

# SOFTBALL WESTERN AUSTRALIA INC.

## REGULATIONS

(Refer to the Softball WA (SWA) Constitution for definitions.)

### 1. COLOURS

- 1.1. The colours of the Association shall be black and gold.
- 1.2. The colours of Affiliated clubs shall be approved by the Competitions Committee before being officially used.
- 1.3. The colours of Affiliated Associations shall be approved by the Association before being officially used.
- 1.4. The colours of representative teams, other than State Teams shall be Navy, Red and White.

### 2. UNAFFILIATED ASSOCIATION

- 2.1 An unaffiliated association is one which is not registered with the Association and who is not recognised by the Association.
- 2.2 No Affiliated body or association shall take part in any games with an unaffiliated body unless given approval by the Association.

### 3. BUSINESS AT ANNUAL GENERAL MEETING

- 3.1 Record all Attendee
- 3.2 Record all Apologies.
- 3.3 Adopt Previous Minutes.
- 3.4 Receive Annual Reports.
- 3.5 Receive the Financial Report and Financial Statements.
- 3.6 Election of Directors.
- 3.7 Motions on Notice
- 3.8 Appointment of Life Member(s).

### 4. CLEARANCES AND PERMITS

- (a) A clearance is an unconditional transfer of a player, coach, official or umpire.
  - (b) A permit is a condition for playing in two or more competitions during the same season.
- 4.1 Clearances
- 4.1.1 Between Clubs (in the same Affiliated Association)
    - 4.1.1.1 The form is to be signed by the applicant player, the Club Official nominated by that Club as signatory for Clearances and endorsed by the Member Club, who is required to respond to a clearance application within 21 days of the Association's date of processing the application; otherwise the clearance will be automatic.
    - 4.1.1.2 Any participant applying for a clearance must be encumbrance free.
    - 4.1.1.3 Any participant who has not played or officiated for the Club from which they are seeking a clearance for the previous three (3) years, a clearance will be granted automatically providing they are encumbrance free with that club.
    - 4.1.1.4 Any player who is encumbered to a club must be advised to the Association.
    - 4.1.1.5 (a) A player whose application for a clearance is refused on any other grounds, may appeal to the Association against such refusal.
      - (b) The appeal must be in writing and lodged with the SWA office within (7) seven days of such refusal.

(c) The Association shall consider all matters relevant to the application and respond within (7) seven days of receipt of the appeal.

#### 4.1.2 Between Affiliated Associations

Two (2) copies of the form are to be signed by the applicant; the Club Official nominated by that Club as signatory for clearances and endorsed by the parent Affiliated Association. Both copies are to be sent to the Association. The Association will update the state register and file one copy, the other copy endorsed by the Association will be forwarded to the receiving Affiliated Association. If a receiving club is nominated then the receiving Affiliated Association will forward the form to the receiving Club.

All Inter Association Clearances must be accompanied by the appropriate fee.

#### 4.1.3 Between States

Two (2) copies of the form are to be signed by the applicant; the Club Official nominated by that Club as signatory for Clearances and forwarded to the Association. The Association will update the state register and send one copy to Softball Australia Ltd as notification. The other copy will be returned to the applicant for his/her use.

All Inter State Clearances must be accompanied by the appropriate fee.

#### 4.1.4 Open Clearance

The form is to be signed by the applicant; the Club Official nominated by that Club as signatory for Clearances and forwarded to the Association. The Association will record it and forward form back to the applicant.

#### 4.1.5 Overseas Clearances

Persons from another country shall endeavour to obtain a clearance from their National body within one (1) month of becoming a member of any Affiliated Body. Should a clearance be unobtainable the matter shall be referred to Softball Australia Ltd.

#### 4.1.6 Transfers State Softball League (SSL)

A player who desires to transfer from one SSL Club to another may do so by obtaining a clearance from the former SSL Club.

4.1.6.1 A written transfer application on the form prescribed should be lodged with the SSL CLUB from where it shall be forwarded to the transferor Club for consideration.

4.1.6.2 A transfer application shall be automatically granted by the Association if it is not answered and returned within twenty one days of being first received by the SSL Club.

4.1.6.3 A transfer application will be processed only if received by the SSL Club on or before the 31st December in respect to that current season.

4.1.6.4 A player applying for a transfer must be free of any encumbrances with the State League club, parent club and/or Affiliated Association from which they are seeking the clearance.

#### 4.1.7 Appeal

4.1.7.1 A player whose application for a transfer is refused by the SSL Club may appeal to the SSL Club against such refusal.

4.1.7.2 Such appeal shall be in writing and lodged within seven days of the refused application being returned to the SSL Club.

4.1.7.3 The SSL Club or a committee appointed to hear such appeals shall meet within seven days of receipt of the appeal and shall consider all matters relative to the application and the refusal including, but not limited to:

- (a) the ability and willingness of either SSL Club to include that player on its team roster,
- (b) the address of the player in relation to the home grounds of the two clubs,
- (c) any service the player has given to the transferor club,
- (d) any assistance the transferor club may have provided to the player,

- (e) the interests of the player, and,
- (f) the interests of the SSL and all of its Clubs.

4.1.7.4 A decision of the SSL CLUB in relation to an appeal against a refused transfer shall be subject only to any further appeal by the player to the Board.

#### 4.2 Permits

- 4.2.1 A player must obtain a permit from his/her parent club.
- 4.2.2 The form is to be signed by the applicant, the Club Official nominated by the parent Club as signatory for permits, by the Foster Club Official nominated by the foster club as signatory for permits, the Foster Association and the Association Office.
- 4.2.3 All playing dates are to be entered on the permit.
- 4.2.4 Permit is to be in triplicate and accompanied by the appropriate fee.
- 4.2.5 Rules for conditions of permits are attached to the appendices Form

### 5. **APPOINTMENT OF OTHER OFFICE BEARERS AND OFFICIALS**

#### 5.1 State Director of Umpiring

The Board shall appoint the:-

- (a) State Director of Umpiring for a period of 2 years.
- (b) Umpiring Administration Officer, Examining Coordinator, Technical Officer, Education and Training Officer for a period of 2 years.

#### 5.2 State Director of Scoring.

The Board shall appoint a State Director of Scoring for a period of 2 years from nominations received.

#### 5.3 State Director of Coaching

The Board shall appoint a State Director of Coaching for a period of 2 years from nominations received.

#### 5.4 Nominations.

Nominations for the positions of State Director of Coaching, Scoring and Umpiring and other officials are to be called two (2) months prior to the August Board Meeting, at which meeting the appointments are to be made.

Nomination for the above positions must be on the appropriate form, which will include the minimum qualifications.

### 6. **HONORARIUMS.**

- 6.1 Honorariums in respect to competition personnel are to be paid within one month of the conclusion of the respective competition, subject to the approval of the Board.
- 6.2 All other honorariums, as approved by the Board, are to be paid at the conclusion of the financial year of the Association.

### 7. **DUTIES OF OFFICE BEARERS AND OFFICIALS**

#### 7.1. State Director of Umpiring

- 7.1.1 Chair meetings of the Umpiring Body of Western Australia
- 7.1.2 Provide advice and make recommendations to the Board on umpiring matters for the improvement of rule knowledge by all members of the Association and the improvement of umpiring standards.
- 7.1.3 Liaise with the National Director of Umpiring and the National Umpiring Committee on all umpiring matters on behalf of the Association.
- 7.1.4 Represent the Association at the Umpiring Meeting(s) and/or Seminar(s) when requested

by Softball Australia Ltd.

- 7.1.5 Carry out any such duties as the Board may direct or as required by the National Director of Umpiring
  - 7.1.6 Ensure umpires nominating for National Tournaments are of required National Standard, meet the required criteria and rank them in order of merit.
  - 7.1.7 In conjunction with the Umpiring Body of Western Australia implement the approved program of the Association to qualify members as Umpires
  - 7.1.8.1 Be responsible in conjunction with the Technical Officer for the marking of the Theory Examination
  - 7.1.8.2 Submit to the Association's Office a report on the umpiring activities in Western Australia for publication in the Association's Annual Report.
  - 7.1.10 Hand over to the incoming State Director of Umpiring within 14 days all records of the Association.
- 7.2. Umpiring Administration Officer
- 7.2.1 Submit to the Office for dissemination to Board members a copy of the minutes and a written report on the Umpiring Body of Western Australia meetings and activities
  - 7.2.2 Maintain an up to date data base of all Umpires in Western Australia within the National Umpires Accreditation Scheme and provide details to the Association's Office for information and record purposes.
  - 7.2.3 Forward to the National Umpire in Chief by 30th April each year a list of practical examination passes at Levels 1,2,3 and 4.
  - 7.2.4 Hand over to the in-coming State Administration Officer within fourteen (14) days all records of the Association
- 7.3 Umpiring Examining Co-ordinator
- 7.3.1 Responsible for coordinating the Practical Examinations program as specified by SAL.
  - 7.3.2 Ensure there are a sufficient number of examiners available and maintain a register.
  - 7.3.3 Hand over to the incoming State Examining Coordinator within fourteen (14) days all records of the Association.
- 7.4. Umpiring Education & Training Coordinator
- 7.4.1 Responsible for coordinating the development of umpires state wide.
  - 7.4.2 Conduct regular visits to regional centres to assess training requirements.
  - 7.4.3 Develop & maintain a list of training coordinators in regional areas.
- 7.5 Umpiring Technical Officer
- 7.5.1 Responsible for the coordination of a scrutineer for the National Rules Exam.
  - 7.5.2 In conjunction with the State Director of Umpiring responsible for marking and grading of appropriate papers.
  - 7.5.3 Hand over to the incoming State Technical Officer with fourteen (14) days all records of the Association

- 7.6 State Director of Scoring.
- 7.6.1 Chair meetings of the Scoring Committee.
  - 7.6.2 Oversee the implementation of SAL's National Scoring Accreditation scheme.
  - 7.6.3 Liaise with and carry out the directions of the National Director of Scoring.
  - 7.6.4 Represent the Association at Softball Australia Ltd's National Scoring committee.
  - 7.6.5 Disseminate information on scoring to all Member Clubs and Member Associations.
  - 7.6.6 Maintain the Association's scoring library.
  - 7.6.7 On request organise scoring seminars for Member Clubs and Member Associations.
  - 7.6.8 Record successful participants of accredited courses and advise SAL.
  - 7.6.9 Prepare reports for the Board.

7.7 State Director of Coaching

- 7.7.1 Chair Meetings of the Coaching Committee.
- 7.7.2 Provide advice and recommend to the Board proposals for the development of all coaches and players in the Association and Member Associations. Implement those proposals so approved.
- 7.7.3 Oversee the implementation of SAL's National Coaching Accreditation Scheme.
- 7.7.4 Liaise with and carry out the directions of SALs Coaching Director.
- 7.7.5 Represent the Association at SAL's National Coaching Advisory Committee and/or Seminar (s).
- 7.7.6 Disseminate information on Coaching to all Member Clubs and Associations.
- 7.7.7 Maintain the Association's Coaching Library.
- 7.7.8 On request organise Coaches, Seminars, for Member Associations.
- 7.7.9 Record successful participants of Accreditation Courses and advise Softball Australia Ltd and the National Coaching Council.
- 7.7.10 Prepare reports for the Board Meetings.
- 7.7.11 Hand over to the incoming State Director of Coaching all records of the Association within fourteen (14) days of election.

**8. STANDING COMMITTEES**

8.1 Umpiring Committee

The Umpiring Committee shall comprise the State Director of Umpiring and the;

- (a) Umpiring Administration Officer
- (b) Umpiring Examining Coordinator
- (c) Umpiring Education & Training Coordinator
- (d) Umpiring Technical Officer

8.2 Coaches Committee

The Coaches Committee shall comprise of the State Director of Coaching and all current State Team Head Coaches.

8.3 Scoring Committee

The Scoring Committee shall comprise of the State Director of Scoring and all current State Scorers.

8.5 Selection Committees - State or Representative Teams

Selection Committees for the purpose of selecting State or Representative Teams shall consist of the team Head Coach, Assistant Coach and one independent selector appointed by the Association and not connected with the team.

8.6 Tournament Committee - National Championships

Nominations shall be called as soon as practical after the announcement of the allocation of a championship to SWA. The Tournament Committees of at least five (5) persons shall be appointed by the Board.

8.7 Tournament Committee - State

Tournament Committees of at least five (5) persons shall be appointed annually by the Board.

**9** Finance

9.1 Monies Prescribed

- 9.1.1 All Affiliated Bodies shall pay an annual affiliation fee as determined by the Association.
- 9.1.2 All Individual Members of Affiliated Bodies shall pay an individual registration fee for both Softball WA (SWA) and Softball Australia Ltd (SAL) to the Association. The SAL registration fee will be forwarded on to SAL.
- 9.1.3 Affiliated Bodies whose season falls between the 1st of April and 30th of September, payment is to be made by 20th May each year.
- 9.1.4 Affiliated Bodies whose season falls between the 1st October and 31st March, payment is to be made by 20th November.
- 9.1.5 The Association may impose a levy on individual members and Affiliated Bodies to cover extraordinary costs of the Association and or SAL.
- 9.1.6 The Association may impose a fine on any member failing to comply with the Constitution or Regulations.

9.2 Un-financial Affiliated Bodies and Members

- 9.2.1 Any Member failing to comply with the moneys prescribed clause of these Regulations shall be declared un-financial.
- 9.2.2 In the event of any Affiliated Club in any designated SWA competition, who fails to pay the necessary fees by the required date, the Association Office shall advise the Club concerned that should the Club not be financial by a date then stipulated, that Affiliated Club;
  - 9.2.2.1 shall incur a 10% surcharge on the amount owing.
  - 9.2.2.2 shall not play in any game and will incur a 7 - 0 forfeit
- 9.2.3 In the event of an Individual Member failing to pay prescribed levies, they will be charged an administration fee on the outstanding amount of 3% per month, commencing after the second month.
- 9.2.4 A person who is a member of an un-financial Affiliated Body may be granted permission by the Association to become a member of another Affiliated Body.
- 9.2.5 Should an un-financial club disband at the conclusion of a season, any member of that Club registering with another Club shall be required to pay their proportion of the debt of their former club.