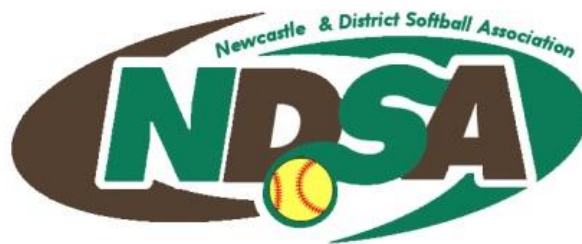


Newcastle & District Softball Association Inc.



Administration Regulations

NEWCASTLE & DISTRICT SOFTBALL ASSOCIATION INC

ADMINISTRATIVE REGULATIONS

PRELIMINARY

1. INTERPRETATIONS

In these Administrative Regulations, except in so far as the context or subject matter otherwise indicates or requires the interpretations contained in the Rules of the Association shall apply to these Administrative Regulations.

2. OBJECTIVES

- 2.1 The Association shall enforce the official rules and interpretations of the game of softball as issued by the Softball NSW and/or the Board.
- 2.2 Amendments to the official rules and/or interpretations received by the Association from Softball NSW shall be circularised immediately to the clubs.
- 2.3 Any questions or information required on the official rules and/or interpretations of such rules shall be referred in writing to the Technical Development Director.

3. COLOURS

- 3.1 The colours of the Association shall not be altered without first obtaining the approval of Softball NSW.
- 3.2 Affiliated club teams shall not wear the official colours of the Association.
- 3.3 Representative teams shall wear the Association logo on their uniforms.

MEMBERSHIP

4. AFFILIATED MEMBERSHIP

- 4.1 Organisations wishing to affiliate with the Association shall fulfil the following conditions:-
 - 4.1.1 Must be a registered Incorporated Organisation
 - 4.1.2 Make written application to the Association in the format prescribed (APPENDIX B) for consideration by the Board.
 - 4.1.3 Submit with the application an approved copy of the organisation's Constitution and By-laws and/or Rules and Regulations for ratification by the Board.
 - 4.1.4 Such affiliation shall be renewed each year during the month of September (APPENDIX B) together with payment of such affiliation fee prescribed by the Board.
- 4.2 Affiliated clubs must observe the following conditions to maintain membership:-
 - 4.2.1 Pay the prescribed annual affiliation fee registration fees and any levies by the dates set down by the Board.
 - 4.2.2 Carry out all instructions contained in the Association's Rules and Administrative Regulations.
 - 4.2.3 All members must be registered with an affiliated club prior to registration with the Association and such registration shall be on the prescribed form.
 - 4.2.4 The affiliated clubs shall be responsible for:-
 - (a) Submitting completed registration forms to the Association prior or on the 1st day of competition each season.
 - (b) Confirmation of such registration shall be made within three (3) weeks of the commencement of the competition and shall be accompanied by the registration fees prescribed by the Board.

- 4.2.5 Registrations made after the initial registrations shall be submitted to the Association within seven (7) days of the person becoming a registered member of the affiliated club and shall be accompanied by the registration form registration fee and late registration fee as prescribed by the Board.
- 4.2.6 Hold regular meetings at Management/Executive level.
- 4.2.7 Keep the Association informed of its Secretary's address.
- 4.2.8 After each annual general meeting of the affiliated club the Secretary of such club is to supply to the Association:-
- (a) A complete list of names, addresses and telephone numbers of its Executive and/or management committee specifying delegate members and subcommittee delegates to the Association (APPENDIX G).
- (b) An updated copy of its Rules and Administrative Regulations and ensure that same do not conflict with the Association's Rules and Administrative Regulations.
- 4.2.9 A member of an unaffiliated body may become a member of the Association by applying for membership of an affiliated club. If accepted as a member of an affiliated club that member shall cease to be a member of the unaffiliated body and shall be bound by the provisions of the Association's Rules and Administrative Regulations.
- 4.2.10 No member of the Association shall participate in any activities of or become members of an unaffiliated body unless permission has been sought and given by the Board.
- 4.2.11 Should the preceding sub-clause be contravened the Board shall have the power of exemption or penalty from this sub-clause after investigation of the relevant facts.
- 4.2.12 Attend all Association Board meetings and subcommittee meetings as set out by the Board.
- 4.3 An organisation which carries out a variety of activities which may include softball for the development social and recreational benefit of its members during normal hours of employment shall not be classified as an unaffiliated body.
- 4.4 A non-playing person may become a member of the Association by applying for membership in accordance with clause 5.3.

5. ADMISSION TO MEMBERSHIP AND AFFILIATION

- 5.1 Upon admission to membership and affiliation each affiliated club will be supplied with one (1) copy of the Association's Rules and Administrative Regulations and any updates thereof.

5.2 Player membership

- 5.2.1 All player members must be registered with an affiliated club of the Association.
- 5.2.2 Each intending player member shall apply to their club for registration on the form (APPENDIX C) approved by the Board.
- 5.2.3 Where the applicant is less than nineteen (19) years of age on 1st January of the year commencing during the playing season, a Photostat copy of the applicant's birth certificate shall accompany the application unless the Association records show that a copy of the applicant's birth certificate has already been inspected.
- 5.2.4 The club shall ensure that all details required by the Association are completed and shall forward the registration forms (APPENDIX C) to the Registrar by the date set by the Board.
- 5.2.5 Upon receipt of registration forms and fees from the affiliated clubs each playing member shall be issued with a registration number as receipt of such forms and fees.
- 5.2.6 Any member registering on or after the second Saturday of competition shall be classified as a 'late registration' and shall incur an additional fee as set by the Board.

5.3 Non-playing membership

Non-playing members may affiliate with the Association in two (2) ways as follows:-

- 5.3.1 Non-player members must be registered with an affiliated club of the Association or direct with the Association as per clause 5.3.6.
- 5.3.2 Each intending non-player member shall apply to their club or the Association for registration on the form approved by the Board.
- 5.3.3 Where the applicant is less than nineteen (19) years of age on 1st January of the year commencing during the playing season, a Photostat copy of the applicant's birth certificate shall accompany the application unless the Association records show that a copy of the applicant's birth certificate has already been inspected.
- 5.3.4 The club shall ensure that all details required by the Association are completed and shall forward the registration forms (APPENDIX C) to the Registrar by the date set by the Board.
- 5.3.5 Upon receipt of registration forms and fees from the affiliated clubs each non-playing member shall be issued with a registration number as receipt of such forms and fees.
- 5.3.6 A membership form (APPENDIX C) may be obtained direct from the Association and upon receipt of such completed form and prescribed fee such non-playing member shall be issued with a registration number as receipt of such form and fee.
- 5.3.7 Any non-playing member registering on or after the second Saturday of competition shall be classified as a 'late registration' and shall incur an additional fee as set by the Board.

5.4 The Registrar shall not accept any incomplete membership and/or registration forms.

- 5.5 Where application for registration, or for a change in registration status, is made after the date for submission with the proposed teams, the duly completed registration form shall be submitted to the Association on or before the day the applicant first plays or, in the case of a notified forfeit, the registration form shall be posted to or otherwise placed in the hands of the Registrar within three (3) days following the date of the forfeited match.

5.6 Life membership

- 5.6.1 Upon election as a Life member such member shall supply to the Association such information as prescribed by the Board and any changes thereto.
- 5.6.2 The Association shall be responsible for the purchase of the approved Association Life Member Insignia which shall be presented to each Life Member.
- 5.6.3 No fees are required to be paid by Life Members of the Association.

6. CESSATION OF MEMBERSHIP

- 6.1 Should an affiliated club or member fail to comply with any of the Association Regulations then the Board shall have the power to issue a noncompliance.
 - 6.1.1 Within two (2) weeks of such noncompliance the Association shall inform the club Secretary or Member of its/their noncompliance.
 - 6.1.2 The club/member must rectify such noncompliance within two (2) weeks of such notification from the Association.
 - 6.1.3 Should such noncompliance not be rectified then such club/member shall cease to be an affiliated member of the Association.

7. CLEARANCES, TRANSFERS AND PICKUP PLAYERS

7.1 Clearances – members

- 7.1.1 Any member of an affiliated club wishing to obtain a clearance from the Association must do so through their affiliated club Secretary as follows:-
 - (a) The affiliated club Secretary must forward a Softball NSW Clearance form to the person concerned within seven (7) days of receipt of request.
 - (b) The person requesting the clearance shall be responsible for completing the form and returning same to the Association together with the prescribed fee as set by the Board.

- (c) If the affiliated club has reason for refusal of the clearance the reason must be stated on the clearance form.
- (d) Within seven (7) days of receiving the completed clearance form the affiliated club shall forward the approved clearance to the Association OR inform the person concerned the reason for refusal.
- 7.1.2 A clearance becomes effective when processed by Softball NSW.
- 7.1.3 A clearance is not necessary for any member of the Association who has been absent from softball for two (2) years or more and does not appear on the Association's register as being unfinancial with an affiliated club or the Association.
- 7.1.4 A member of the Association shall obtain a written clearance from the Association when becoming a member of an association in another State, Territory or Country. In the latter case, the clearance shall be forwarded by the Association to Softball NSW for endorsement.
- 7.1.5 Any person from an association in another State, Territory or Country wishing to become a member of the Association shall require a written clearance from the association of the State, Territory or Country concerned. Where evidence is produced that a clearance has been sought and a written reply not received within one (1) month of such request, a clearance shall be deemed to have been obtained.

8. RESIGNATION OF MEMBERSHIP

- 8.1 Any member not appearing on an affiliated club's registration forms at the conclusion of the current season shall be considered to have resigned their membership of the Association.
- 8.2 Any non-playing member who is directly affiliated with the Association but who fails to reaffiliate within two (2) months of the expiry of such annual affiliation shall be considered to have resigned their membership of the Association.
- 8.3 Any affiliated club not renewing its affiliation by the due date shall be considered to have resigned its membership of the Association.

9. REGISTER OF MEMBERS

The Executive Director of the Association in conjunction with the Registrar shall supply to each affiliated club at least two (2) months prior to the commencement of the season each year an up to date copy of the register of their members.

10. FEES, SUBSCRIPTIONS, PENALTIES, ETC

10.1 Affiliation, membership fees and bonds

10.1.1 Clubs shall pay:-

- (a) An affiliation fee.
- (b) A membership fee to the Association for each registered player and non-playing official;

10.1.2 The membership fee shall comprise:-

- (a) The per capita fee set by the Association for each classification of member;
- (b) If affiliated, the appropriate registration and insurance fees payable to the Softball NSW;
- (c) Any levies, fees or other moneys specified by the Board as payable to the Association on behalf of any other organisation or for any specified purpose.

10.2 Payment of affiliation, membership fees and bonds

10.2.1 The affiliation fee shall:-

- (a) Be set by the Board,
- (b) Be due and payable on or before the date of the Annual General meeting.

10.2.2 Affiliation fees, and membership fees shall be paid on or before the relevant dates set down by the Board.

- 10.2.3 Any club which has not paid Affiliation fee and/or any portion of membership fees owing by the dates set down by the Board shall be deemed immediately unfinancial.
- 10.2.4 No person shall be considered registered with the Association on or after the date of payment unless the appropriate amount of Membership Fee for that person has been paid to the Association.
- 10.2.5 In the event that a weekly game fee is payable by each team to the Association such fee is due and payable on the day that such team participates. Failure of a club to pay all game fees on the day such teams participate shall result in the club being deemed immediately unfinancial.
- 10.3 Refunds and rebates of fees
- 10.3.1 is at the discretion of the Board.
- 10.4 Payment of other moneys
- 10.4.1 Other than membership fees and other moneys to be paid under specific time arrangements, all levies, fines and other moneys properly payable by any club to the Association shall be due fourteen (14) days after issuing of the account to the club, whether by , emailing or hand delivery to the President, Secretary, Treasurer or delegate of the club.
- 10.4.2 Such accounts for levies, fines and other moneys shall be issued by the Finance Director each month and shall include details of same.
- 10.4.3 Failure to pay such account on or before the due date shall result in the club and all its members being deemed unfinancial.
- 10.5 Methods of payment
- Moneys due to the Association shall be:-
- 10.5.1 Posted to the Finance Director and postmarked three days before the due date; or
- 10.5.2 Handed to the Finance Director or his representative providing that he is prepared to issue a receipt immediately; or
- 10.5.3 Direct Deposit into the Associations nominated Bank Account.
- 10.6 Any affiliated club or member of the Association who has been declared unfinancial shall cease to be a member of the Association and shall have no rights or privileges.
- 10.7 If an affiliated club becomes unfinancial during the playing season then such club shall cease to be a member in accordance with Clause 10.6 and shall:-
- 10.7.1 Lose all points gained from matches played during the period it is unfinancial;
- 10.7.2 Be fined the sum of ten dollars (\$10.00) per team per week until such moneys owing by them are received by the Association.
- 10.8 If an affiliated club becomes unfinancial during the off-season then such club shall cease to be a member in accordance with Clause 10.6 and any member of such unfinancial club shall not be eligible to represent the Association in any capacity.
- 10.9 Such affiliated club or member shall be eligible for readmission by making payment of the outstanding moneys and submitting an application for readmission to the Association Executive Officer.
- 10.10 A person who is a member of an unfinancial affiliated club may be granted permission by the Board to become a member of another affiliated club on payment of a pro-rata portion of the moneys owing by the unfinancial affiliated club.

MEETINGS

11. BOARD MEETINGS

- 11.1 The Board meetings of the Association shall be determined by the Board.
- 11.2 The business of a Board meeting shall include:-
- 11.2.1 Receive and confirm minutes of the previous meeting.
- 11.2.2 Business arising from previous minutes.

- 11.2.3 Correspondence.
- 11.2.4 Business arising from correspondence.
- 11.2.5 Financial Statement including accounts for payment and other financial management.
- 11.2.6 Reports and recommendations.
- 11.2.7 Where necessary the appointment of subcommittee members, etc.
- 11.2.8 Other business.

11.3 At the first Board meeting after the AGM the following shall be appointed:-

- 11.3.1 Chairperson
- 11.3.2 Financial Director
- 11.3.3 Portfolios as set by the Board

GENERAL MEETINGS

12.1 Annual General meetings

The Association shall at least six (6) weeks before such date:-

- 12.1.1 Advise all members on the mailing list of the Association of the date, time and place of the AGM;
- 12.1.2 Forward to such members nomination forms for Board Directors.
- 12.2 The affiliated members of the Association shall at least four (4) weeks before the AGM forward to the Executive Officer:-
 - 12.2.1 Nominations for office bearers of the Board;
 - 12.2.3 Notices of business for the AGM.
- 12.3 The Association shall at least two (2) weeks before the AGM forward a Notice convening the AGM to all members on the mailing list of the Association advising all members of:-
 - 12.3.1 The names of candidates for Board positions;
 - 12.3.2 Notices of business for discussion at the AGM.

19. SPECIAL GENERAL MEETINGS

- 19.1 Should the Board convene a special general meeting then notice of such meeting shall be forwarded in accordance with the procedures as set in 12.1.1

20. PAYMENT OF EXPENSES TO MEMBERS OF THE ASSOCIATION

- 20.1 The Association shall be responsible for reasonable travel and accommodation costs incurred by the appointed Board members who attend meetings on behalf of the Association and shall be reimbursed by the Association on receipt of Expense form (APPENDIX N) as approved by the Finance Director.
- 20.2 Expenses incurred by members of the Board, Standing committees and/or subcommittees shall be reimbursed by the Association on receipt of Expense form (APPENDIX N) and approval by the Finance committee.
- 20.3 No person shall be authorised to spend, promise to pay, or otherwise financially commit the Association in any manner without prior written authorisation of the Finance Director.
- 20.4 Any person making any purchase on behalf of the Association shall produce receipts for moneys so spent; or shall submit written details of the expense and the reason why receipts are not submitted.

COMPETITIONS and TOURNAMENTS

21. COMPETITIONS

- 21.1 The Association shall conduct competitions during such months and for such teams as are determined by the Board.
- 21.2 Competition divisions shall be determined by the Board.
- 21.3 The Association shall make a presentation to each member of the winning team competing in the grand-final of the respective competition division. The form of such presentation shall be decided by the Board.
- 21.4 Replicas of perpetual trophies will be presented as determined by the Board.
- 21.5 Association commitments take precedence over club commitments. Club commitments may take place provided the affiliated club and/or club member fulfils all commitments relating to the Association commitment.
- 21.6 For all rules pertaining to Association Competitions see the COMPETITION REGULATIONS.

22. INTERSTATE VISITS

- 22.1 Should the Association accept an offer from Softball NSW to host an interstate team in Newcastle the Board shall take all action necessary for the visit to take place.

23. INTER-REGIONAL VISITS

Teams from affiliated clubs may exchange visits for matches, clinics or lectures outside the Association at any time provided that:-

- 23.1 Permission has been granted from their club.
- 23.2 Permission has been granted from their Association.

REPRESENTATIVE TEAMS

- 24. The maximum number in a Representative party shall be decided by the Board having regard to the requirements of the:-
 - 24.1 Host Association/State/Country.
 - 24.2 Softball NSW Regulations regarding compositions of Representative teams attending State Championships.
 - 24.3 The officials of a Representative team shall be manager, head coach, statistician and assistant coaches, trainee manager and trainee statistician as necessary, all of whom shall be appointed by the Board.
 - 24.4 To be eligible for selection as an official of a Representative team the applicant must:-
 - 24.5 Be a registered member of the Association.
 - 24.6 Applications for appointment as a Representative team official:-
 - 24.7 Shall close on the date set by the Board, and
 - 24.8 Shall be in writing (APPENDIX R) to the Representative Director and shall include the applicant's qualifications and experience.
 - 24.9 The manager, head coach and statistician of a Representative team shall be appointed prior to the selection trials for that particular team.
 - 24.10 The head coach and manager shall be consulted prior to the appointment of the assistant coach/s and trainee officials by the Board.
 - 24.11 The duties and guidelines for Representative team officials shall be as determined by the Representative and Tournament Director, approved by the Board and made available to such officials.

- 24.12 All players selected for Representative teams shall abide by the rules of behaviour and training as set down by the team manager and head coach. Any player who does not abide by these rules whilst still in Newcastle shall be reported to the Board. Whilst on tour the players and officials are under the sole jurisdiction of the team manager.
- 24.13 To be eligible for selection in a Representative team players shall:-
- 24.13.1 Be a resident of New South Wales.
- 24.13.2 Be a registered member of the Association.
- 24.13.3 Have played at least three (3) games with an affiliated club in the previous twelve (12) months.
- 24.13.4 Should a player not qualify a request may be made to the Board for dispensation of this Regulation.
- 24.13.5 Should a junior player not be available for selection in their own age division but available for selection in a higher division, the Board must approve such selection in the higher division.
- 24.13.6 On completion of all visits the Representative team manager and head coach, shall submit written reports to the Board within twenty eight (28) days of the conclusion of the visit.
- 24.13.7 The uniforms of the Representative team shall be determined by the Board.
- 24.13.8 The Association shall attend to the ordering of the attire for all Representative personnel. Upon payment the attire shall remain the property of the respective member.
- 24.14 Withdrawal by player/s from squads and/or teams
- Should a player withdraw from a representative squad or team, a letter of withdrawal (APPENDIX V) shall be forwarded to the Representative Director within seven (7) days of such withdrawal stating the reason for such withdrawal.
- Failure of a player to lodge a withdrawal letter shall result in that player being suspended from the Association until such withdrawal letter is received.

MISCELLANEOUS

25. INSURANCE

The Association shall effect and maintain required insurances with a reputable company approved by the Board.

26. EXPENDITURE AND FINANCE

- 26.1 The Association shall not be responsible for any debts incurred by affiliated clubs or individual members and no person shall incur any expenses to the Association without written authority of the Finance Director and/or Board.
- 26.2 The Finance and Chairperson of the Association may expend Association moneys not exceeding the sum of five hundred dollars (\$500.00) for immediate expenses without authority subject to ratification at the next Board meeting.
- 26.3 Items of equipment required to be purchased for the upkeep and/or improvement of the grounds should be purchased where possible in conjunction with the Stevenson Park Local Grounds committee.

27 EXTERNAL OFFICERS

- 27.1 Any Auditor appointed at the AGM shall be a qualified accountant.
- 27.2 Any Solicitor appointed by the Board shall be a qualified solicitor and a member of the New South Wales Law Society.

28. PATRON

On recommendation from the Board the General committee may appoint patron/s at an AGM. Such patron/s shall not necessarily be members of the Association.

29. ASSOCIATION AWARDS

Club Secretaries may submit the name of a person from their club whom they consider worthy of consideration for NDSA Awards. Such nomination on the approved forms are to be accompanied by a summary of the person's accomplishments for the season and must be in the hands of the Executive Director by the completion of the last round of games in the Summer season.

The Board may submit the names of a person from the Association whom they consider worthy of consideration for any NDSA Awards.

'Club Championship'

- 29.1 Club Championship points will be allocated on the basis of competition points multiplied by the number of divisions in each competition of the Association (e.g. Senior Mixed, junior Mixed, Men and Women).

Where there is more than one (1) team from a club in any division, such multiplication shall only be done on the team in the highest position in that division.