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# Anchorage Sports Association Softball Council By-Laws

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## Article I.

### Section 1.01 OBJECTIVE/RULES

The Anchorage Softball Council is an independent organization which chooses, by majority vote, to associate with a national sanctioning body, hereinafter known as NSB, for the purpose of providing high quality services to its membership. The chosen NSB's Official Rules shall be incorporated as part of the By-Laws of the Anchorage Softball Council as if they were fully set forth herein. Whenever possible, the By-Laws of the Anchorage Softball Council will be in accordance with the Official Rules of the NSB of choice. Should any conflicting issues arise, the Anchorage Softball Council will have final jurisdiction.

## Article II.

### Section 2.01 LIABILITY AND PROTECTION

This program is of a recreational nature. Therefore, those who participate, while recognizing the hazards attendant to such participation, shall in no way hold the Municipality of Anchorage, the Anchorage Department of Parks & Recreation, the Anchorage Softball Council, or its parent corporation, the Association, their agents or representatives, liable for any injury that occurs as a result of their participation in this program.

## Article III.

### Section 3.01 ADMINISTRATION

- (a) The Softball Council shall establish and elect a Council Board as outlined in ARTICLE 4, Sections I and II of the Association Constitution to administer the softball program.
- (b) The Council Board has the authority to set policies and procedures for their Council provided they do not conflict with the Association's Constitution and overriding policies and procedures of the Executive Board.
- (c) All divisional representatives shall have one (1) vote on the Council Board.
- (d) The Council President, Vice President, and Recording Secretary shall be from different divisions of play.
- (e) To be elected as a division officer, one must have been a paid member of that particular division and classification during the previous season that they are going to represent, i.e., the Coed D representative must be a member of a Coed D team to hold the Coed D office.
- (f) Any former ASA staff member can be a representative on the Council Board but cannot fill the Council President, Vice President, Recording Secretary, or Executive Board position(s) for three (3) years from date of severance of employment.
- (g) All members of the Council Board must be in good standing with the Association.
- (h) Contractors or employees of the Anchorage Sports Association are not eligible to serve on the Council Board.

## Section 3.02 MEETINGS

- (a) An annual meeting of the members shall be held in October each year at a location designated by the Executive Director. The purpose of the meeting will be to elect persons to the council board, establish committees and transact such other business as may come before the meeting.
- (b) Monthly council board meetings are to be held on the third Thursday of the following months; November, January, February, March, April, and September. The council board meeting time is set at 6:00PM at a location designated by the Executive Director. Reminder notice will be given at least seven (7) days prior to the board meeting along with the new agenda and prior minutes from the last meeting to be adopted for record for that respective month. Any council board member may request a special meeting of the Council Board. Upon receipt of a request for a meeting, the Executive Director shall schedule a meeting as needed. The secretary shall record all actions taken by the Board at any meeting as minutes of that meeting.
- (c) At the September meeting, the main purpose of this meeting each year is to discuss classifications for the next year and conduct an end-of-season recap, if time permits and a need arises, additional agenda items may be discussed.

## Article IV.

### Section 4.01 COMMITTEES

The Softball Council Board shall be authorized to appoint standing committees necessary for the functioning of the Council. These shall be, but not limited to, the following:

- (a) Budget
- (b) Classification (ARTICLE 7)
- (c) Constitution
- (d) Disciplinary (ARTICLE 10)
- (e) Fundraising
- (f) Hall of Fame/Awards
- (g) Nominating – to be composed of each Divisional Chairperson and the Softball Director (in a non-voting capacity).
- (h) Program / Field Development
- (i) Protest (ARTICLE 9)
- (j) Tournament

## Article V.

### Section 5.01 REGISTRATION OF PLAYERS

Players shall register with the Anchorage Sports Association before participating with a team. All players must pay in full at the time of registration. If the player is under eighteen (18) years of age, the registration must have the approval of the player's parent or guardian. Players are not eligible to play until their registration is completed and the player fee is paid in full.

A player may register in the following leagues of play: Coed, Men's, Women's, Coed Faith, Coed Rec, J.O., High School Fast Pitch, Middle School Fast Pitch, and Masters teams each year. In any league where there is more than one (1) division of play, a player may roster on more than one (1) division of play as long as they are playing on different days of the week (i.e., Coed E, Division A on Mondays and Coed E, Division B on Wednesdays).

A player who is rostered on more than one (1) team in the same league of play may participate with only one (1) team during an invitational tournament.

A player may participate as a regular rostered player on only one (1) team within the same league in championship play during a season (i.e., LCS and State).

- (a) Adult competition will be limited to those persons thirteen (13) years of age or older.
- (b) All player registrations shall expire one (1) year from the date Council begins play for the regular season.
- (c) Transfers or additions of players to team rosters after the USA Softball of Alaska state registration deadline will not be eligible for championship play (league championship series, state, regionals, or nationals).
- (d) Mandatory minimum roster size: Teams must have a minimum of 10 players registered on their team by week 1 of the season. Rosters should be finalized before game time allowing for roster checks to occur in a timely manner. Any team that fails to meet the minimum roster requirements by their scheduled game time will forfeit their game and will be imposed a fine. Fines will be issued to the team manager on record. If a team has not fulfilled the minimum roster requirements by the 4<sup>th</sup> week of the season, they will forfeit all remaining games for the duration of the season.
  - (i) *Game 1 = \$50.00*
  - (ii) *Game 2 = \$100.00*
  - (iii) *Game 3 = \$150.00*
- (e) Teams are allowed three (3) pickup players to participate in local or invitational tournaments providing pickup players are from a registered or approved team during the current season, and;
  - (i) *Pickup players must be from the team's same league and the same or lower classification*
  - (ii) *Pickup players cannot wear the uniform of the team they are picking up with*
- (f) Player Releases: Managers must release their players, in writing, upon request. Players who are released or ask to be released and sign with another team must do so in writing to ASA staff. There is no waiting period for the first transfer, the second transfer is a 14-day waiting period, and the third and subsequent transfers will have a 30-day waiting period. Also, once released, players may not transfer back to a previous team for 30 days from the date of the release from that team. Players may transfer as many times as they want during the season but will be charged the following fees;

- (i) 1st transfer = \$10.00
- (ii) 2nd transfer = \$25.00
- (iii) 3rd and each subsequent transfer = current player fee
- (g) Players may only transfer within their division of play. J.O. players may only transfer to other J.O teams and not to adult teams.

## Article VI.

### Section 6.01 SCHEDULING FOR LEAGUE PLAY

- (a) Schedules shall be drafted by ASA staff with fields, dates and times assigned. Schedules will be posted on the ASA website, and emailed to team managers.
- (b) The assignment of umpires to all league games and tournament games will be by a person designated by the local Umpires Association.
- (c) The Council Board shall determine the type of tournaments and playoffs to be conducted for the respective divisions.
- (d) Any team that does not pay the Team Fee and Player Fee prior to the start of the season will not be allowed to enter a team in the Association the following season until the debt is paid. A small claim case may be filed and the team manager will be responsible for any court or filing fees along with the unpaid fees.
- (e) A team requesting a league game to be rescheduled in order to participate in a sanctioned out-of-town tournament must give ten (10) working days' notice in writing to ASA staff. ASA staff must give a written notice of seven (7) days of the rescheduled game.

## Article VII.

### Section 7.01 CLASSIFICATION

Purpose: To attain, in an equitable manner, classification of teams at their respective level of athletic proficiency for the appropriate level of play to which the team is reasonably competitive.

- (a) There shall be a classification committee for each division of play.
  - (i) *The Coed classification shall consist of all council members elected to represent the Coed division, with the Coed Player Representative acting as Chair and the Softball Director as the recording secretary with no vote. No representative may vote on classification involving a team on which they play.*
  - (ii) *The Men's classification committee shall consist of all council members elected to represent the Men's division, with the Men's Player Representative acting as Chair and the Softball Director as the recording secretary with no vote. No representative may vote on classification involving a team on which they play.*
  - (iii) *The Women's classification committee shall consist of all council members elected to represent the Women's division, with the Women's Player Representative acting as Chair and the Softball Director as the recording secretary with no vote. No representative may vote on classification involving a team on which they play.*
- (b) Each classification committee shall have the responsibility to:

- (i) Assist and advise ASA staff, at his/her request, as to the classification of new teams to the appropriate division of play.*
  - (ii) Classify existing players and teams prior to the beginning of regular season play based on past performance and current season roster.*
  - (iii) Review players and teams during season play for possible reclassification prior to the appropriate deadline.*
  - (iv) Hear properly filed appeals of players and teams on their classification status by the appropriate deadline.*
  - (v) Develop additional guidelines and regulations as the need arises.*
- (c) New Teams**
- (i) ASA staff shall be responsible for the classification of new teams.*
  - (ii) Teams that re-form, in order to avoid upward classification, must have fewer than five (5) players from previous year's roster or a combination of fewer than five (5) players from any reclassified or higher classified team, in order to be considered a new team. Any additions to such to such a team's roster may result in reclassification.*
- (d) Appeals**
- (i) Teams with a winning record in league and/or tournament play may not request declassification prior to the beginning of league play if five (5) or more of its rostered players are returning for the current season.*
  - (ii) Teams wishing to appeal their classification prior to the start of league play may do so in writing prior to April 1st. Appeals must be addressed to the appropriate division classification committee in care of the Anchorage Sports Association, and will not be considered without a current season roster. The classification committee will respond in writing within five (5) working days upon receipt of the appeal. No further appeals will be heard by the classification committee except as described in "d" below.*
  - (iii) Teams that are successful with an appeal for declassification under section "b" may not add any players to their roster who played in a higher division the previous season. Subsequent additions to the roster may result in reclassification.*
  - (iv) Teams wishing to appeal their classification once league play has begun may do so to the appropriate division classification committee upon completion of 30% of their league games. The classification committee will respond in writing within five (5) working days upon receipt of the appeal. No further appeals will be heard by the local association.*

## Article VIII.

### Section 8.01 REGULATIONS FOR COUNCIL AND LEAGUE PLAY

The game shall be played in accordance with the Official Rules of the NSB selected by the ASA Softball Council. The following game regulations shall be official for all classifications:

- (a) The home team shall furnish one (1) new ball (for Men's and Women's) or two (2) new balls of the approved size for Coed play. The visiting team must furnish one (1) good used ball (for Men's and Women's) or two (2) good used balls of the approved size for Coed play. The umpire is the sole judge of the fitness of the balls provided. In the event a ball is lost during the game, either team may be requested to throw in an additional ball.
- (b) Only the Manager or Captain shall have the right to discuss disputes on rules interpretations with the umpires. Any violation of this provision by a player(s) may cause a warning to be given by the umpire and any continuation may be cause for disciplinary action by the Anchorage Sports Association as provided in ARTICLE 10 – DISQUALIFICATIONS.
- (c) The only persons allowed in the dugout shall be the players, the manager, the coach, the scorekeeper and the bat-handler(s).
- (d) No pets will be permitted on or around the softball playing fields. Anyone who violates this rule will be subject to discipline under ARTICLE 10 – DISQUALIFICATION. The team manager/coaches are responsible for their players and their fans conduct at all times, before, during and after the game. Both team managers/coaches shall assist the umpire(s) at all times to maintain order and sportsmanship.
- (e) All players must be uniformly dressed or have a uniform waiver from the Softball Director to participate in LCS or State Sanctioned Tournaments. Uniformly dressed means a shirt or jersey of the same color; jerseys being the outermost garment. All players are required to wear a number on their jerseys during league and tournament play. All jerseys shall have a number on the back at least six (6) inches in height.
- (f) All league games will be seven (7) innings or a one (1) hour time limit except in the case of a tie.
- (g) Starting and finishing a game: a. Men's and Women's teams may start and finish a league game with eight (8) players, but if the ninth (9) and/or tenth (10) player becomes available, they must be inserted into the ninth (9) and/or tenth (10) position in the batting order. Tournament games must start and finish with a minimum of nine (9) players (does not apply to Coed).
  - (i) *A team may continue to play with only nine (9) players if a tenth (10) player is injured during the game and the team has no substitute for that injured player. Note: an out will be recorded each time the injured player is supposed to bat. At no time will a team be allowed to play with less than nine (9) players if they have started with ten (10).*
  - (ii) *If a player is ejected and the team started with ten (10) players and has less than ten (10) players due to an ejection, the game is forfeited by the offending team. If both teams have less than ten (10) players due to ejections, it shall be a double forfeit with the forfeit charged to both teams.*
- (h) The winning team is responsible for providing the appropriate official with the final score.
- (i) Any dispute involving a team manager and the team sponsor the wishes of the sponsor shall prevail.

- (j) ASA staff shall have the sole responsibility of appointing Tournament Directors and Official Scorekeepers for all tournaments.
- (k) ASA staff will be responsible for providing the Tournament Director with necessary guidelines, equipment and paperwork required to act as the Tournament Director. The Tournament Director will be responsible for the following:
  - (i) *Providing new balls to the umpires and collecting all used balls after each game for return to the Anchorage Sports Association.*
  - (ii) *Check all line up sheets against the Official Rosters provided by the Anchorage Sports Association.*
  - (iii) *Ensure that one (1) official scorekeeper is provided for each game played.*
  - (iv) *Provide a Protest Committee to rule on any protest during the tournament. The Tournament Protest Committee may consist of the Tournament Director, Tournament UIC, and the Official Scorekeeper.*
  - (v) *Keep the tournament bracket current to include all game scores.*
  - (vi) *Ensure that all Association rules are adhered to by participants and fans, i.e., no glass, pets, or vehicles in the complex and no seeds on the turf fields at the Cartee Complex.*
  - (vii) *Ensure that a game MVP is selected from each team during a Men's or Women's tournament if applicable.*
  - (viii) *Ensure that two (2) game MVPs, one (1) male and one (1) female, are selected from each team during a Coed tournament if applicable.*
  - (ix) *Select Tournament MVPs and All Star Team based on established criteria provided by ASA staff.*
  - (x) *Present team and individual awards at the conclusion of the tournament.*
  - (xi) *Provide ASA staff with the results of the tournament to include complete bracket with all games scores and list of award winners no later than the next business day following the tournament.*
- (l) Official Scorekeepers shall:
  - (i) *Ensure the line-up sheets are properly submitted to include first and last name, uniform number and defensive position.*
  - (ii) *Note the start time of each game in the scorebook.*
  - (iii) *Operate scoreboards to include up to the minute innings, runs, and outs.*
  - (iv) *Complete all individual statistics for each game scored.*

## Article IX.

### Section 9.01 PROTESTS AND PROCEDURES

- (a) Protests and rule interpretations will be accepted only if they conform to the Protest Rule of the NSB Official Guide.
- (b) Whenever cause for a protest arises during a game, the manager or captain of the offended team shall 1) immediately before the next pitch, legal or illegal, or 2) before the umpire(s) leave the playing field, notify the umpires and the opposing manager of the protest. Failure to follow this above described procedure shall forfeit the right to file an official protest.
- (c) An official protest must be submitted in writing to the Softball Director within two (2) working days of the game in question. The written protest should be on an official protest form, and must state clearly:
  - (i) *The rule(s) under which the protest is being filed and,*
  - (ii) *Explain the error(s) of interpretation of the rule(s) claimed in the protest and,*

- (iii) The action expected by the person protesting as in the rule(s).*
- (d) A protest fee of twenty-five (\$25) dollars shall accompany the protest. If any part of the protest is upheld the fee shall be returned. If the protest is denied, the \$25 fee is forfeited to the Anchorage Sports Association.
- (e) Upon receipt of a protest in accordance with this article, ASA staff or his/her designee shall have two (2) working days to review the protest and make a written finding to the appellant party. The finding must be in accordance with the NSB rules as applicable to the facts of the appeal. If the appellant party is not satisfied with the result, the Appellant must notify ASA staff within two (2) working days, and a hearing by the Protest Committee will be scheduled in accordance with this article.
- (f) The Softball Council Protest Appeal Committee shall consist of the District NSB Commissioner for Anchorage as Chairman, three (3) Anchorage At-Large Player Reps, and a designee of the District Umpire-in-Chief, as members at large. If a clear conflict of interest should arise, a committee member may be substituted for by a consensus of the committee and each appointing authority.
- (g) The Protest Appeal Committee shall have seven (7) working days to provide a hearing on the protest appeal.
- (h) Protests based on rules interpretation or player eligibility during tournament play must be settled by the tournament director(s) and the umpire(s) before the game may proceed.

## Article X.

### Section 10.01 DISQUALIFICATION

- (a) The Disciplinary Committee shall consist of the Softball Council's Vice President as Chairperson, and the Player Representative from the Men's, Women's, and Coed Divisions and a representative from ASA staff as the Recording Secretary with no vote. The Committee shall meet at least annually to review, and update if necessary, the written guidelines set forth for ASA staff to follow for levying penalties for misconduct or disqualification of members, or will meet immediately when notified in writing of an appeal from the ASA staff findings on a discipline or misconduct action.
- (b) Players, managers, teams, or any person connected with a team (i.e. scorekeeper, base coach, etc.), may be disqualified for any of the following by ASA staff:
  - (i) Unsportsmanlike conduct.*
  - (ii) Physically assaulting any person in attendance or involved in any NSB sanctioned softball game.*
  - (iii) Commission of fraud, such as playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials.*
  - (iv) Receiving money or financial benefits in consideration for participating in softball competition.*
  - (v) Participating while knowing they do not meet the eligibility requirements of the NSB or the Council.*
  - (vi) Competing knowingly on a professional softball team without approval of their Commissioner.*
  - (vii) Competing with or against players that they know are disqualified from either the NSB or the Council.*

- (viii) *Receiving money (directly or indirectly) by capitalizing on athletic ability, athletic prominence, or fame in softball, such as allowing the use of players' names to advertise, recommend, or promote the sale of softball sporting goods, or by accepting compensation for using such goods.*
- (ix) *Playing an ineligible player in a league or tournament game.*
- (c) ASA staff, when informed of violations to this section shall investigate thoroughly. If actions that support misconduct or disqualification are found, ASA staff shall notify the party(s) in writing of the findings. ASA staff will review the actions of the party(s), consult the written guidelines set forth by the Disciplinary Committee and notify the offending party(s) in writing of the actions to be taken for the individual acts of misconduct and/or disqualification.
- (d) The offending party(s), when notified of the proposed action(s) to be taken against them for any misconduct or disqualifying acts, shall have the right of appeal as follows:
  - (i) *The party(s) may file a written appeal within two (2) working days to the Chairperson of the Disciplinary Committee describing the grounds for the appeal and an action the appellant would like form the Disciplinary Committee.*
  - (ii) *Upon receipt of a written appeal, the Chairperson shall set a hearing within five (5) working days.*
  - (iii) *At the hearing, the appellant(s) are entitled to present any and all pertinent facts to the appeal. The appellant(s) are entitled to present written, verbal, video and personal evidence, as well as eyewitness testimony, in person or in writing. The purpose of this hearing is to ascertain the truth of the matter as presented to the Disciplinary Committee.*
  - (iv) *The Committee shall render a decision within two (2) working days.*

## Article XI. Prohibited Behavior

Any form of violence (physical altercations, aggressive behavior, or threats of harm) is strictly prohibited.

Use of bad language or unsportsmanlike conduct (e.g., offensive remarks, insults, inappropriate gestures, or verbal abuse) directed at players, officials or spectators is not tolerated.

Section 11.01 Penalty Structure for major offenses determined by ASA disciplinary committee:

(a) First Offense:

(i) *Suspension: The player will be suspended for one game*

1) Fine: A \$150 fine will be assessed in order to play again.

(b) Second Offense:

(i) *Suspension: The player will be suspended for two games.*

1) Fine: A \$250 fine will be assessed in order to play again.

(c) Third Offense:

(i) *Suspension: The player will be suspended for the remainder of the season.*

Section 11.02 Fine Allocation:

(a) All fines collected from violations will be donated to the Anchorage Sports Association Fastpitch Program to support youth softball development and opportunities in Anchorage.

Section 11.03 Appeal Process:

(a) Players may appeal the fine penalty by submitting a written appeal to the association office within 48 hours of the disciplinary committee's decision.

(b) The league's disciplinary committee will review the appeal and make a final decision. The decision of the committee is final.

Section 11.04 General Conduct Expectations:

- (a) Players are expected to demonstrate sportsmanship and respect toward all participants, including teammates, opponents, officials, and spectators.
- (b) Disrespectful behavior or language toward umpires, players or league officials will result in immediate disciplinary action.
- (c) Maintaining a safe and respectful environment for all participants is paramount to the leagues.

Article XII.

Section 12.01 AWARDS

- (a) The Council Board will determine what league trophies and special awards will be awarded.
- (b) Local, Regional and National Hall of Fame nominations are submitted by a local committee and/or the State NSB Commissioner.