

REDLANDS SOFTBALL ASSOCIATION INC. BY-LAWS

CONTENTS

<i>PART</i>	<i>HEADING</i>	<i>PAGE/S</i>
1	General Interpretation.....	1
2	Notices.....	1
3	Nominations in General.....	1
4	Standing Orders for General Meetings.....	2
5	Officers/Administrators.....	3-4
6	Applications for Membership or Affiliation.....	5
7	Registrations.....	6
8	Clearances, Transfers and Permits	7-8
9	Uniforms.....	9
10	Fees, Subscriptions Etc.....	10
11	Nominations for Life Membership.....	11
12	Domestic Competition.....	12-14
13	Disciplinary Provisions	15
14	Right of Hearing.....	16-18
15	Penalties.....	19
16	Operational Committees.....	20-25
17	Technical Directorate	26-29
18	Selection Committee	30
19	Selection of RSA Representative Players.....	31-32
20	Selection of RSA Representative Team Officials	33
21	RSA Representative Officials.....	34-35
22	RSA Representative Teams - General.....	35-36
23	Club Member's Attendance at RSA Board Meetings	37
24	Policies and Procedures.....	37
25	Repeal and Amendment	37-38

REDLANDS SOFTBALL ASSOCIATION INC.

BY-LAW 1. GENERAL INTERPRETATION

1.1 Save where otherwise specifically provided herein, those expressions or which have been the subject of definition in the rules of the Association shall have the same meanings herein as those which they have been defined to have in the said rules.

BY-LAW 2. NOTICES

2.1 Where the Rules and By-Laws of the Association require or provide for the giving of a notice by or to the Association or any committee, sub-committee or officer, in the absence of any specific provision to the contrary, such notice shall be deemed properly given if:-

- (a) the same is in writing, signed by the person by whom it is required to be given or, where it is required to be given by an affiliated club, by the secretary of that affiliation;
- (b) forwarded by pre-paid post to the addressee at its address as registered with the Association;
- (c) received by the address prior to the deadline for giving the notice.
- (d) Emailed to the registered email address.

2.2 Any notice complying with the By-Law 2.1 shall be deemed received two (2) working business days after the same was posted unless it is proved to have been received earlier.

BY-LAW 3. NOMINATIONS IN GENERAL

3.1 Upon the closure of nominations for appointment to any position or for conferral of any award or honour requiring a vote of eligible members of the Association, the Secretary shall display at the RSA office details of all such nominations (including proposers and seconders) together with copies of all materials submitted in support thereof. Where any such vote is to be taken at any Annual General Meeting of the Association, the aforesaid details and materials will be forwarded, where practical with the agenda for the meeting.

BY-LAW 4. STANDING ORDERS FOR GENERAL MEETINGS

The following standing orders shall apply in the conduct of all General meetings of the Association:

- 4.1 Any eligible person wishing to speak shall raise his/her hand. A person wishing to move a motion shall raise his/her hand and await acknowledgment from the chair.
- 4.2 No motion shall be debated unless it has been seconded and no motion shall be withdrawn without the consent of the seconder.
- 4.3 Any amendment to a motion shall be considered before the original motion. Upon adoption of any amendment, such amendment will be deemed to have over-ridden the original motion, and for the purpose of any subsequent discussion, the amendment so carried shall be regarded as an original motion. No amendment shall be received by the chair if such amendment does not relate to the substance of the motion or is the antithesis of the motion.
- 4.4 Where a person raises a point of order during a discussion or debate, the speaker shall cease speaking and the person rising shall state the point of order and the chairman shall rule on that point of order and that ruling shall be final unless challenged by a formal motion submitted to the meeting.
- 4.5 Where two or more persons wish to speak at the same time, the chairman shall decide who is entitled to the floor. No person shall speak more than once upon any motion or amendment save the person moving the original motion who shall have a right of reply. Not more than two (2) speakers shall follow successively on the same side either for or against a motion. If the person moving the motion has spoken and there is nobody opposed, the question shall be put.
- 4.6 At any time during a debate, a person may move, without discussion, that the question be then put. Upon that motion being seconded and carried, the motion which was being debated shall be submitted at once to the meeting following reply by the person who moved the motion.
- 4.7 No motion to suspend the standing order shall succeed unless passed by a simple majority of members present, eligible to vote and voting.
- 4.8 No member shall leave the room during the course of a meeting without the permission of the chairman.

BY-LAW 5. OFFICERS/ADMINISTRATORS

5.1 THE PRESIDENT

The President of the Association shall:-

- (a) Preside at all meetings of the Association and preserve order so that business may be conducted in due form and propriety.
- (b) Have unlimited authority on every question of order, and in cases of doubt and difficulty the usual mode of parliamentary procedure shall be followed.
- (c) Prepare in conjunction with the Secretary the Annual Report of the Association.
- (d) Attend Q.S.A. Inc Annual Council Meeting as Association delegate.
- (e) Be able to approve any purchase up to \$500.00 subject to that purchase being identified at the next Board meeting.

5.2 VICE PRESIDENT

The Vice-President of the Association shall:-

- (a) Attend all meetings of the Association.
- (b) Carry out such duties as shall be deemed necessary by the President of the Association and/or Board of Management.
- (f) In the absence of the President, preside at all meetings and where voting is equal, only than shall exercise a casting vote.

5.3 THE SECRETARY

The Secretary of the Association shall:-

- (a) Attend all meetings of the Association.
- (b) Keep a true and correct record of all minutes and resolutions passed by the Association at all duly constituted meetings.
- (c) Cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Board of Management meeting and general meeting to be entered into a book to be open for inspection at all reasonable times by any financial affiliate who previously applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every Board of Management meeting shall be signed by the Chairman of the meeting or the Chairman of the next succeeding Board of Management meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of the meeting or the Chairman of the next succeeding general meeting; Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or Annual General Meeting.
- (d) Keep the records of the Association, summon meetings, call for nominations, conduct correspondence on behalf of the Association with other persons or bodies and in all respects carry out the directions of the Board of Management and Executive Committees.
- (e) Hand over to the incoming Secretary all records of minutes, inwards and outwards correspondence in her possession and all other property pertaining to this Association in complete form.
- (f) Attend Q.S.A. Inc Annual Council Meeting as Observer.
- (g) Be able to approve any purchase up to \$500.00 subject to that purchase being identified at the next Board meeting.
- (h) Chair Governance, Administration & Game Operational Committee.

REDLANDS SOFTBALL ASSOCIATION INC.

5.4 THE TREASURER

The Treasurer of the Association shall:-

- (a) Attend all meetings of the Association.
- (b) Keep all the necessary accounts.
- (c) Prepare and present a statement of finances, and budget variances, once a month to the Board of Management meeting. Submit a statement showing the financial position of the Association at such times as the management or Executive Committee may direct.
- (d) Prepare an annual statement of income and expenditure, assets and liabilities and mortgages, charges and securities, which shall be duly signed by the auditor, for the Annual General Meeting.
- (e) Receive all fees and subscriptions and shall issue receipts therefore and deposit the amounts to the credit of the Association.
- (f) Pay all accounts that shall have been passed for payment by the Board of Management.
- (g) Hand over to the incoming Treasurer all passbooks, current receipt books, general accounts and expenditure, receipts and all papers and records pertaining to this Association in her possession.
- (h) Supervise the issuing of accounts for fines and fees during the season and finalise all accounts of Affiliated Clubs prior to commencement of the finals.
- (i) Be able to approve any purchase up to \$500.00 subject to that purchase being identified at the next Board meeting.
- (j) Chair Finance Operational Committee.

PROVIDED THAT the Association may employ person/s to occupy position/s of Administration Officer/s of the Association and the functions set forth in paragraphs (b) to (d) of By-Law 5.3 and may be delegated to the Administrative Officer/s by the Secretary whereupon those functions will be discharged by the Administrative Officer/s who shall report direct to the Secretary.

5.5 PAID ADMINISTRATOR

- (a) Positions as paid administrators within the Association shall be advertised where appropriate through media outlets.
- (b) All affiliates shall be notified of these positions.
- (c) Interviews and appointments shall be carried out as directed by the Board.
- (d) Duty Statement will be made available.

BY-LAW 6. APPLICATIONS FOR MEMBERSHIP OR AFFILIATION

- 6.1** Application for membership or affiliation of the Association shall be submitted to the Secretary on the form prescribed accompanied by the prescribed fee, and shall be considered by the Board.
- 6.2** Each application for membership or affiliation shall be accompanied by:
- (a) a copy of the applicant's Constitution or Rules and By-Laws, duly certified by the applicant's secretary as being true and correct;
 - (b) a copy of the applicant's financial reports for the two (2) years preceding the application;
 - (c) details of the full names and addresses of:
 - (i) all members of the Management Committee;
 - (ii) all natural persons;
 - (iii) all persons serving in any official capacity including, but not limited to, coaches, trainers, umpires and Statisticians;
 - (iv) all players;
being members of the applicant association and its constituent member associations;
 - (d) such other details and/or materials as are prescribed from time to time.
- 6.3** Without limiting the effect of By-Law 7.1, the Board may waive any of the requirements of By-Law 6.2 where it deems appropriate.
- 6.4** Where any change occurs in the contents of the documents or the details submitted pursuant to By-Law 6.2, the applicant shall notify the Secretary of the change not later than seven (7) days after such change occurs.
- 6.5** In considering any application for membership or affiliation, the Board, shall ascertain that:
- (a) in the case of an Affiliate, the applicant:
 - (i) intends to participate in regular softball competitions;
 - (ii) can provide properly qualified umpires, coaches and Statisticians together with such other officials as are necessary for proper administration, coordination and conduct of softball;
 - (b) the applicant is respectable, responsible, stable and able to meet its financial obligations as and when they fall due;
 - (c) the Constitution or Rules of the applicant contain all provisions required under the Rules and By-Laws of the Association and are not otherwise inconsistent with the Rules and By-Laws of the Association.

BY-LAW 7. REGISTRATIONS

- 7.1** Where and in so far as those details submitted by a member of the Association with its initial application for membership, or submitted subsequent to such application by way of up-date or clarification, are identical with those details required to be maintained by the Secretary in the Register of the Association, it shall not be necessary for a member to resubmit those details for the purpose of complying with the registration requirements in the Rules of the Association but rather, merely to confirm to the Secretary by the due date for lodgment of registration details that there has been no change in details.
- 7.2** RSA registration will be valid for a one year from the commencement of the playing season.

BY-LAW 8. CLEARANCES, TRANSFERS AND PERMITS

8.1 DEFINITIONS

8.1.1 In this part the expression:

- (a) "Person" shall mean and include a player, coach, manager, statistician or umpire;
- (b) "Home Association" shall mean that District Association in whose club competition a person is registered with the Association as:
 - (i) currently participating; or
 - (ii) last having participated, prior to any break or period of retirement, either on a regular basis or on an irregular, intermittent or infrequent basis but in circumstances where the person nevertheless may be said to participate or to have participated on a usual basis;
- (c) "Clearance" shall mean a written confirmation by the Home Association that a person is free to leave the Home Association and to participate in softball, on a permanent basis, wheresoever that person chooses outside the State of Queensland;
- (d) "Transfer" shall mean a written confirmation by the Home Association that a person is free to leave the Home Association and to participate in softball, on a permanent basis, wheresoever that person chooses within the State of Queensland;
- (e) "Permit" shall mean a written confirmation by the Home Association that a person is free to compete in softball competition within the State of Queensland but outside his/her Home District during a period of temporary absence from the Home District.

8.2 INTERSTATE CLEARANCES AND PERMITS

8.2.1 Any Person wishing to participate in softball in Redlands and who currently participates or last participated in softball in another state or territory of Australia shall not be eligible to participate in Redlands until:

- (a) that Person produces to the Secretary, for registration with the Association, the equivalent of a Clearance from the governing body of softball in that other state or territory; and
- (b) The Secretary issues to that person written acknowledgment of clearance.

8.2.2 Any person who currently participates or last participated in softball competition within Redlands and who wishes to participate outside Queensland:-

- (a) shall first obtain a clearance;
- (b) such clearance shall be effective for a minimum period of three (3) months from the date of receipt of application by the Association;
- (c) applications must be accompanied by the appropriate administration fee.

8.2.3 Any person who currently participates or last participated in softball competition in Redlands and who wishes to participate outside Queensland on a temporary basis:-

- (a) shall first obtain an interstate permit;
- (b) such permit shall be effective for a maximum period of three (3) months from the date of receipt of application by the Association;
- (c) applications must be accompanied by the appropriate administration fee.

8.3 INTRASTATE TRANSFERS AND PERMITS

8.3.1 Any person wishing to leave Redlands for the purpose of participating in softball on a permanent or indefinite basis elsewhere in Queensland shall first obtain a Transfer.

8.3.2 Any person wishing to participate, during a period of temporary absence from Redlands, in softball in a district of Queensland other than Redlands shall first obtain a Permit.

8.3.3 The holder of a Permit shall be ineligible to represent any other District Softball Association.

8.3.4 It shall be the responsibility of any Affiliate to apply to the Association for a team permit when intending to compete interstate or overseas.

REDLANDS SOFTBALL ASSOCIATION INC.

8.4 STATE CHAMPIONSHIP RELEASE

- 8.4.1** A State Championship Release may be issued to a person wishing to participate in a State Championship for a District Association other than Redlands provided that:-
- (a) a nomination form as per By-Laws 19.1 and 19.2 was lodged and has been unsuccessful in the selection process, having made him\herself available for selection trials if called ;
 - (b) Redlands will not be fielding a team in the relevant State Championship;
 - (c) there is agreement between both Redlands and the District Association to which he/she is released to play.

8.5 GENERAL PROVISIONS

- 8.5.1** No person shall be eligible to be granted a Clearance, Transfer, Permit or Championship Release where that person:
- (a) has failed to discharge any financial obligation (including a financial obligation imposed as a disciplinary measure) to his/her club, or the Association:
 - (b) is serving a period of suspension or disqualification from eligibility to participate in softball (whether in his/her Club or elsewhere) or from membership of his/her club, or the Association.
- 8.5.2** Notwithstanding the foregoing provisions, any person desiring to participate in a softball competition in the Association shall be required to obtain a Clearance, Transfer or Permit where that person has participated in a softball competition within the period of two (2) years prior to commencement of the softball season in which that person seeks to recommence participation.
- 8.5.3** A copy of every Clearance, Transfer, Permit or Championship Release shall be submitted to the Secretary in writing on the prescribed form which shall include written confirmation from the secretary of their Club (such confirmation not to be unreasonably withheld or delayed) that no ground of ineligibility pursuant to By-Law 8.5.1 exists with respect to the applicant.
- 8.5.4** In accordance with the QSA Insurance Policies, insurance cover will only be provided to those registered participants who first obtain the relevant permit to participate in activities outside their home association.

BY LAW 9. UNIFORMS

9.1 Affiliated Clubs

- 9.1.1** (a) All Affiliates uniforms shall be registered with the Association.
 (b) No Affiliate shall adopt or alter its playing colours without first obtaining the approval of the Association, such approval not to be unreasonably refused;
 (c) No Affiliates shall adopt red, white and green as its colours.
- 9.1.2** For the purpose of By-Law 9.1.1, the term “uniform” shall be deemed to include an Affiliate’s emblem, crest or name.
- 9.1.3** All players representing an Affiliate in any fixture shall wear that Affiliate’s uniform as currently registered with the Association without any variation.
- 9.1.4** All officials representing an Affiliate in any fixture shall wear that Affiliate’s official’s uniform as currently registered with the Association without any variation.
- 9.1.5** Where any player competes in a fixture on behalf of an Affiliate in a uniform which is not correct or proper in all respects, the Board may impose upon that Affiliate a fine of such amount as is prescribed from time to time.
- 9.1.6** Should an Affiliate cease to exist, no other affiliate may adopt their registered colours for a minimum of two (2) years.

9.2 Association Uniforms

- 9.2.1** The playing and dress uniforms for persons representing the Association shall be such as are determined by the Board from time to time.
- 9.2.2** The Association’s uniform shall be registered with the Queensland Softball Association Inc.
- 9.2.3** The colours of the playing uniform for all Redlands Representative Teams shall predominantly be red, white and green.
- 9.2.4** The Association to hire playing shirts to all representative team members. Team members to purchase remainder of uniform requirements.
- 9.2.5** Where any person is representing the Association, whether on or off the playing field and in any capacity, on any official occasion, that person shall be attired in the relevant Association uniform save and except where that person receives an express exemption from the Board or, in a tour situation, from the Tour Manager.

BY-LAW 10. FEES, SUBSCRIPTIONS ETC.

- 10.1** Any fees, subscriptions, levies or imposts (herein called "imposts") resolved by the Association to be levies upon its members, apart from those for which express provision is made in the Rules of the Association, shall be paid not later than the date determined by the Association and, where no such dates are determined, by such dates as are prescribed by the Finance Committee (FOC). Where payment is not made by the due date, or a scheme of arrangement entered into, the Board may declare the member unfinancial until such time as payment is made.
- 10.2** The Board may impose a penalty of such amount as is prescribed from time to time in respect of the late submission of any imposts due and payable to the Association pursuant to the Rules and By-Laws thereof. Without limiting the generality of the foregoing, penalty may be calculated as a percentage of the overdue remittance and provision may be made for periodic escalations of penalty for continuously outstanding remittances.
- 10.3** Where any penalty is imposed by the Board for an overdue payment, the member concerned shall be deemed unfinancial until the penalty is paid.
- 10.4** The Finance Operational Committee may defer due payment of any impost upon receipt of the written application of the member concerned, to the Secretary, accompanied by a written explanation setting forth reasons which, in the opinion of the Finance Committee, justify a deferment.
- 10.5** The FOC shall have no power to waive any impost determined by the Board to be payable.
- 10.6** Notwithstanding the foregoing provisions of this By-Law 10, no application for deferral or waiver shall be entertained unless received by the Secretary not later than one (1) week after the due date for payment of the relevant impost.
- 10.7** Where an application for deferral or waiver is made within the time provided, no penalty for late payment shall be imposed unless and until:
- (a) the application has been determined;
 - (b) the application has been advised of the determination; and
 - (c) (i) where the application is refused, the payment remains overdue for fourteen (14) days after the application has been notified of the determination; or
(ii) where a deferral is granted, the deferral period has expired and the payment remains overdue.
- 10.8** Where any individually registered member owes money by way of a debt incurred directly with the Association, the Board will:
- (a) send an itemised account to the member; and
 - (b) allow one (1) full calendar month for payment to be made or disclaimer lodged.
- 10.9** Where no payment is received or disclaimer lodged as per By-Law 10.8 (b) the individual member will be declared unfinancial and suspended until such time as the debt is paid.

BY-LAW 11. NOMINATIONS FOR LIFE MEMBERSHIP

11.1 NOMINATION FOR LIFE MEMBERSHIP

All nominations for Life Membership of the Association shall be submitted in writing, signed by the Nominator and countersigned by a Secunder, and must include a full history of the service rendered by the nominee. Support material, which verifies the service, may also be included.

Note: The person being nominated should not be advised of their nomination nor should they be asked to supply details of their service.

BY-LAW 12. DOMESTIC COMPETITION

12.1 GENERAL

12.1.1 The season shall be conducted to include the winter months, concluding prior to the school holidays in September.

12.1.2 The RSA season shall be conducted according to this By-Law and the Ground Rules.

12.1.3 The Board may formulate supplementary ground rules for specific requirements of any tournament, carnival, or event that it conducts.

12.1.4 Competitions shall be conducted in the following divisions, subject to By-Laws 12.1.5 and 12.1.6.

- (a) T-Ball;
- (b) Rookie Ball;
- (c) Under 12;
- (d) Under 14 Girls;
- (e) Under 14 Boys;
- (f) Under 17 Girls;
- (g) Under 17 Boys;
- (h) Senior Women's – A, A-Reserve, B & C Grades;
- (i) Senior Men's – A, A-Reserve, B & C Grades;
- (j) Any other grade as determined by the Board

12.1.5 The minimum number of teams required to constitute a grade in any under-age division shall be three (3).

12.1.6 The minimum number of teams required to constitute a grade in any senior division shall be four (4).

12.1.7 BEHAVIOUR AND CONDUCT

It is the responsibility of each participating Affiliate to ensure that its personnel:

- (a) are aware of, have read and agree to abide by the codes of conduct/ethics relevant to their positions held within the team;
- (b) are aware of, have read and agree to abide by the Ground Rules;
- (c) are responsible for ensuring that parents and spectators are aware of and abide by the QSA Codes of Conduct;
- (d) always extend courtesy to other teams and the local community;
- (e) work together and promote harmony and discipline within their team and between teams.
- (f) No Affiliate or member shall cause or allow to be publicly printed any derogative matter about another Affiliate or individual regardless of whether the writer feels justification exists.

12.1.8 AGE REQUIREMENTS

The cut-off date of birth for any under age competition is 31st of December each year, age requirements for each under-age competition are:

- (a) T-Ball - A player must be between the ages of 4 (5 as at 30/6) and 7 years;
- (b) Rookie Ball - A player must be aged 7 (8 as at 31/12) and under 10 years;
- (c) Under 12 - A player must be between the ages of 9 and 11 years (as at 31/12);
- (d) No player under the age of 11 years is eligible to play in the Under 14 competition unless that player has obtained approval from the RSA Board of Management.
- (e) No player under 12 years of age is eligible to play in a senior grade unless that player has received special exemption because of demonstrated skills as determined by the Board.
- (f) To be eligible to participate in any under-age team, a player must be under the team divisional age as the thirty-first day of December that year.

REDLANDS SOFTBALL ASSOCIATION INC.

12.2 CONDITIONS OF PARTICIPATION

12.2.1 Any Affiliate wishing to enter a team or teams into the RSA competition shall forward, not later than four (4) weeks prior to the date of commencement season:

12.2.1.1 Completed Team Nomination Form (Form B)

12.2.2 Team Lists

Each Affiliate participating in the RSA competition shall supply to the Association, not later than seven (7) days prior to the due date of commencement of the season, their team list (Form D) stating:

- (a) full names, addresses and contact details of its players and officials (including managers, coaches, assistant coaches, statisticians, bat persons and any other specialist personnel) together with the division in which the players are to participate;
- (b) the date of birth of each player who is participating in an age or youth competition.. Proof of age must be produced prior to player taking the field.
- (c) such other details, as the Association may require.

12.3 TROPHIES AND AWARDS

12.3.1 Association trophies will be awarded to the Grand Final winners and runners up of all grades competing in the Association's competition from U/14 upwards. A suitable award shall be made to each T Ball, Rookie Ball and U/12 participant.

12.3.2 Grand Final & Mid-Season Final/President's Cup

12.3.2.1 Perpetual trophies are to be returned to the Association at the completion of presentations.

12.3.2.2 The Grand Final winners, runners-up and Mid-Season Final/President's Cup winning Clubs shall receive a banner/plaque for their own keeping.

12.3.2.3 The Board shall determine any other perpetual awards or trophies and the rules pertaining to such.

12.4 MID-SEASON FINAL/PRESIDENT'S CUP

12.4.1 The President's Cup/Mid Season Final Trophy will be awarded to the team finishing 1st in the respective grade based on the following criteria:-

- 5 teams or more per grade, after the first round
- 4 teams per grade, after the second round
- 3 teams only per grade, after the third round

12.5 CHAMPION CLUB

12.5.1 The Champion Club shall be determined over the fixture rounds. The Championship shall be conducted over all grades excluding T Ball, Rookie Ball and U/12's. The following criteria shall apply.

- (a) A member Club must have a minimum of five (5) teams competing.
- (b) Any team must qualify for finals before being awarded points.
- (c) The winner shall be the member Club with the highest aggregate of points, divided by the number of teams competing, excluding TBall, Rookie Ball and U/12's.
- (d) Points shall be allocated as follows:

Minor Premiers	Four (4)
Runner up	Three (3)
Third Place	Two (2)
Fourth Place	One (1)

REDLANDS SOFTBALL ASSOCIATION INC.

12.6 ELIGIBILITY FOR FINALS

- 12.6.1** No team shall be eligible to compete in finals without its Club having paid all outstanding monies owing to the Association at time of the finals.
- 12.6.2** To be eligible for finals, players shall have played at least one third (1/3) of the games in the round or rounds, as a registered member of that team, except for injured players or where their absence is approved by the Association, such games shall count toward eligibility: -
- 12.6.2.1** An injured player shall have previously had noted the injury on the scorecard
- 12.6.2.2** Management must ratify any exceptions to this rule and each case will be treated on its merits.
- 12.6.2.3** Should a player be absent for more than two (2) weeks because of injury, a medical certificate will be required.

12.7 FINALS COMPOSITION

- 12.7.1** Five (5) or more teams in a competition - top four (4) teams to participate in finals.
Team 1 v Team 2 - Winner goes straight into final.
Team 3 v Team 4. Winner plays loser of Team 1 v Team 2 to go into final.
Loser is out.
- 12.7.2** Four (4) teams in a competition – Team 1 straight to Grand Final, Team 2 and Team 3 to play off to then meet Team 1.
- 12.7.3** Three (3) teams in a competition – First & second placed teams play off in grand final.

12.8 SEASON DRAW

- 12.8.1** Draws for Association Season shall be the responsibility of the Governance, Administration & Game Operational Committee (GAGOC) and shall be drawn up with a view to providing as many games as possible for all teams participating.
- 12.8.2** The GAGOC shall construct and distribute to all participating Affiliates, not later than seven (7) days prior to the due date of commencement of the competition, the proposed draw of fixture matches for the season.
- 12.8.3** In extenuating circumstances, the Board may alter, amend or reconstruct the draw and/or the system by which finals competition is to be played.

BY-LAW 13. DISCIPLINARY PROVISIONS

13.1 GENERAL

13.1.1 Each Affiliate shall ensure that at all times players and officials participating, in any capacity whatsoever, in softball activities within Redlands achieve and maintain in connection with those activities a standard of conduct which is not and is not likely to be prejudicial or injurious to the interests or reputation of softball within Redlands or elsewhere or inconsistent with the objects of the RSA or the QSA Inc.

13.1.2 Where the Judiciary Committee is of the opinion that a player or official participating in any softball sanctioned by the Association has been guilty of conduct which is or is likely to be prejudicial or injurious to the interests or reputation of the game of softball in Queensland or any part thereof or inconsistent with the object of the Association then, subject to the provisions of By-Law 13.1.3, the Judiciary Committee shall impose upon that person a penalty being:

- (a) lifetime suspension from participation in softball, as a player and/or as an official, within Queensland;
- (b) suspension from participation in softball, as a player and/or as an official, for a specific period of time (being less than a lifetime) or a specific number of fixtures;
- (c) lifetime disqualification from membership of the Redlands Softball Association Inc.;
- (d) disqualification from membership of the Redlands Softball Association Inc. for a specific period of time (being less than a lifetime);
- (e) disqualification from eligibility to be selected for, or to participate in (as the case may be) specific softball events including, but by no means limited to representative teams and development squads;
- (f) disqualification from eligibility to receive incentives or other assistance from the RSA Inc.
- (g) imposition of a fine;
- (h) payment of restitution or compensation;
- (i) reprimand;
- (j) any permutation or combination of the foregoing penalties;

the severity of the penalty to be commensurate with the seriousness of the offence.

13.1.3 Without limiting the effect of By-Law 13.1.2 the Association may decline to impose a penalty in circumstances where the Association or the relevant disciplinary tribunal, as the case may be, considers that the conduct of which the relevant player or official is guilty, was of a minor and trifling nature.

13.1.4 Without in any way limiting the meaning or intent thereof, the expression "conduct which is or is likely to be prejudicial or injurious to the interests or reputation of softball" or any derivation of that expression, will include conduct such as:

- (a) striking a player, a team official or spectator;
- (b) audibly abusing an umpire or other game official before, during or after a match;
- (c) audibly abusing a player or spectator;
- (d) using obscene or indecent language or audible sounds or make obscene or indecent gestures to any persons before, during or after a match or at any other softball related function;
- (e) endeavouring to undermine the authority, or disobeying the instructions or orders, of a team manager, coach, umpire or other official, or of a team captain;
- (f) conscious of consistent failure by a team manager, coach, umpire or other official to discharge the responsibilities incumbent upon that person as such manager, coach, umpire or other official;
- (g) failure at any time to conform to standards of behaviour or to comply with any rules of conduct set down from time to time by the Board or the Association for Redlands representative players and officials;

provided that the foregoing activities will not be deemed in any way to constitute a complex or exhaustive list.

BY-LAW 14. RIGHT OF HEARING

14.1 METHOD OF HANDLING ANY BREACH OF THE CODES OF CONDUCT NOT IN THE COURSE OF A GAME

14.1.1 No penalty or punishment referred to in By-Law 13 will be imposed upon any member of the Association or other person without that member or person being afforded an opportunity of being heard in its, his or her defence.

14.1.2 All actions for imposition of a penalty upon any player or official pursuant to By-Law 13 shall be initiated by the Executive Committee in accordance with the following procedure:

14.1.2.1 The complainant shall lodge with the Secretary a written report outlining the nature of the complaint and identifying the person who is the subject of the complaint. In any circumstances where the complainant is unable to properly identify the person the subject of the complaint without the co-operation and assistance of any given club, official or player, that club, official or player, as the case may be, shall provide all reasonable assistance to the Secretary to facilitate such identification should the Secretary request such assistance.

14.1.2.2 Upon receipt of the written complaint, and where necessary, identification of the person the subject of the complaint, the Secretary shall convene a meeting of the Executive Committee to consider the complaint and to determine whether or not the person should be charged.

14.1.2.3 Where the Executive Committee considers that there may be insufficient evidence available, it may initiate and conduct its own inquiries into the complaint and, for this purpose, may require any club, player or official to provide all reasonable assistance including, but not limited to, provision of requested materials for examination or perusal and appearance before the Executive Committee to answer its questions.

14.1.2.4 Where the Executive Committee is of the opinion, after having considered the available evidence, that a complaint:-
(a) discloses no offence; or
(b) is supported by insufficient evidence of guilt; or
(c) discloses only a minor or trifling offence;

the Executive Committee may decline to institute disciplinary proceedings whereupon the Secretary shall notify the complainant in writing and the decision of the Executive Committee shall be final and binding.

14.1.2.5 Where the Executive Committee is satisfied that an offence has been committed in terms of By-Law 13 and the player or official the subject of the complaint should be charged, the Secretary shall notify the Chairman of the Judiciary Committee immediately and the Chairman shall convene a meeting of the Judiciary Committee and shall cite the relevant player or official to appear before the Judiciary Committee at that meeting to answer the charge to be laid by the Executive Committee. Such citation shall be in writing and shall afford the player or official reasonable notice of the date, time and place of the Judiciary Committee meeting.

14.1.2.6 Where a complaint or charge is made by a person being a member of the Executive Committee, that person shall not be permitted to participate in the Executive Committee's consideration of that complaint or charges and, for the purpose of such consideration, the Executive Committee shall be deemed fully constituted by those members of such committee other than the complainant.

REDLANDS SOFTBALL ASSOCIATION INC.

- 14.1.3** At each hearing of the Judiciary Committee, the committee shall proceed to hear the charges laid before it to determine such complaints or charges and, where it deems appropriate, to impose penalties for offences found by the Judiciary Committee to have been proved.
- 14.1.3.1** Unless the Executive Committee approves in writing prior to the hearing, the person charged shall be present at the hearing, with or without an advocate, to respond to the charge.
- 14.1.3.2** Each party to the proceeding shall be entitled to call witnesses on its behalf and to cross-examine witnesses called on behalf of the other party or parties.
- 14.1.3.3** Hearsay evidence and statements and other written documents not signed or otherwise verified or authenticated shall be excluded from evidence.
- 14.1.3.4** A party conducting examination-in-chief shall not be permitted to ask its witnesses leading questions but may do so upon cross-examination of a witness called by any other party or upon re-examination of its own witness following that witness's cross examination provided that upon re-examination, a witness may be questioned only upon those matters which have arisen out of the cross-examination of that witness.
- 14.1.3.5** A witness may not be recalled after completion of his/her evidence save with the consent of the adjudicating tribunal.
- 14.1.3.6** No party may call further witnesses or evidence after having concluded its case, that is to say - finished the presentation of its evidence, unless the adjudicating tribunal consents and then only where the adjudicating tribunal is satisfied that the witness or the evidence, as the case may be, could not, practically, have been obtained in sufficient time to enable its examination or presentation prior to closure of the party's case. Every party to the proceeding shall be permitted to be heard on the question of the right of any party to call witnesses or present evidence as aforesaid.
- 14.1.3.7** Upon closure of evidence, the party preferring the charge shall sum up its case to the tribunal first and the party charged shall sum up last. Where more than one party stands charged on the same hearing, the tribunal shall determine the order or summaries to be taken from the parties charged.
- 14.1.3.8** Where the tribunal is of the opinion that a charge has been preferred maliciously or frivolously, it may order that the Association meet those costs incurred by the party or parties charged of or incidental to the proceeding in such amount/s as the tribunal considers reasonable. Where the tribunal deems appropriate, it may convene a further hearing to receive submissions in respect of quantum of costs to be allowed.
- 14.1.3.9** The adjudicating tribunal shall maintain a record of the whole of any proceeding before it and the chairman of that tribunal shall retain the record until the expiry of five (5) years after determination of the matter or for such longer period as the Board may direct. Each party to the proceeding shall be entitled, at its own cost, to a copy of the record and, upon the request of the chairman of any appellate body, the transcript shall be made available to that body.
- 14.1.4** Where any person refuses to co-operate with the Secretary or the Executive Committee as required By-Laws 14.1.2.1 and 14.1.2.3 the Executive Committee may notify the Chairman of the Judiciary Committee of such refusal and the Chairman shall cite that person to appear before the Judiciary Committee to be dealt with pursuant to By-Law 14.1.2.5 hereof.

REDLANDS SOFTBALL ASSOCIATION INC.

- 14.1.5** At every Judiciary Committee meeting, a member of the Board of the Executive Committee (as the case may require) shall appear either personally or through an advocate or agent to prosecute the relevant charge/s.
- 14.1.6** The Chairman of the Judiciary Committee shall notify the Secretary promptly in writing of the decision of the Judiciary Committee in respect of each matter determined by it.
- 14.1.7** Upon receipt of the notification aforesaid, the Secretary shall (as the case may required) notify in writing:
- (a) the relevant player or official;
 - (b) all members of the Board;
- confirming the decision of the Judiciary Committee and, where the member, player or official (as the case may be) has been found guilty as charged, the penalty or sanction imposed.
- 14.1.8** Every member or person required to appear before the Judiciary Committee to answer any charge laid pursuant to these Rules shall be entitled to be represented by an advocate or agent at that hearing.
- 14.1.9** A person aggrieved by the decision of the Association in disciplinary or expulsion proceedings may appeal to the QSA Inc against such decision.

14.2 METHOD OF HANDLING ANY BREACH OF THE CODES OF CONDUCT IN THE COURSE OF A GAME (Zero Tolerance Policy Applies)

- 14.2.1** The various QSA Codes of Conduct includes the obligation to play the game of Softball in a manner which is not and is not likely to be prejudicial or injurious to the interests or reputation of softball.
- 14.2.2** An alleged breach of the Code of Conduct may be reported by:
- (a) A player participating in the particular game in which an alleged breach occurs;
 - (b) Any Coach, Manager, Scorer or Umpire involved in the particular game in which the alleged breach occurs;
 - (c) The Secretary of a Club or the Redlands Softball Association Inc;
 - (d) The Secretary of the Queensland Softball Association Inc;
 - (e) Any member of the Board of Queensland Softball Association;
 - (f) A Member Protection Officer
- 14.2.3** Where any person mentioned in By-Law 14.2.2 wishes to report an alleged breach of the Code of Conduct, that person shall forward a written submission to the Chief Commissioner at Queensland Softball Association by 6.00pm no later than three (3) days after the completion of the game in which the alleged breach occurred.

BY-LAW 15. PENALTIES

15.1 When a person is disqualified from eligibility:

- (a) to participate in a softball activity; or
- (b) to be or remain a member of the RSA, for any given period or otherwise penalises a person,

the Secretary, QSA Inc shall be notified in writing of:

- (i) the exact nature of the penalty
- (ii) the full name of the person penalised; and
- (iii) the offence for which the penalty has been imposed.

BY-LAW 16. OPERATIONAL COMMITTEES (OC)

16.1 GENERAL

- 16.1.1** The Chairman of any OC shall be appointed by the Board from members of the Board.
- 16.1.1.1** Persons may be appointed to any Operational Committee by the Board upon the recommendation of the Chairman of that committee.
- 16.1.2** Each OC shall keep full and proper records of its proceedings and activities and shall report to each Board meeting unless otherwise directed.
- 16.1.3** Any proposed expenditure by an OC shall have been first submitted to the Board for approval, prior to expenditure. Budgeted items shall be deemed approved upon acceptance and approval of the budget submitted by FOC.
- 16.1.4** Where an OC considers it necessary, it may co-opt additional personnel to assist it in the discharge of its functions.
- 16.1.5** Each OC shall prepare a detailed budget for consideration and approval by the Board.
- 16.1.6** Any OC may form and appoint from time to time such sub-committees as it deems necessary to assist the Operational Committee in the administration of softball in Queensland.
- 16.1.7** Any such sub-committee will be fully accountable to the respective Operational Committee.
- 16.1.8** Any Ordinary Individual Member of the Association, can hold a position on a maximum of three (3) Sub-Committee including Q.S.A. Committees.

REDLANDS SOFTBALL ASSOCIATION INC.

16.2 FINANCE OPERATIONAL COMMITTEE – FOC

16.2.1 The Board shall appoint a Finance Operational Committee from time to time for the purpose of managing revenue and expenditure, budget planning and monitoring, of the Association, through financial systems approved by the Board, including, but not limited to:

- (a) cause to receive and bank all monies paid to the Association, issue receipts, maintain all records and accounts of the Association and present a monthly statement thereof to the Board, and shall attend to the payment of those accounts approved for payment. Shall cause accounts in excess of the maximum level (as outlined in Rule 24.10), to be ratified by the FOC save in an emergency (on the proviso that any emergency payment shall be notified to the President, prior to payment, for ratification at the Board meeting next following the emergency payment);
- (b) prepare an annual balance sheet for inspection and certification by the auditor of the Association and present the same at the Annual General Meeting;
- (c) perform such other duties as the Association, and the Board require. provided that where the Association employs a Administrator, the Chairman of the FOC may delegate to the Administrator such financial matters as approved by the Board.
- (d) Prepare for submission any applications for grants, subsidies and any other financial requirements, including the coordination of other OC's for particular projects.
- (e) be responsible for organising efficient operation of the canteen and bar including the control of purchasing of all necessary items for the provision of meals, hygiene and members comfort, including but not limited to:-
 - (k) oversee and co-ordinate the canteen and bar convenor's to ensure proper preparation of all food and beverages;
 - (ii) be responsible for ensuring all monies received in respect to food and drinks, on behalf of the association are appropriately collected and provided to the Treasurer;
 - (iii) liaise with, and be responsible to, the Treasurer with regard to such monies.
 - (iv) Act as the Associations liaison person in respect to all matters associated with the running of the Canteen and Bar.
 - (v) Provide a detailed list of required improvements along with some budget estimates.

16.2.2 The Finance OC shall comprise a minimum of 3 persons approved by the Board.

REDLANDS SOFTBALL ASSOCIATION INC.

16.3 DEVELOPMENT OPERATIONAL COMMITTEE – DOC

16.3.1 The Board shall appoint a Development Operational Committee from time to time for the purpose of growing and developing the sport throughout the Redlands District and developing and managing all grounds and facilities projects, including but not limited to:-

16.3.1.1 Junior Development

- (a) be chairperson of the Junior Development Committee and co-ordinate all matters pertaining to the responsibilities and obligations of youth membership;
- (b) be responsible for the conduct and co-ordination of all matters relating to Junior Activities and shall be their principal delegate;
- (c) assist with the enhancement of membership recruitment and retention through the various age levels and to pursue issues and activities of benefit to **active junior members**;
- (d) foster recognition of the important role youth plays within the Association;
- (e) provide direction to the Coaching, Scoring & Umpiring Technical Directorates in respect to training programs and requirements.
- (f) organise and run junior development program for the organisation.
- (g) be responsible for the supervision of any Junior Development Officers.

16.3.1.2 Game Development

- (a) Development of additional tournament style games

16.3.1.3 Grounds and Facilities Development

- (a) be responsible for all building and ground developments.
- (a) organise funding proposals seeking assistance in the establishment of grounds and facilities projects in consultation with the FOC.

16.3.2 The Development OC shall comprise a minimum of three (3) persons appointed by the Board.

REDLANDS SOFTBALL ASSOCIATION INC.

16.4 GOVERNANCE, ADMINISTRATION & GAME OPERATIONAL COMMITTEE – GAGOC

16.4.1 The Board shall appoint an Governance, Administration & Game Operational Committee from time to time for the purpose of the day to day running of the Association, including but not limited to:-

16.4.1.1 Governance:

- (a) Provide an annual revision to the Associations Strategic Plan
- (b) Ensure the Constitution is maintained and updated to a standard required by the Association
- (g) Upgrade the By Laws in line with the Constitution
- (h) Update the Ground Rules and Information Handbook for endorsement by the Presidents Secretaries meeting prior to the playing season
- (i) Undertake risk assessments and ensure Policies are in place to manage those risks.

16.4.1.2 The Game:

- (a) create a register of all players for the purpose of keeping record of each game played and will this maintain this record from each weeks score cards;
- (b) establish a draw for the playing season based on the number of teams in each grade.
- (c) establish a draw for the finals of the Association.
- (d) Liaise with the Treasurer in ascertaining the fees payable for each team at the start of the year and any fees payable on a week to week basis.
- (e) allocate any fines associated with poor presentation of scorecards and associated results
- (f) maintain a points table for each grade to be loaded weekly onto the Associations Web site

16.4.1.3 Maintenance:

- (a) liaise with the relevant committee/s to ensure hiring of facilities is in accordance with the associations rules and at charges appropriate to allow for the ongoing management of the facilities;
- (b) ensure ongoing maintenance funds are allocated in budgets to ensure upkeep of the building facilities and grounds.
- (c) As required organise any building maintenance activities in accordance with agreed budget parameters.
- (d) Ensure regular cleaning of the hall, toilets and surrounds is undertaken in accordance with the agreed specifications.
- (e) Ensure the diamonds are regularly maintained
- (f) Establish a relationship with Council representatives to assist in ground maintenance.
- (g) be responsible for the supervision of Administration and Grounds staff.

16.4.2 The Governance, Administration and Game Operational Committee is responsible for ensuring each portfolio director receives the correspondence associated with their portfolio and to provide support where necessary to ensure the effective running of the Association.

16.4.3 Be responsible for establishing and maintaining a strong relationship with frequent facilities users as well as general facilities management such as the booking, invoicing and collection of fees for the hall, grounds and lights for training.

REDLANDS SOFTBALL ASSOCIATION INC.

16.5 EVENTS & MARKETING OPERATIONAL COMMITTEE - EOC

16.5.1 The Board shall appoint an Events & Marketing Operational Committee from time to time for the purpose of administering, managing and marketing various events within the Redlands including, but not limited to:

- (a) State and National Championships;
- (b) International Events;
- (c) Mid-Season Final/President's Cup and Grand Final days; and

16.5.1.1 Events:

- (a) Administration and management of all events conducted on behalf of RSA
- (b) Event financial management and budgeting
- (c) Event specific merchandising
- (d) Carry out any duty not otherwise mentioned herein as directed by the Board.
- (e) Make application to host events.

16.5.1.2 Marketing:

- (a) negotiating marketing programs.
- (b) arranging media coverage of all approved levels of the sport.
- (c) arranging general merchandising for the sport.
- (d) arrange sponsorship and fundraising activities on behalf of the Association.

16.5.1.3 Communications:

- (a) Web Page;
- (b) Newsletters;
- (c) Advice & control of working bees;
- (d) Volunteer management & recognition.

16.5.2 The Events & Marketing OC shall comprise a minimum of 3 persons appointed by the Board.

REDLANDS SOFTBALL ASSOCIATION INC.

16.6 REPRESENTATIVE OPERATIONAL COMMITTEE – ROC

16.6.1 The Board shall appoint a Representative Operational Committee from time to time for the purpose of managing and administering the RSA Representative Team programs including, but not limited to:

- (a) prepare and present to the Management Committee a budget covering all financial matters associated with Association Teams. This budget must include as a minimum the cost of registration of the team, the cost of transport (including buses), the cost of accommodation, the cost of training balls and game balls.
- (b) maintain an up-to-date knowledge of the Queensland State Title locations and dates.
- (c) be responsible for the booking and confirmation of all, transport, accommodation associated with the team;
- (d) Provide for ratification by the Board a recommendation on the cost per player, (established via a shared cost method) and outlining the cost to the Association for the officials of the team.
- (e) be responsible to ensure costs associated with the sending of the representative team do not exceed the provision made by the Board;
- (f) submit progress reports regularly to the Council or Management Committee Meeting;
- (g) prepare and submit all carnival entries to the appropriate hosts within the required time prior to closing date;
- (h) declare open team and official nominations, and provide a timetable for the selection of each team.
- (i) on closing of nominations, a list of officials seeking positions with each team to be presented at the next Board meeting;
- (j) on the closing of nominations for players, provide a list of players nominated for each team to the selectors confirming the date of selection requirements;
- (k) provide the list of players recommended for selection to the Board for ratification.
- (l) within 30 days of the finalisation of each event organise for a statement with receipts and expenses pertaining to that event to be provided to the Board;
- (m) where events are held at Redland's, liaise with the Events & Marketing Operational Committee.
- (n) all issues relating to the RSA Representative Teams uniforms (playing, training, walk-out)
- (o) the performance of the RSA Representative Teams, players and officials
- (p) Carry out any duty not otherwise mentioned herein as directed by the Board.

16.6.2 The Representative OC shall comprise a minimum of three (3) persons appointed by the Board one of whom shall be the Director of Coaching.

BY-LAW 17. TECHNICAL DIRECTORATES (TD)

17.1 GENERAL

- 17.1.1** The Redlands Directors of Coaching, Scoring and Umpiring shall be appointed by the Board and shall chair the relevant Technical Directorate.
- 17.1.2** Each Technical Directorate shall keep full and proper records of its proceedings and activities and shall report to each Board meeting unless otherwise directed.
- 17.1.3** Any proposed expenditure by a Technical Directorate shall have been first submitted to the Board for approval, prior to expenditure. Budgeted items shall be deemed approved upon acceptance and approval of the budget submitted by the Governance & Finance Operational Committee.
- 17.1.4** Where a Technical Directorate considers it necessary, it may co-opt additional personnel to assist it in the discharge of its functions.
- 17.1.5** Each Technical Directorate shall prepare a detailed budget for consideration and approval by the Board.
- 17.1.6** Each Technical Directorate must be conversant with the practices of other District Softball Associations and other organisations.
- 17.1.7** Each Technical Directorate should adopt 'best practice' processes.
- 17.1.8** Each Technical Directorate must liaise with the other two Technical Directorates.

17.2 TECHNICAL DIRECTORATES – TD

- 17.2.1** The Board shall appoint Technical Directorates from time to time for the purpose of administering and managing the development of technical officials and softball players for the game of softball throughout the Redlands including, but not limited to:
 - (a) development programs, for athletes, coaches, umpires and statisticians,
 - (b) providing general practical training for athletes, coaches, umpires and statisticians, and maintaining and updating accreditation levels through the national accreditation schemes, other courses and clinics;
 - (c) production of written manuals or other instructional materials;
 - (d) dissemination of information to accredited coaches, umpires and statisticians;
- 17.2.2** A minimum of three (3) Technical Directorates will be formed:
 - (a) one of which shall be the Coaching Technical Directorate.
 - (b) one of which shall be the Scoring Technical Directorate.
 - (c) one of which shall be the Umpiring Technical Directorate.
- 17.2.3** Each Technical Directorate shall comprise a minimum of three (3) persons appointed by the Board, one of whom will be the relevant Director.

REDLANDS SOFTBALL ASSOCIATION INC.

17.3 COACHING TECHNICAL DIRECTORATE

17.3.1 The Redlands Director of Coaching shall hold a current National Accreditation of not lower than Level Two (2) and be conversant with office procedures.

17.3.2 The remaining Coaching Technical Directorate members shall at least hold current Level One (1) coaching accreditation and have had coaching experience at Association level.

17.3.3 The Specific Duties of the Coaching Director shall include but not be limited to:

- (a) Acting as chairperson of all meetings of the Coaching Technical Directorate
- (b) Ensuring Orientation to Coaching, Level 1 and 2 Coaching Courses are conducted throughout Redlands annually
- (c) Reporting monthly to the Board on the activities of the Coaching Technical Directorate and attend when necessary and present an Annual Report to the AGM
- (d) Liaising with the State Coaching Director and other state personnel
- (e) Representing RSA at the state coaching meeting held annually by QSA or to recommend to the Board an appropriate representative as required
- (f) Attending seminars, courses and meetings conducted by QSA Inc. and other agencies where appropriate and approved by the Board
- (g) Appointing personnel to assist the Directorate in carrying out the work entailed in each program.
- (h) Ensuring the maintenance of a register of names and addresses of accredited coaches together with details of Levels acquired and the dates.
- (i) Arranging the preparation and storage of teaching materials
- (j) Liaising with each Affiliate to provide assistance with:
 - improving the standard of coaching
 - recruiting and developing coaches
 - conducting coaching courses and programs
 - conducting athlete development programs
- (k) Determining the budgets for the RSA coach education and athlete development programs for submission to the Finance Operational Committee.
- (l) Being a member of the Representative Operational Committee and attend all meetings of that committee.

17.3.4 The Duties Of The Coaching Technical Directorate Shall Include But Not Be Limited To:

- (a) Conducting and supervising RSA athlete development programs where selected players shall attend to receive specialised coaching.
- (b) Appointing appropriately qualified coaches and other personnel to conduct athlete development programs.
- (c) Acting in the role of Ambassadors for Redlands Softball
- (d) Undertaking any duty not otherwise mentioned herein as directed by the Board.
- (e) Utilise the services of the Development Officer.

17.4 SCORING TECHNICAL DIRECTORATE

17.4.1 The Redlands Director of Scoring shall hold a current National Accreditation of not lower than Level Two (2) and be conversant with office procedures.

17.4.2 The remaining Scoring Technical Directorate members, shall at least hold current Level One (1) scoring accreditation.

17.4.3 The Specific Duties Of The Scoring Director Shall Include But Not Be Limited To:

- (a) Acting as chairperson of all meetings of the Scoring Technical Directorate
- (b) Ensuring Level 1 and 2 Scoring Courses are conducted throughout the year.
- (c) Reporting monthly to the Board on the activities of the Scoring Technical Directorate and attend when necessary and present an Annual Report to the AGM
- (d) Liaising with the QSA Scoring Director and other state personnel
- (e) Representing RSA at the state scoring meeting held annually by QSA or to recommend to the Board an appropriate representative as required
- (f) Attending seminars, courses and meetings conducted by QSA and other agencies where appropriate and approved by the Board.
- (g) Appointing personnel to assist the Directorate in carrying out the work entailed in each program.
- (h) Ensuring the maintenance of a register of names and addresses of accredited statisticians together with details of Levels acquired and the dates
- (i) Arranging the preparation and storage of teaching materials
- (j) Arranging for the collation of statistics as required,
- (k) Determining the budgets for the RSA statistician education and training programs for submission to the Financial Committee.

17.4.4 The Duties Of The Scoring Technical Directorate Shall Include But Not Be Limited To:

- (a) Conducting the Australian Softball Federation Accreditation Scoring Courses including Levels One, Two and Three
- (b) Implementing appropriate education and training programs for the various activities relating to scoring and statistics
- (c) Arranging the marking of the theory exam for Level One participants
- (d) Providing guidance to statisticians with RSA Representative Teams
- (e) Ensuring that coaches and umpires are made aware of the information they can obtain from statisticians
- (f) Acting in the role of Ambassadors for Redlands Softball
- (g) Undertaking any duty not otherwise mentioned herein as directed by the Board

REDLANDS SOFTBALL ASSOCIATION INC.

17.5 UMPIRING TECHNICAL DIRECTORATE

17.5.1 The Redlands Director of Umpiring shall be a financial member of the RSA and hold a current National Accreditation of not lower than Level Four (4) and be conversant with office procedures

17.5.2 The remaining Umpiring Technical Directorate members shall at least hold a Level Two qualification and currently umpiring at Redlands.

17.5.3 The Specific Duties Of The Umpiring Director Shall Include But Not Be Limited To:

- (a) Acting as Chairperson of all meetings of the Umpiring Technical Directorate;
- (b) Reporting monthly to the Board on the activities of the Umpiring Technical Directorate and attend when necessary and present an annual report to the Annual Council Meeting;
- (c) Liaising with the QSA Umpiring Director and other state personnel;
- (d) Representing RSA at the state umpiring meeting held annually by QSA or to recommend to the Board an appropriate representative as required;
- (e) Attending seminars, lectures and meetings conducted by QSA. and other agencies where appropriate and approved by the Board;
- (f) Appointing personnel to assist the Directorate in carrying out the work entailed in each program;
- (g) Arranging the preparation and storage of teaching materials;
- (h) Appointing the Umpiring Technical Directorate members to their working portfolios;
- (i) Determining the budgets for the RSA umpire education and training programs for submission to the Financial Committee.

17.5.4 The Duties Of The Umpiring Technical Directorate Shall Include But Not Be Limited To:

- (a) Implementing appropriate education and training programs for the various activities relating to umpiring;
- (b) Conducting an annual examination in rules and theory in conjunction with the examination conducted annually by the Australian Softball Federation Inc. The paper for such examination shall be set by the ASF and the pass mark shall be determined by ASF. A person shall not be eligible to sit for the ASF open paper unless that person has gained a pass from the ASF Level 1 paper;
- (c) Recommending to the Board an appropriately qualified Umpire for each State Championship;
- (d) Handling matters relating to rules queries;
- (e) Appointing appropriately qualified umpires, lecturers or other personnel to conduct education and training programs;
- (f) Maintaining a database of accredited umpires in Redlands;
- (g) Providing guidance to the RSA Representative Teams and their coaching staff;
- (h) Acting in the role of Ambassadors for Redlands Softball;
- (i) Undertaking any duty not otherwise mentioned herein as directed by the Board.
- (j) Allocate all umpires to fixtures.

REDLANDS SOFTBALL ASSOCIATION INC.

BY LAW 18. SELECTION COMMITTEE

- 18.1** Every nomination for appointment as a selector of a RSA Representative Team shall be:-
- (a) submitted in writing on the prescribed form;
 - (b) signed by the nominee;
 - (c) accompanied by a full resume of the qualifications and experience of the nominee;
 - (d) received by the Secretary not later than the date specified on the notice calling for nominations.
- 18.2** Each Redlands representative team shall be selected by a Selection Committee comprising a minimum of three (3) persons.
- 18.3** Selection Committees shall be appointed by the Board from the eligible nominations received. Where the Board decides that insufficient nominations or lack of appropriate nominations are received, further nominations may be sought.
- 18.4** No member for the time being of any Selection Committee shall be eligible to be a playing member of any Redlands representative team, the selection of which is the responsibility of that Selection Committee.
- 18.5** A Selection Committee may be instructed to select more than one team.
- 18.6** In the event of a withdrawal/s the Board may, at its discretion, appoint a suitable replacement to fill the vacancy, provided always such appointee has the basic skills, experience and personal suitability necessary to meet the role.
- 18.7** The Board shall appoint a chairperson for each of the Selection Committees.
- 18.8** When selecting representative teams, the Selection Committee must confer with the appointed Coach of the team being selected and may, at their discretion; refer to information from any other source deemed appropriate.
- 18.9** Subject always that selected teams shall be subject to ratification by the Board.

BY-LAW 19. SELECTION OF RSA REPRESENTATIVE PLAYERS

- 19.1** To be eligible for selection in any Redlands representative team, a player must, at the date of closure of nominations for selection:
- (a) be a registered member of the Redlands Softball Association Inc. and
 - (b) have submitted to the Secretary his/her nomination for selection.
 - (c) be able to obtain a State Championship Release from their home Association.
- 19.1.1** Subject to any contrary Rule, By-Law or Regulation of the QSA, to be eligible for selection in a Redlands under age representative team, a player must be under the team divisional age at the thirty-first day of December of the year during which the representative team is chosen. (For example a player in the under 19 team must be under 19 years of age as at 31/12 that year).
- 19.2** Redlands representative teams are selected from the eligible nominations received. Every nomination by a player for selection in a Redlands team shall:-
- (a) be submitted in writing on the prescribed form;
 - (b) be signed by the player;
 - (c) if the player is under the age of eighteen (18) years, signed by the parent or legal guardian (as the case may be) of the player;
 - (d) state the player's address and date of birth;
 - (e) state clearly the teams for which the player is nominating;
 - (f) be accompanied by the prescribed nomination fee (if applicable);
 - (g) be in the hands of the Secretary not later than the prescribed closing date as stipulated in the notice calling for nominations.
- 19.3** Players wishing to be selected in multiple Redlands teams in the same year must nominate in accordance with By-Law 19.2 clearly indicating the number of teams they wish to be considered for.
- 19.4** If a player is selected in multiple teams, one must be in their age division.
- 19.5** As the case may require, Redlands representative teams participating at State Championships shall be selected in the following divisions:
- (i) Queensland Cup – Women
 - (ii) Queensland Cup – Men
 - (iii) Open Women
 - (iv) Open Men
 - (v) Under 19 Women
 - (vi) Under 19 Youths
 - (vii) Under 17 Girls
 - (viii) Under 17 Boys
 - (ix) Under 15 Girls
 - (x) Under 15 Boys
- 19.6** The players selected in an under age team shall be not fewer than twelve (12) and not more than sixteen (16).
- 19.7** The Board may approve the selection of such other representative teams as may be required from time to time.
- 19.8** Any player in a Redlands team who wishes to withdraw at any time after selection shall notify the Secretary promptly of his/her intention to withdraw and of the reason for such withdrawal.
- 19.9** Any person selected in a Redlands team shall be deemed to continue to be a member of that team until either that person withdraws or until the next occasion upon which a Redlands representative team in that division is selected (whichever is the later date) and shall continue to be bound by all of the Rules, By-Laws and Policies of the Association applicable to members of a Redlands team until that time.
- 19.10** No person may serve simultaneously in the capacity of a player and an official in any Redlands team except in extenuating circumstances as determined by the Board from time to time.

REDLANDS SOFTBALL ASSOCIATION INC.

- 19.11** Within twenty-one (21) days after his/her selection, each player selected shall forward to the Secretary:
- (a) his/her player declaration, duly completed:
 - (b) a player medical information form, duly completed
 - (c) uniform order form, duly completed.
- 19.12** Payment of costs associated with a player's selection in a Redlands representative team must be forwarded to the Secretary fourteen (14) days prior to the commencement of the championships, tournament or tour.
- 19.13** Where any player fails to comply with the requirements of By-Laws 19.11 and 19.12, that player's position in the team will be the subject of consideration by the Board.
- 19.14** A player in breach of the relevant player declaration may be removed from the team by the Board at their ultimate discretion.

BY-LAW 20. SELECTION OF RSA REPRESENTATIVE TEAM OFFICIALS

- 20.1** To be eligible for selection in any Redlands Representative team, an official must, at the date of closure of nominations for selection:
- (a) be a registered member of the Redlands Softball Association Inc; and
 - (b) have submitted to the Secretary his/her nomination for selection.
- 20.2** In addition to the players selected therein, every Redlands representative softball side shall include as officials:-
- (a) a manager;
 - (b) a coach;
 - (c) an assistant coach;
 - (d) a statistician;
- and also may include as an official:
- (g) a qualified physiotherapist/trainer/specialist coaches/trainee coach
 - (h) other support staff as determined by the Board.
- 20.3** Every nomination for selection as an official in a Redlands representative team shall be:
- (a) submitted in writing on the prescribed form;
 - (b) signed by the nominee;
 - (c) accompanied by full details of the nominee's qualifications for the nominated position.
 - (d) In the hands of the Secretary by such date as is specified by the Secretary in the notice calling for nominations;
 - (e) Redlands Representative Team Officials shall be appointed by the Board on the basis of relevant qualifications, experience and personal suitability. In the case of coaches and statisticians, accreditation levels will be taken into account.
 - (f) Where no suitable applications are received for a particular position, the Board may at its discretion:
 - (i) make an appointment from outside of the written applicants, provided always such appointee has the basis skills, experience and personal suitability necessary to meet the role.
 - (ii) seek further nominations.
 - (i) Appointment of Redlands representative team officials to be made by the date as determined by the Board from time to time.
- 20.4** Any official in a Redlands side who wishes to withdraw at any time after selection shall notify the Secretary promptly of his/her intention to withdraw and of the reason for such withdrawal.
- 20.5** Redlands representative officials will be subject to a minimal cost as set by the Management Committee each year. The Redlands Softball Association will meet the balance of the travel and accommodation expenses.
- 20.6** No person may serve simultaneously in the capacity of a player and an official in any Redlands team except in extenuating circumstances as determined by the Board from time to time.
- 20.7** Any person selected in a Redlands team shall be deemed to continue to be a member of that team until either that person withdraws or until the next occasion upon which a Redlands representative team in that division is selected (whichever is the later date) and shall continue to be bound by all of the Rules, By-Laws and Policies of the Association applicable to members of a Redlands team until that time.
- 20.8** The appointment of a captain and vice-captain or of co-captains of a Redlands representative team shall be determined by a bare majority of the manager, coach, assistant coach and statistician of such team and shall be notified in writing promptly to the Secretary prior to the Championships.
- 20.9** An official in breach of the relevant Official declaration may be removed from the team by the Board at their ultimate discretion.
- 20.10** To be eligible for selection as a Coach or Assistant Coach of any Redlands Under Age Representative team, nominee must, at the date of closure of nominations for selection, be an active member of the Redlands Regional Academy Coaching Team.

BY-LAW 21. RSA REPRESENTATIVE OFFICIALS

21.1 RSA REPRESENTATIVE

- (a) The Official RSA Representative shall have discretionary power to deal with any matter that may arise at a State Championships not otherwise covered by the rules, by-laws, policies and other relevant documents
- (b) The RSA Representative shall only approach team managers, between games (other than emergencies) regarding any issue that may arise in relation to teams competing at State Championships.
- (c) The Association shall meet where necessary the expenses incurred for transport, accommodation and breakfast for the appointed RSA Representative.
- (d) The RSA Representative shall submit a report of the State Championships within twenty-eight (28) days of the completion of the State Championships.
- (e) RSA Representatives shall abide by the Administrators Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws, Policies).
- (f) Hold a Suitability Card from the Commissioner for Children and Young People.

21.2 MANAGER

- (a) The Manager shall have complete control of the team, except when training, on the field or in match play, when the control passes to the Coach and be the liaison link for the team.
- (b) Inform the team of the standards set down by the Association – behaviour, punctuality, alcohol, curfew, dress, discipline, etc.
- (c) Liaise with the Coach re: team meetings, trainings, etc.
- (d) Ensure that any injuries or illnesses are appropriately treated.
- (e) Delegate duties to other officials as directed by necessity or practicality.
- (f) After the event, submit a report to the Board of Management, if required, including recommendations.
- (g) Advise team members:-
 - (i) travel arrangements;
 - (ii) travel dates and times;
 - (iii) accommodation;
 - (iv) training times and venues;
 - (v) uniform requirements;
 - (vi) all costs;
 - (vii) collect and receipt all monies from team members in conjunction with Secretary/Treasurer;
 - (viii) detailed account of all expenditure against incomes for team kitty (within seven (7) days after the end of any state championship, tournament or tour).
- (h) Within twenty-eight (28) days after the end of any state championship, tournament or tour undertaken by a Redlands representative team submit a report to the Secretary containing such details as may be required by the Board from time to time
- (i) Abide by the Administrators Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws, Policies).
- (j) Hold a Suitability Card from the Commissioner for Children and Young People.

21.3 COACH

- (a) The Coach shall have control of the team on the field during training, warm up or in match play, and liaises with the Manager re: discipline, training etc.
- (b) Be responsible for:-
 - (i) team training
 - (ii) team equipment
 - (iii) the conduct of the team on the field, during play and training.
- (c) Within twenty-eight (28) days after the end of any state championship, tournament or tour undertaken by a Redlands representative team submit a report to the Secretary containing such details as may be required by the Board from time to time
- (d) Abide by the Coaches Code of Conduct/Ethics and the RSA Constitution (Rules. By-Laws, Policies)
- (e) Hold a Suitability Card from the Commissioner for Children and Young People.
- (f) Hold minimum Coaching Level Accreditation as required by QSA to attend State Championships.

REDLANDS SOFTBALL ASSOCIATION INC.

21.4 STATISTICIAN

- (a) Act as Official Statistician for the team.
- (b) Liaise with the Coach re: statistical requirements
- (c) Assist other officials in any way as required.
- (d) Within twenty-eight (28) days after the end of any state championship, tournament or tour undertaken by a Redlands representative team submit a report to the Secretary containing such details as may be required by the Board from time to time
- (e) Abide by the Administrators Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws and Policies).
- (f) Hold a Suitability Card from the Commissioner for Children and Young People.
- (g) Hold minimum Australian Scoring Accreditation Level as required by QSA to attend State Championships.

21.5 ASSISTANT COACH (if applicable)

- (a) Assist the Coach at training and during games.
- (b) Assist other officials in any way as required.
- (c) Within twenty-eight (28) days after the end of any state championship, tournament or tour undertaken by a Redlands representative team submit a report to the Secretary containing such details as may be required by the Board from time to time
- (d) Abide by the Coaches Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws and Policies).
- (e) Hold a Suitability Card from the Commissioner for Children and Young People.
- (f) Hold minimum Coaching Level Accreditation as required by QSA to attend State Championships.

21.6 SPECIALIST COACH (if applicable)

- (a) Assist the Head Coach with the development and conduct of squad/team programs, training and game management in consultation with the RSA Director of Coaching.
- (b) Attend all squad/team training sessions.
- (c) Assist other officials in any way as required.
- (d) In consultation with the Head Coach & Manager, provide written reports/feedback on squad/team programs and performance.
- (e) Maintain comprehensive documentation regarding incidents and resultant procedures and outcomes in consultation with the Manager.
- (f) Abide by the Coaches Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws and Policies).
- (g) Hold a Suitability Card from the Commissioner for Children and Young People.
- (h) Hold minimum Coaching Level Accreditation as required by QSA to attend State Championships.

21.7 TRAINEE COACH (if applicable)

- (a) Attend all squad/team training sessions and be involved with all aspects of the squad/team programs, at training and game management under the direction of the Head Coach.
- (b) Assist other officials in any way as required
- (c) Maintain comprehensive documentation regarding incidents and resultant procedures and outcomes in consultation with the Manager.
- (d) Abide by the Coaches Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws and Policies).
- (e) Hold a Suitability Card from the Commissioner for Children and Young People.
- (f) Trainee Coach shall only take the field should one (1) of the senior Coaches be removed from the game.
- (g) Hold minimum Coaching Level Accreditation as required by QSA to attend State Championships.

BY-LAW 22. RSA REPRESENTATIVE TEAMS - GENERAL

- 22.1** Subject to By-Law 22.2, general authority over any Redlands Representative side, including officials, shall repose in the Manager, and all members of such team shall submit to that authority and comply fully, at all times, with the directions of the Manager.
- 22.2** Notwithstanding the provisions of By-Law 22.1, authority over any Redlands Representative team so far as concerns training and match play shall repose in the Coach and members of the team shall submit to that authority and comply fully, at all times, with the directions of the Coach provided that the Manager shall have an overriding authority to direct players in respect of unsportsmanlike or unconscionable on-field conduct. For the purposes of this By-Law, training and match play will be deemed to include pre and post-match briefing by the Coach.
- 22.3** Save and except where the President or another officer of the Association in lieu of the President is traveling with or as part of a Redlands Representative team, the Manager of the side shall be deemed the official representative of the Association for all purposes connected with the team.
- 22.4** All personnel selected in a Redlands Representative team shall at all times abide by the procedures and guidelines as set out in the representative team policy documents. Where any such personnel breach of the policy, such to be reported to the Secretary and the Executive Committee may dismiss that person from the team and direct the relevant Selection Committee to choose a replacement.
- 22.5** During state championships, tournaments or on tour, the selection of a playing team shall be the responsibility of the relevant Coach in consultation with the Assistant Coach having regard to advice from the Manager as to any illnesses, injuries or disciplinary action which would exclude a player from consideration.

BY-LAW 23. CLUB MEMBER'S ATTENDANCE AT RSA BOARD MEETINGS

- 23.1** One (1) representative only from any Club or Body shall be permitted to attend as an observer at R.S.A. Board meetings.
- 23.2** The Secretary/Administrator shall be advised in writing at least 48 hours prior to a Board meeting of the name of the person wishing to attend on behalf of the Club or Body.
- 23.3** The representative of a Club or Body shall refrain from commenting on any matter at any Board meeting unless invited to speak by the Chairperson of the meeting.
- 23.4** The Board reserves the right to exclude all representatives from any matters raised at the meeting that the Committee deems to be of a special or sensitive nature.
- 23.5** The Board reserves the right to exclude any person from attending a Board meeting for any reason whatsoever.
- 23.6** The representative shall only discuss any matters raised at a Board meeting with his/her own Club Committee at a properly convened Club meeting.

BY-LAW 24. POLICIES AND PROCEDURES

- 24.1** The Board may make, amend or repeal, from time to time, policies and procedures not inconsistent with these By-Laws so as to facilitate the management and administration of the affairs of the Association and its objects but the Board shall not make any policies and procedures for the purpose of amending in any way the amounts or levels of any fees, subscriptions, levies or imposts set or determined by the Association at its AGM, except where the impost is levied subsequently, by the Australian Softball Federation Inc, QSA Inc or an increase in Sporting Insurance premiums.
- 24.2** Australian Representative Player/Official Rebate Policy (see attachment marked "Attachment A")
- 24.3** Smoke free Policy (see attachment marked "Attachment B")
- 24.4** Australian Softball Federation Member Protection Policy (see attachment marked "Attachment C")
- 24.5** Australian Softball Federation Heat Policy (see attachment marked "Attachment D")
- 24.6** Outgoing Championship Release Guideline (see attachment marked "Attachment E")

BY-LAW 25. REPEAL AND AMENDMENT

- 25.1** These By-Laws may be repealed or amended at any time and from time to time:
- (a) at any meeting of the Board by a seventy-five percent (75%) majority of the votes of members present, entitled to vote and voting; or
- (b) at any general meeting of the Association by a two-thirds (2/3) majority of votes of members present entitled to vote and voting,

abstentions shall be disregarded for all purposes, that is to say that whether or not the requisite majority of votes exists will be determined by counting only those votes cast by members present and entitled to vote.

These By-Laws shall be deemed to have repealed all previous By-Laws of the Association but, save and except as specifically provided herein, these By-Laws shall not affect any right, duty or liability in respect of any act, matter or thing done or commenced, acquired or imposed pursuant to any previous Rules or By-Laws of the Association.

REDLANDS SOFTBALL ASSOCIATION INC.

25.2 The RSA Policies and Procedures may be repealed or amended at any time and from time to time:

- (a) at any meeting of the Board as per By-Law 23 by a simple majority of votes of members present, entitled to vote and voting; or
- (b) at any General Meeting of the Association - in both cases a simple majority of votes will apply, abstentions shall be disregarded for all purposes, that is to say that whether or not the requisite majority of votes exists will be determined by counting only those votes cast by members present and entitled to votes

Australian Representative Player/Official Rebate Policy

An Australian Representative that is named in an Australian Team prior the commencement of the season will not be charged the RSA fee.

If an Australian Representative is named in an Australian Team during the season & after the fees have been paid, their fees will be refunded to the players club.

If an Australian Representative is named in a team after the season has been completed they will not be charged the fees for the following season.

A one off gratuity of \$200.00 to all Australian Representatives will be presented 2 weeks prior to their departure for their initial tournament.

Persons named as an Australian Representative, who resign their position prior the tournament will not be recognized as an Australian Representative. They will not be awarded the reduction in fee's or the gratuity.

A paid employee of an Australian team is not considered an Australian Representative.

Must be home registered with the Redland Softball Association.

An Australian player may be asked to assist the association in coaching & represent the association at official functions.

SMOKE FREE REQUIREMENT FOR REDLANDS SOFTBALL GROUNDS

Queensland Legislation now requires that all areas at sports facilities (including small external buildings such as toilet blocks) be smoke free. Areas within four (4) metres of the building entrances must also be smoke free. The legislation does not apply to car parks and picnic areas in the surroundings.

100% of enclosed (indoor) areas must be smoke free. This applies to liquor licensed and non-licensed enclosed areas. NOTE: An area is considered enclosed if it has a roof.

Any outdoor eating or drinking area in which food or drink is provided must be smoke free. An outdoor eating or drinking area is any outdoor area that is the responsibility of R.S.A. where people are allowed to consume food or drink that has been provided by the organisation which would include the sports fields and spectator stands.

Designated smoking areas on the park will be identified by signage, which sets aside areas where no food or drink can be consumed, including the car park. A map will be placed on the notice board identifying designated smoking areas.

Redland Softball Association has a non-compliance strategy in place, which will include:

- Initially assuming the individual is unaware of the policy, explaining our organisation's smoke free stance and politely asking them to refrain from smoking;
- Issuing a written warning which outlines the repercussions of further breaches;
- Being asked to leave the premises (or the event area, if the smoke free policy applies to the event only; or
- Suspension or expulsion, in the event of repeated breaches.

Australian Softball Federation Member Protection Policy

http://www.softball.org.au/site/softball/national/downloads/2006/613_Softball_Australia_Heat_P_.pdf

[Hard copy held at the RSA office]

Australian Softball Federation Heat Policy

http://www.softball.org.au/site/softball/national/downloads/2006/613_Softball_Australia_Heat_P_.pdf

[Hard copy held at the RSA office]

Outgoing Championship Release Guideline

1. As per By-Law 19.1 – 19.14
2. As per By-Law 8.4
3. In the case of a withdrawal from the team, the manager must obtain approval from the Executive committee for any new players to be added to the squad, prior to anyone being approached.
4. The pick up of any players via a Championship release form from outside the association will be as a last resort and will require approval from the Management committee under special circumstances.
5. Should approval be granted to any official to participate as a player in the team then full fees will be required to be paid.
6. Two weeks after the representative team has been announced a \$50.00 deposit will be paid to the manager to secure their position in the team.
Failure of payment – may be removed from the team and no championship release will be granted.