the date of the
 2328 background check.

2329
 2330 **116.05 Process Considerations:** The designee shall ensure that the required background checks are performed by
 2331 the vendor and collect the report from the vendor. Should there be a record of a felony conviction or a bankruptcy
 2332 within the last year on a candidate(s) for fiscal signatory offices, the designee shall inform the Commissioner of this
 2333 record. If the Commissioner is a nominee for the office for which a nominee has a record of this activity, the
 2334 designee shall inform the next non-elected Board member of this record. The designee and Commissioner, or next
 2335 non-elected Board member, shall together engage the nominee in conversation regarding the circumstances of the
 2336 record and inform the nominee of the duty to disclose this information to the Council prior to election if so
 2337 determined. It shall be the decision, jointly, of the designee and Commissioner, or next non-elected Board
 2338 member, to determine if the record must be disclosed.

2339
 2340 **116.06 Duty to Disclose:** It is the duty of the Board of Directors to disclose the record in question of any nominee
 2341 if so decided by the designee and Commissioner, or next non-elected Board member. This disclosure shall be made
 2342 by the designee to the Council prior to any election for that office and the nominee shall be afforded the
 2343 opportunity to provide context and/or personal disclosure of the record prior to the disclosure by the designee.
 2344 The act of disclosure by the Board shall be conducted appropriately conveying only known facts, honoring the
 2345 dignity of all persons involved, and without personal comment or opinion as the nature of the record.

2346
 2347 **116.07 Nomination Declined at Any Time:** Any nominee may decline their nomination to office at any time,
 2348 including after consenting to the nomination, in writing to the designee. Such a declination shall immediately halt
 2349 any background check or disclosure.

2350
 2351 **116.08 Records Confidential:** The records received by this organization as a result of this policy shall be strictly
 2352 confidential and destroyed immediately after the election for which they have been obtained is completed and a
 2353 nominee elected.

2354 **CHAPTER 200 – REGULAR SEASON ROSTER SUBMISSION POLICY**

2355
 2356
 2357 **200.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 2358 any board meeting.

2359
 2360 **200.02 Purpose & Authority:** The purpose of this chapter is to list the requirements for submission of the regular
 2361 season rosters. The authority for this program is found in 20.10 of the Governing Manual.

2362
 2363 **200.03 Submission of the Rosters:** Each member association shall submit, by the deadline listed in Chapter 70,
 2364 the following information for each team and each player in the member association's qualifying season, excluding
 2365 players who played in that association in a non-qualifying status. The Commissioner or highest elected leadership
 2366 of each member association is responsible for ensuring that this expectation of NAGAAA membership is met.

- 2367 a. Teams: Each team of the regular qualifying season shall be reported by its known name and shall report
 2368 its manager and their contact information.
- 2369 b. Rosters: Each player of a team shall be reported on the player's team roster and be identified by their
 2370 legal name as it appears on a government issued identification and their full date of birth (mm/dd/yyyy)
- 2371 c. Ratings: Each player shall have the rating assigned by the member association submitted along with the
 2372 regular season roster. No rating for any player may be changed in any way at any time by any association
 2373 following the deadline listed in Chapter 70.

2374

2375 **200.04 Manner of Submission:** The regular season rosters shall be submitted through the NAGAAA delegate
 2376 toolkit. Member associations are encouraged to begin this process of submission well in advance of the deadline
 2377 and seek the assistance of the Assistant Commissioner or Member-at-Large for help in entering this data. Any
 2378 entry made into the toolkit may be revised at any time without penalty before the deadline for submission of the
 2379 rosters.

2380
 2381 **200.05 Sanctions:** All sanctions for errors, omissions, or failure to comply with the required submission of rosters
 2382 shall be listed in Chapter 70.

2383 **CHAPTER 250 – INELIGIBLE PLAYER ROSTER & POLICY**

2384
 2385
 2386 **250.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 2387 any board meeting.

2388
 2389 **250.02 Purpose & Authority:** The purpose of this chapter is to codify the responsibilities for the ineligible player
 2390 list (formerly the banned player list) and create standard definitions for use. The authority for this program is
 2391 found in 4.01 of the Governing Manual.

2392
 2393 **250.03 Definitions:** The following definitions apply to this chapter and the Governing Manual in their plain
 2394 meaning:

2395 d. **Good-Standing:** A member is in “good-standing” when they are not suspended or expelled from
 2396 participation in NAGAAA sanctioned events by action of the Council or for failure to meet all financial
 2397 requirements.

2398
 2399 **250.04 Maintenance of the Ineligible List:** Following any action which would require any person to be placed on
 2400 the ineligible list, the Assistant Commissioner shall report the information listed in this section to the Webmaster
 2401 who shall update the list accordingly. The Webmaster shall maintain the ineligible list in a secure area of the
 2402 NAGAAA delegate toolkit with access controlled as authorized by the Assistant Commissioner. The Webmaster
 2403 shall cause the list to be updated when a player is removed from suspension or expulsion and keep archived all
 2404 information from the list on the player so removed.

2405 a. **Information to be collected:** This information is needed for each person placed on the ineligible list; full
 2406 legal name of the person, date of suspension or expulsion, member association of the person (as
 2407 available), period of suspension or expulsion, and reason for suspension or expulsion.

2408 **CHAPTER 300 – GSWS TOURNAMENT ROSTER SUBMISSION POLICY**

2409
 2410
 2411 **300.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 2412 any board meeting.

2413
 2414 **300.02 Purpose & Authority:** The purpose of this chapter is to list the requirements for submission of the GSWS
 2415 Tournament rosters for both regular tournament roster teams and open roster tournament teams. The authority
 2416 for this program is found in 20.11 & 20.12 of the Governing Manual.

2417
 2418 **300.03 Submission of the Rosters:** Each member association shall submit by the deadline listed in Chapter 70 the
 2419 following information for each team that it is entering in the Gay Softball World Series, excluding players who
 2420 played in that association in a non-qualifying status. The Commissioner or highest elected leadership of each
 2421 member association is responsible for ensuring that this expectation of NAGAAA membership is met.

2422 e. **Teams:** Each team shall be reported by its known name and shall report its manager and their contact
 2423 information.

2424 f. **Rosters:** Each player of a team shall be reported on the player’s team roster and be identified by their
 2425 legal name as it appears on a government issued identification and their full date of birth (mm/dd/yyyy).

2426

2427 **300.04 Manner of Submission:** The GSWS Tournament rosters shall be submitted through the NAGAAA delegate
 2428 toolkit. Member associations are encouraged to begin this process of submission well in advance of the deadline
 2429 and seek the assistance of the Assistant Commissioner or Member-at-Large for help in entering this data. GSWS
 2430 rosters may not be submitted after the deadline listed in Chapter 70.

2431
 2432 **300.05 Classes Corrections/Changes:** There are created two (2) different classes of changes that may be made to
 2433 a GSWS roster for which each class will have a corresponding different sanction or penalty.

2434 a. GSWS Administrative Changes: This class is defined as any correction to a rostered member's name or
 2435 date of birth entry.

2436 b. GSWS Player Changes: This class is defined as any correction to a roster wherein a rostered member is
 2437 deleted or added.

2438
 2439 **300.06 Changes Prohibited:** The following changes to a GSWS roster are prohibited:

2440 a. Any change to a player's rating is a change to a regular season roster and is governed by Chapter 200. A
 2441 player rating change following the deadline listed in Chapter 70 is prohibited.

2442 b. Following the submission of a GSWS roster, there can be no change made to that roster that would cause
 2443 the team rating to increase above the team rating that was submitted before the deadline.

2444
 2445 **300.07 USA Softball (ASA) Cards:** Every team that is entered in the GSWS must present a USA Softball (ASA)
 2446 member card. Such cards may be purchased from local member associations or through NAGAAA. The Board of
 2447 Directors shall publicize the manner of obtaining said cards to each member association. Cards are required by the
 2448 deadline listed in Chapter 70.

2449
 2450 **300.08 Entry Fees & Berth Reservations:** Each team must pay its entry fee by the deadline listed in Chapter 70.
 2451 Member Associations must reserve berths in each division by the deadline listed in Chapter 70 and may cancel any
 2452 berth reservation before the deadline listed in Chapter 70 for a full refund of fees paid.

2453
 2454 **300.09 Sanctions:** All sanctions for errors, omissions, or failure to comply with the required submission of rosters
 2455 shall be listed in Chapter 70 and clearly delineate the sanctions for each class of changes authorized in this section.
 2456 Each correction of either class of correction shall be counted individually and the sanction applied to each count.

2457 a. The Assistant Commissioner and/or Commissioner may provide for exceptions to the deadlines and rules
 2458 of the GSWS rosters without penalty on a case by case basis for the purposes of overcoming a hardship on
 2459 the part of that team for circumstances that are beyond the natural control of the team and significantly
 2460 impair or negate the ability of the team to participate in the GSWS. This rule shall be known as the
 2461 "hardship rule".

2462
 2463 **CHAPTER 305 – GSWS HOST HOTEL DEPOSIT & REQUIREMENTS**

2464
 2465 **305.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 2466 any board meeting.

2467
 2468 **305.02 Purpose & Authority:** The purpose of this policy is to establish the required number of room nights
 2469 reserved per team for the GSWS, the amount of the required deposit, the deadline for payment of that deposit,
 2470 and the process for reimbursement of the deposit and conditions thereof. The authority for this policy is granted in
 2471 30.41 of the Governing Manual.

2472
 2473 **305.03 Requirements of Teams:** Each team of any member association entering the GSWS shall provide a \$300
 2474 deposit payable to the Treasurer by July 15 to satisfy the host hotel requirement. Each team paying such a deposit
 2475 must occupy a room at the tournament rate and provide evidence of 15 room nights of occupation at a host hotel
 2476 of the GSWS as designated by NAGAAA. This requirement is not in effect on any team whose member association
 2477 is the host association for that year's GSWS or any member association's team who primary metropolitan area is
 2478 within ninety (90) miles of the metropolitan area of the GSWS host member association.

2479

2480 **305.04 Evidence of Occupation of Rooms:** The Treasurer may determine that a member association has met the
 2481 requirement of room nights by submission of receipts from the member association indicating that said rooms
 2482 were occupied. These receipts must be submitted to the Treasurer via email or postal mail after the GSWS but no
 2483 later than 30 days preceding the Winter Meeting immediately following the GSWS. In lieu of the submission of
 2484 receipts, the Treasurer may make a determination that the requirement is met by utilizing a master list from the
 2485 host hotel indicating that occupation of rooms occurred. The Treasurer shall notify each member association, via
 2486 the Secretary, prior to the GSWS if receipts will be needed or if the host hotel shall provide a master list of room
 2487 occupants.

2488
 2489 **305.05 Reimbursement of Deposit:** The Treasurer shall return the appropriate deposit amount to each member
 2490 association which has met the required number of room nights per team by check to the member association
 2491 representative in attendance at the Winter Meeting following the GSWS.

2492 **CHAPTER 331– GSWS UMPIRE SELECTION POLICY**

2493
 2494
 2495 **331.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 2496 any board meeting.

2497
 2498 **331.02 Purpose & Authority:** The purpose of this policy is to ensure the selection of umpires consistent with the
 2499 rules, regulations, and acts of this organization. The authority for this policy is granted in 30.04 of the Governing
 2500 Manual.

2501
 2502 **331.03 Umpire Reviews:** The UIC shall annually review umpires at the GSWS. Performance reviews of umpires
 2503 shall be the domain of the UIC and shared with the NAGAAA Board of Directors as necessary by either party.
 2504 Performance Reviews will be completed as follows: All first and second year umpires will be evaluated with a
 2505 detailed evaluation form. All umpires with three (3) plus years of experience will be verbally counseled when areas
 2506 of improvement exist. The verbal conversation will be documented and submitted with the final group of
 2507 evaluations for that year's GSWS Report. Any umpire who receives an overall "needs improvement" evaluation,
 2508 and/or is involved in an unprofessional encounter/incident with a player/manger will be automatically suspended
 2509 for the following GSWS. A longer suspension may be assigned depending on the egregious nature of the incident.
 2510 The final decision will be made jointly by the UIC staff and Athletic Director. Any umpire not so suspended is
 2511 considered in good standing.

2512
 2513 **331.035 UIC Appointment:** The Commissioner shall appoint the UIC by November 1st of a calendar for the GSWS of
 2514 the following year.

2515
 2516 **331.04 Umpire Nomination:** The UIC shall seek nominations of umpires for the GSWS by November 1st from the
 2517 commissioners or authorized representatives of member associations. Such nominations shall be delivered by
 2518 January 1st to the UIC.

2519
 2520 **331.05 Umpire Selection:** The UIC shall, by May 31st, select and invite umpires to officiate the GSWS after
 2521 considering the nominations of the members and the reviews of the umpire from previous years. Umpires will be
 2522 awarded a position in that year's GSWS based on their order of response to an invitation (i.e. first to respond, first
 2523 awarded). In order to assure consistency and experience with GSWS umpires, the UIC will issue two invitations.
 2524 a. First, by February 15, umpires in good standing with five plus (5+) years of GSWS experience will be
 2525 invited for the upcoming GSWS. Eighty-percent (80%) of the allotted umpire slots will be filled from this
 2526 umpire pool receiving the first invitation and those responding affirmatively to the invitation. After this
 2527 80% threshold has been met, a wait list will be started of those umpires whom responded to the
 2528 invitation but were not awarded a position.
 2529 b. Second, on March 1, umpires in good standing and with less than five (5) years of GSWS experience and
 2530 all newly recommended umpires will be invited. The remaining twenty-percent (20%) of the allotted
 2531 umpire slots will be filled from this umpire pool receiving the second invitation and those responding
 2532 affirmatively to the invitation. After the 20% threshold has been met, all names of those umpires from the

2533 second pool whom responded to the invitation but were not awarded a position will be added to the wait
 2534 list started from first umpire pool.

2535 c. If on March 15, there are any open umpire slots and no wait list, then umpires from either pool may fill
 2536 the slots at the discretion of the UIC.

2537 Umpire selection shall represent the diversity of NAGAAA, including international membership.
 2538

2539 **331.06 Notification to Umpires:** The UIC shall inform all nominated umpires of the status of their nomination by
 2540 April 1st. The UIC shall inform the Secretary of invited and selected umpires by May 31st. Selected umpires must
 2541 provide the UIC staff with a copy of their current year USA Softball (ASA) or Softball Canada certification by July 1st
 2542 in order to be eligible to umpire in the upcoming GSWS. It is the individual umpire's responsibility to confirm their
 2543 certification has been received and accepted by the UIC staff.
 2544

2545 CHAPTER 341 – GSWS HOST CITY METROPOLITAN AREAS

2546 **341.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at
 2547 any board meeting.
 2548

2549 **341.02 Purpose & Authority:** The purpose of this policy is to establish the metropolitan areas of each member
 2550 association solely for the purposes of hosting the GSWS. The authority for this policy is granted in 30.13 of the
 2551 Governing Manual.
 2552

2553 **341.03 Metropolitan Area Defined:** In the United States, a metropolitan area is defined as the US Census
 2554 Combined Statistical Area (CSA) or Metropolitan Statistical Area (MSA) when not located in a CSA in which the
 2555 member association is predominantly located. In Canada, a metropolitan area is defined by the Statistics Canada
 2556 Census Metropolitan Area (CMA) in which the member association is predominantly located.
 2557

2558 **341.04 Metropolitan Areas of the Member Associations:** The current metropolitan areas of each member
 2559 association are listed in the table below. Member associations are identified by the predominant city of each or
 2560 their common name:
 2561
 2562

MEMBER CITY	METROPOLITAN AREA
ATLANTA, GA	Atlanta-Athens-Clarke-Sandy Springs, GA CSA
AUSTIN, TX	Austin-Round Rock, TX MSA
BIRMINGHAM, AL	Birmingham-Hoover-Talladega, AL CSA
BOSTON, MA	Boston-Worcester-Providence, MA-RI-NH-CT CSA
CHICAGO, IL	Chicago-Naperville, IL-IN-WI CSA
COLUMBUS, OH	Columbus-Marion-Zanesville, OH CSA
DALLAS, TX	Dallas-Fort Worth, TX-OK CSA
DENVER, CO	Denver-Aurora, CO CSA
DES MOINES, IA	Des Moines-Ames-West Des Moines, IA CSA
FORT LAUDERDALE, FL	Miami-Fort Lauderdale-Port St. Lucie, FL CSA
HOUSTON, TX	Houston-The Woodlands, TX CSA
INDIANAPOLIS, IN	Indianapolis-Carmel-Muncie, IN CSA
KANSAS CITY, MO	Kansas City-Overland Park-Kansas City, MO-KS CSA
KNOXVILLE, TN	Knoxville-Morristown-Sevierville, TN CSA
LAS VEGAS, NV	Las Vegas-Henderson, NV-AZ CSA
LONG BEACH, CA	Los Angeles-Long Beach, CA CSA
LOS ANGELES, CA	Los Angeles-Long Beach, CA CSA
MADISON, WI	Madison-Janesville-Beloit, WI CSA
MEMPHIS, TN	Memphis-Forrest City, TN-MS-AR CSA
MID-ATLANTIC	Virginia Beach-Norfolk, VA-NC CSA
MILWAUKEE, WI	Milwaukee-Racine-Waukesha, WI CSA

NASHVILLE, TN	Nashville-Davidson–Murfreesboro, TN CSA
NEW ORLEANS, LA	New Orleans-Metairie-Hammond, LA-MS CSA
NEW YORK, NY	New York-Newark, NY-NJ-CT-PA CSA
OKLAHOMA CITY, OK	Oklahoma City-Shawnee, OK CSA
ORLANDO, FL	Orlando-Deltona-Daytona Beach, FL CSA
PALM SPRINGS, CA	Riverside-San Bernardino-Ontario, CA MSA
PHILADELPHIA, PA	Philadelphia-Reading-Camden, PA-NJ-DE-MD CSA
PHOENIX, AZ	Phoenix-Mesa-Scottsdale, AZ MSA
PORTLAND, OR	Portland-Vancouver-Salem, OR-WA CSA
PROVIDENCE	Providence-Warwick, RI-MA MSA
SACRAMENTO, CA	Sacramento-Roseville, CA CSA
SAN ANTONIO, TX	San Antonio-New Braunfels, TX MSA
SAN DIEGO, CA	San Diego-Carlsbad, CA MSA
SAN FRANCISCO, CA	San Jose-San Francisco-Oakland, CA CSA
SAN JOSE, CA	San Jose-San Francisco-Oakland, CA CSA
SEATTLE, WA	Seattle-Tacoma, WA CSA
ST. LOUIS, MO	St. Louis-St. Charles-Farmington, MO-IL CSA
SOUTHERN NEW ENGLAND	Hartford-West Hartford, CT CSA
TAMPA, FL	Tampa-St. Petersburg-Clearwater, FL MSA
TORONTO, ON	Toronto (Mississauga, Brampton) CMA
TULSA, OK	Tulsa-Muskogee-Bartlesville, OK CSA
TWIN CITIES	Minneapolis-St. Paul, MN-WI CSA
VANCOUVER, BC	Vancouver (Surrey) CMA
WASHINGTON, D.C.	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA CSA

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CHAPTER 810 – PAYMENT TERMS OF SPONSORSHIP CONTRACTS

810.01 Jurisdiction: This chapter shall be the jurisdiction of the Board of Directors and amended by majority at any board meeting.

810.02 Purpose & Authority: The purpose of this policy is to create enforceability of payments provisions in sponsorship contracts, ensure said provisions are included in sponsorship contracts, and assist with budget development and cash flow of the organization by creating certainty around receivables. The authority for this policy is granted in 4.01 of the Governing Manual.

810.03 Terms of Payment: All sponsorship contracts or any contract with an amount due to NAGAAA shall have a payment due date for the full balance or a schedule of payments with due dates for each payment included in the contract before it may be executed by this organization.

810.04 Invoices: The Treasurer shall be provided a copy of the payment terms or payment schedule for each executed sponsorship contract and shall invoice the sponsor according to that schedule and a reminder for any amount that is past due 30, 60, or 90+ days.