



# **Emerald City Softball Association (ECSA) Bylaws**

## **ECSA Open Division**

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Established 1980 | Seattle, WA

# ECSA Bylaws Table of Contents

Last Revised on April 4, 2019

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1 **Article I. Membership**

2  
3 **Section 1.01**

4  
5 Any individual meeting one or more of the following categories shall be a Member of the Emerald  
6 City Softball Association (ECSA) Open Division:

- 7  
8 a. **Players:** All players on a regular-season roster registered on the league website and  
9 meeting all other league requirements  
10 b. **Managers & Coaches:** All team coaches and managers not otherwise on the playing  
11 roster as registered on the league website  
12 c. **Board Members:** All ECSA Open Division Hall of Fame members

13  
14 **Section 1.02**

15  
16 Duration of membership shall be as follows:

- 17  
18 a. **Players, Managers, and Coaches:** Annual membership  
19 b. **Board Members:** For the duration of their Board Position term  
20 c. **Hall of Fame:** Lifetime membership

21  
22 **Section 1.03**

23  
24 The Executive Board is authorized to revoke membership or restrict the rights thereof by a vote of  
25 no less than two-thirds majority.

26  
27 **Article II. Executive Board**

28  
29 **Section 2.01**

30  
31 The Executive Board shall be the governing body for all operations of the ECSA Open Division.

32  
33 **Section 2.02**

34  
35 From time to time, the Offices of the Executive Board may change. Upon the adoption of these by  
36 laws, the various Offices of the Executive Board shall consist of the following:

37  
38 **Voting Elected Offices:**

- 39 a. Commissioner  
40 b. Director of Competition  
41 c. Assistant Director of Competition, C Division  
42 d. Assistant Director of Competition, D/E Division  
43 e. Assistant Commissioner, A/B Division  
44 f. Assistant Commissioner, C Division

- 45 g. Assistant Commissioner, D/E Division
- 46 h. Membership Director
- 47 i. Secretary

48

49 **Non-Voting Appointed Offices:**

- 50 a. Treasurer
- 51 b. Events Director
- 52 c. Fall Ball Director
- 53 d. Business Development Director
- 54 e. IT Director
- 55 f. Hall of Fame Director
- 56 g. Tournament Director
- 57 h. Marketing/Communication Director

58

59 **Section 2.03**

60

61 Dissolution of any of the above Board Offices shall require a two-thirds majority vote of the voting  
62 members of the Executive Board; and, in such event shall take effect upon the conclusion of the  
63 office's current term, or at such time as vacated by its incumbent whichever occurs first.

64

65 **Section 2.04**

66

67 Any change in the status of an Executive Board office as being an Elected or Appointed office  
68 shall require a two-thirds majority of the voting members of the Executive Board; and, in such  
69 event shall take effect upon at the expiration of the current term.

70

71 **Section 2.05**

72

73 The creation of any new Offices(s) to the Executive Board (either Elected for Appointed), or any  
74 change in the title of any Office, shall require two-thirds majority vote of the voting members of  
75 the Executive Board; and, in such event, shall take effect as determined by the voting members of  
76 the Executive Board.

77

78 **Section 2.06**

79

80 The Executive Board shall consist at all times of at least nine (9) Offices; of which at least seven (7)  
81 shall be elected. At no time shall any one person hold more than one Elected Office.

82

83 **Section 2.07**

84

85 The current list of Executive Board Offices, including their respective duties, responsibilities, and  
86 qualifications for office can be found in Appendix Five to these By Laws.

87

88 **Section 2.08**

89

90 Each Elected Office of the Executive Board and designated Appointed voting positions shall have one  
91 (1) vote on all voting matters except:

92 In such event that any one person holds more than one Office (e.g., an Elected Officer also  
93 fulfilling an Appointed Office), that person shall have only one vote in league business.  
94

## 95 **Section 2.09**

96  
97 The Executive Board shall specify Corporate Officers for purposes such as IRS or Washington State  
98 reporting. Unless otherwise declared by the Executive Board, these Corporate Offices shall be  
99 assigned as followed:

- 100 a. The Commissioner shall be named the corporation President
- 101 b. The Director of Competition shall be named the corporation Vice President
- 102 c. The Treasurer shall be named the corporation Treasurer
- 103 d. The Secretary shall be named the corporation Secretary
- 104 e. Each Executive Board member not otherwise assigned a corporation Officer title shall be  
105 named as a corporation Director

## 107 **Article III. Elected and Appointed Offices**

### 109 **Section 3.01**

110  
111 The term for all Elected Offices shall be approximately two (2) years; beginning on October 15<sup>th</sup>.  
112

### 113 **Section 3.02**

114  
115 Offices with terms expiring in odd-numbered years shall be, as of the adoption of these by-laws:

- 116 a. Commissioner
- 117 b. Assistant Commissioner – C Division
- 118 c. Assistant Director of Competition – D/E Division
- 119 d. Membership Director

### 121 **Section 3.03**

122  
123 Offices with terms expiring in even-numbered years shall be, as of the adoption of these by-laws:

- 124 a. Assistant Commissioner – A/B Divisions
- 125 b. Assistant Commissioner – D/E Division
- 126 c. Director of Competition
- 127 d. Assistant Director of Competition – C Division
- 128 e. Secretary

### 130 **Section 3.04**

131  
132 Candidates for Appointed Offices shall be presented to the Executive Board and confirmed by a 2/3  
133 vote of the elected Executive Board. A 2/3 vote is required to make appointed positions a voting



134 position.

135

### 136 Section 3.05

137

138 The end of the term for each Appointed Officer shall be the same as scheduled end of the incumbent  
139 Commissioner's current term. The exception is for the Fall Ball Director whose position, which will  
140 expire at the end of the Fall Ball season after the expiration of the incumbent Commissioners term.  
141

141

## 142 Article IV. Elections

143

### 144 Section 4.01

145

146 Voting for Elected Offices shall be conducted once per year using the ECSA Open Division web-based  
147 election system, or as determined by the Executive Board, and administrated by the designated  
148 Elections Administrator.  
149

149

### 150 Section 4.02

151

152 The incumbent Commissioner shall serve the Elections Administrator role, except when they have  
153 selected to be a candidate for election; in such case the Executive Board shall appoint an Elections  
154 Administrator from among itself by a majority vote. Further, as determined by the Executive Board,  
155 the Elections Administrator shall not have a family, household, or other close relationship with any  
156 candidate.  
157

157

### 158 Section 4.03

159

160 **Nomination Period:** The Elections Administrator should ensure that candidates might be nominated  
161 beginning no later than June 15 and closing earlier than June 30; in no event shall the nomination  
162 window be less than 15 calendar days. Candidates may provide a Candidate Statement until the close  
163 of the nomination window.  
164

164

### 165 Section 4.04

166

167 **Elections Process:** The Elections Administrator shall ensure that all Candidate Statements received  
168 prior to the close of nominations will be available for review by all voters prior to casting their ballots,  
169 preferably via the online voting module; and shall ensure that each member is able to vote exactly  
170 one time each.  
171

171

### 172 Section 4.05

173

174 **Election Period:** The Elections Administrator should ensure that the online voting period begins no  
175 later than midnight July 7 and closes no earlier than midnight July 14; in no event shall the voting  
176 period last less than seven (7) days.  
177

177

178 **Section 4.06**

179

180 **Eligible Voters:** All ECSA Open Division Members, as defined in Article One, shall be eligible vote.

181

182 **Article V. Removal of Office & Vacancies**

183

184 **Section 5.01**

185

186 **Suspension and Removal from Office:** An Executive Board Officer may be suspended or removed  
187 from office by a two-thirds vote of the Executive Board. For suspension: the effect is a 14-day  
188 suspension of duties, authority and voting privileges; and may be imposed with no advance notice.  
189 For removal from office: A minimum of seven-day notice is required prior to a vote of the Executive  
190 Board at duly conducted meeting; the effect of which would be immediate removal from office.  
191 Removal from office shall require a finding by the Executive Board of flagrant actions undermining  
192 or in violation of the code of conduct outlined in the Administration rules or gross failure to perform  
193 duties of their office.

194

195 **Section 5.02**

196

197 **Vacancies – Commissioner:** If a vacancy for Commissioner occurs prior to the end the term, the  
198 Director of Competition shall automatically vacate their current office and succeed to fulfill the  
199 balance of the term as Commissioner, except:

200

201

202

203

204

205

In the event the Director of Competition declines succession to the balance of the term as  
Commissioner, then s/he shall serve as the Acting Commissioner (in addition to Director of  
Competition), until such time that the voting members of the Executive Board may appoint and  
confirm a Commissioner by a 2/3 majority vote; in such event the incoming Commissioner will  
serve out the balance of the term of office.

206

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218

**Section 5.03**

**Vacancies – All Other Offices:** If a vacancy for any other Elected or Appointed Office occurs prior to  
the end of its term, the voting members of the Executive Board shall appoint a replacement,  
confirmed by 2/3 majority vote, to serve out the remainder of the term of the respective office; this  
procedure will follow for all vacancies, including those resulting from:

- a. Resignation,
- b. Removal from office,
- c. Or, in event of a vacancy created when an incumbent Elected Officer is elected to a new Office  
in an off---year term (e.g., incumbent Director of Competition is elected Commissioner), the  
Executive Board shall fill the vacancy via an appointment confirmed by the Executive Board to  
serve the remainder of the term in Office.

219

220

221

222

**Section 5.04**

**Extended Vacancies:** In the event of a vacancy of an Elected Office greater than 45 days, the  
Commissioner shall have the authority to appoint an Acting Officer to fulfill the duties until such time

223 as the voting members of the Executive Board appoints and confirms a permanent replacement.

224

## 225 **Section 5.05**

226

227 **Return of Property:** The voting members of the Executive Board are empowered to establish  
228 provisions for automatic penalties to ensure exiting Board Members provide for the return of all  
229 ECSA Open Division property and records.

230

## 231 **Article VI. Committees**

232

### 233 **Section 6.01**

234

235 Creation of a Committee(s): The voting members of the Executive Board may create an ad  
236 hoc or standing committee by majority vote. Motions to create a committee should specify:

237

- a. The objective of the committee.
- b. The term of the committee.
- c. The date upon which a committee is to report.
- d. The number of members of the committee.
- e. The members who serve on the committee.

238

239

240

241

242

### 243 **Section 6.02**

244

245 Committees are not empowered to enact changes to ECSA Open Division bylaws, rules, or policies  
246 that is otherwise within the domain of the Executive Board. For possible changes within such a scope,  
247 the committee serves to make recommendations and/or proposals to the Executive Board.

248

## 249 **Article VII. Meetings**

250

### 251 **Section 7.01**

252

253 **Regular Meetings:** The Executive Board will meet as regularly as required for the orderly and  
254 effective administration of league activities, and shall conduct Regular Meetings at least three (3)  
255 times a year. Regular Meetings shall be conducted in person at a date with at least 21-days' notice  
256 to the Executive Board. Accommodations to participate in regular meetings by teleconference may  
257 (but are not required) be made for regular meetings. Meetings will use Robert's Rules of Order as an  
258 advisory resource.

259

### 260 **Section 7.02**

261

262 An Emergency Meeting of the Executive Board may be called by the Commissioner or by agreement  
263 of any four (4) voting members of the Executive Board members with at least 3-days' notice.  
264 Accommodations to participate by teleconference shall be made for Emergency Meetings.

265

266 **Section 7.03**

267

268 **Notice Waiver:** Official business of the Executive Board may be conducted at meetings with less  
269 notice than proscribed upon approval of at least half the members of the Executive Board.

270

271 **Section 7.04**

272

273 An Executive Board meeting must have a quorum in order to vote on any motions or approve any  
274 policies. A quorum shall exist with greater than 50% of the voting Board Members. In case of an  
275 online vote, a quorum is not reached until greater than 50% of eligible voting Executive Board  
276 members have cast a vote.

277

278 **Section 7.05**

279

280 There will be at least two (2) meetings each year of the ECSA Team representatives. The  
281 Executive Board may conduct business at these meetings, or they may be informational in  
282 nature.

283

284 **Section 7.06**

285

286 Any Voting Member of the Executive Board that fails to attend two (2) consecutive Board  
287 Meetings (Regular and/or Emergency) shall have their voting privileges automatically  
288 suspended. Said member's voting privileges shall be automatically reinstated as the final action  
289 of the next board meeting they attend in full.

290

291 **Section 7.07**

292

293 The Executive Board can vote on motions or approve policies via online voting, at the  
294 Commissioner's discretion. The online voting process must be accessible to all eligible voting  
295 members of the Executive Board and must be open for 72 hours or longer. Voting may not occur  
296 via Facebook or similarly applicable social media. Voting results and participants will be reported at  
297 the next regular board meeting.

298

299 **Article VIII. Fiscal Year & Budget**

300

301 **Section 8.01**

302

303 The fiscal year begins on the first day of January and ends on the last day of December of the  
304 same Calendar year.

305

306 **Section 8.02**

307

308 The Commissioner shall prepare and distribute a Draft Budget by January 15 of the fiscal year. The  
309 Executive Board shall meet and approve an Operating Budget by March 1 of the current fiscal year.

310 The Commissioner shall have authority to operate within Draft Budget parameters until such time as  
311 the Operating Budget is approved.

312

### 313 **Section 8.03**

314

315 The Executive Board shall have on its regular meeting agenda, at least quarterly, a budget  
316 status update, in order to discuss any surpluses and/or deficits and discuss how to handle  
317 such.

318

### 319 **Section 8.04**

320

321 ECSA Open Division funds will not be offered to teams, coaches, managers, or players unless  
322 offered to respective teams, coaches, managers or players evenly

323

## 324 **Article IX. Administration & Contracts**

325

### 326 **Section 9.01**

327

328 The voting members of the Executive Board are empowered to establish various administration, play  
329 and protest rules as is it deems necessary for the orderly administration of the league. These rules  
330 should be reviewed on a yearly basis for updates and changes – any changes to these rules can be  
331 made by a majority vote of the Executive Board.

332

### 333 **Section 9.02**

334

335 **Legal Contracts:** No member, group of members, or team may enter into a legal agreement using  
336 the name of the ECSA Open Division without the written consent of majority vote of the ECSA  
337 Open Division Executive Board.

338

### 339 **Section 9.03**

340

341 The ECSA Open Division may enter into sponsorship contracts that benefit the operation  
342 and administration of the organization.

343

### 344 **Section 9.04**

345

346 The ECSA Open Division may enter into contracts related to securing complexes or operations of  
347 the league.

348

## 349 **Article X. Conflicts of Interest Policy**

350

### 351 **Section 10.01**

352

353 **Conflict of Interest Policy:** The Emerald City Softball Association will adhere to the Conflict of

354 Interest Policy as delineated in Appendix Four of this document.

355

## 356 **Article XI. Bylaw Amendments**

357

### 358 **Section 11.01**

359

360 **Amendment:** These Bylaws may be altered, amended or repealed and new Bylaws may be  
361 adopted by either a simple majority vote or a 2/3 majority vote of the voting members of the  
362 Executive Board for the following:

363

364 Appendix 1. Amendments to the Administrative Rules Requires a majority vote of the elected  
365 board members, unless otherwise stated

366

367 Appendix 2. Amendments to the Play Rules requires a majority vote of elected board members,  
368 unless otherwise stated.

369

370 Appendix 3. Amendments to the Protest Rules requires a majority vote of elected board  
371 members, unless otherwise stated.

372

373 Appendix 4. Amendments to the Executive Board rules requires a 2/3 majority vote of elected  
374 board members, unless otherwise stated.

375

376 Appendix 5. Amendments to the financial rules requires a 2/3 majority vote of the elected board  
377 members, unless otherwise stated.

378

379 Appendix 6. Amendments to the board travel policy rules requires a majority vote of the elected  
380 board members, unless otherwise stated.

381

382 Appendix 7. Amendments to the Conflict of Interest rules requires a 2/3 majority vote of the  
383 elected board members, unless otherwise stated.

384

385 Appendix 8. Amendments to the Rating Change Voting Matrix rules requires a 2/3 majority vote  
386 of the elected board members, unless otherwise stated.

387

388 Appendix 9. Amendments to the Ratings Change Review Process rules requires a majority vote of  
389 the elected board members, unless otherwise stated.

390

391 Appendix 10. Amendments to the Financial Controls rules requires a 2/3 majority vote of the  
392 elected board members, unless otherwise stated.

393

### 394 **Section 11.02**

395

396 **Effective Date of Amendments:** An amendment shall be effective immediately after its adoption  
397 unless otherwise specified by the wording of the amendment.

398

399 **Section 11.03**

400

401 **Communication of Bylaw Changes to Membership:** When bylaw amendments are adopted by the  
402 Executive Board of the ECSA, these bylaws amendments shall be communicated to the ECSA  
403 membership at large.  
404

405

406 **APPENDIX ONE – ECSA Open Division Administrative Rules**

407

408 **SECTION ONE — DIVISIONS OF PLAY AND PLAYER RATINGS**

409

410 **1.1 Ratings Overview**

411

412 1. **Description & Purpose:** The North American Gay Amateur Athletic Alliance (NAGAAA)  
413 maintains a player rating system to ensure competitive and evenly matched play across its  
414 divisions. The Emerald City Softball Association uses the NAGAAA player rating system for its  
415 players. The skill level of each player is continually monitored and from time to time a player’s  
416 rating may increase or decrease.

417 2. Input from players, coaches, and managers are all valuable for ensuring up-to-date ratings.  
418 However, ultimate responsibility for ratings rests with the Executive Board. The Director of  
419 Competition is responsible for making ratings recommendations and maintaining all processes  
420 related to ratings. The Commissioner has final independent authority in setting all ratings.

421 3. **Official NAGAAA Ratings:** The ECSA Open Division is required to annually submit official ratings  
422 to NAGAAA for all players. Ratings submitted to NAGAAA are generally recognized as players’  
423 official ratings for the following season. The deadline for submission to NAGAAA is July 15.  
424

425 4. **Access to Ratings:** Players may obtain rating information upon request to the Director of  
426 Competition, an Assistant Director of Competition, or the Commissioner. Coaches and  
427 managers have access to all active player ratings via the ECSA Website. To obtain ratings  
428 information for other players, send a request to the Director of Competition, an Assistant  
429 Director of Competition, or the Commissioner.  
430

431

432 **1.2 Divisions**

433

434 ECSA play will generally be conducted in Divisions according to the NAGAAA Player Ratings  
435 Division Rules, which are the A, B, C, D, E, C-Division Masters and D-Division Masters.  
436 Exceptions may be made by the Board in order to foster competition.

437

438 **1.3 Ratings Assignment**

439

440 1. For the 2019 Season all new and returning players will be assigned a new player rating based  
441 on the NAGAAA Player Rating Process consisting of 28 questions described in the NAGAAA  
442 Governing Manual.

443

444 2. All Players Returning to ECSA from 2018 for the 2019 Season: The ECSA Ratings Board Members

444 will assign players who were rostered players in the 2018 season new ratings based on the 2019  
445 NAGAAA rating system. Any appeals can be made to the Board following the appeals processes  
446 outlined in 1.7.

- 447
- 448 3. All non-rostered ECSA 2018 Players: Any player that was not a rostered player in the ECSA 2018  
449 Season will need to be rerated by their coach/manager according the most current NAGAAA  
450 ratings questions. Prior ratings, if available, should be used as a reference for rerating the  
451 player.
  - 452
  - 453 4. New ECSA/NAGAAA Players after the 2019 Season: Team managers/coaches must assign an  
454 initial player rating for all new players based on the NAGAAA rating system. The ECSA Board will  
455 establish a process for submitting player ratings prior to the season. Otherwise send a request  
456 to the Director of Competition, an Assistant Director of Competition, or the Commissioner.
  - 457 5. Returning ECSA Players after 2019 Season: Subsequent to the 2019 season each returning ECSA  
458 player will start the next season with their rating from the previous season.
  - 459
  - 460 6. NAGAAA Players New to ECSA after the 2019 season: NAGAAA maintains a ratings database for  
461 players from its member associations. The rating for a player new to ECSA who previously  
462 played in another NAGAAA member association will start the season with their NAGAAA rating  
463 from their previous association. Players and team managers/coaches have a responsibility to  
464 declare players with non--ECSA NAGAAA experience. Failure to declare the status of a new  
465 ECSA player who previously played in another NAGAAA member city league may be grounds for  
466 sanctioning the player and/or manager/coach as a violation of the Code of Conduct.
  - 467
  - 468 7. Any former NAGAAA or ECSA returning player that has not played in the past year will need to  
469 be rerated according the most current NAGAAA ratings questions. Prior ratings, if available,  
470 should be used as a reference for rerating the player.
  - 471

#### 472 **1.4 Ratings Changes During Season**

- 473
- 474 1. Executive Board Review: The Executive Board has the responsibility to continually review  
475 players' ratings throughout the season and to investigate any ratings concerns submitted to  
476 them. Any rating changes from such an investigation must be approved by the Director of  
477 Competition, the appropriate Assistant Director of Competition, Commissioner, and the  
478 appropriate Assistant Commissioners. The Board has discretion, but does not typically lower a  
479 player rating on its own. If a rating change causes a player to move from one division to another,  
480 all appropriate Assistant Commissioners and Directors of Competition will participate in the  
481 decision. See Appendix 8. The process for increasing or reducing a player rating is in Section 1.6.  
482 The ECSA Commissioner has veto power on all rating changes.
  - 483
  - 484 2. Coaches and Managers: Team Managers and Coaches have the responsibility to adjust players'  
485 ratings during the season. Increases in ratings should be emailed to the Director of Competition  
486 for the A/B Division, C Division Assistant Director of Competition for the C Division, and D/E  
487 Division Assistant Director of Competition for the D and E Division and they should include the  
488 specific questions that are being added.
  - 489



- 490 3. Protest: See Protest Rules.  
491  
492 4. Player Changing Divisions During Season: Any Player impacted by a ratings change during the  
493 season that results in their movement to a higher division will be eligible to play on any team in  
494 the higher division without regard to the Season Change Date. The player must comply with  
495 Section 2 of these Rules.  
496  
497 5. Player Changing Teams Due to Team Exceeding Division Limits: Any Player being removed from  
498 a team as a result of their team exceeding the Team Rating limit for their division will be eligible  
499 to play on another team without regard to the Season Change Date. The player must comply  
500 with Section 2 of these Rules.  
501

502 **1.5 End of Season Ratings Review**

503  
504 End-of-Season Ratings Review: At the end of the ECSA season and prior to submitting ratings  
505 for all of the ECSA players to NAGAAA, the Director of Competition will conduct a ratings review  
506 with the ECSA Commissioner, Assistant Directors of Competition and the Assistant  
507 Commissioners to determine if there should be any ratings increases and to consider any  
508 remaining requests for ratings reductions. This review will be conducted prior to the berth  
509 tournament. Resulting ratings changes will go into effect on July 15.  
510

511 **1.6 Post-World Series Ratings Review**

512  
513 By October 15<sup>th</sup> the Director of Competition will conduct a final ratings review with the ECSA  
514 Commissioner, Assistant Directors of Competition and the Assistant Commissioners. Resulting  
515 ratings changes will go into effect immediately.  
516

517 **1.7 Ratings Appeal Process**

- 518  
519 1. **Requests for Rating Reduction:** Generally, requests to reduce a player's rating can be submitted  
520 to the Director of Competition or an Assistant Director of Competition for the following reasons:  
521  
522 a. The player suffered a skill-altering injury and shows a significant reduction in their skills  
523 related to a specific question.  
524  
525 b. The player is new to ECSA/NAGAAA and may not have been accurately rated initially.  
526  
527 c. The player has taken at least one year off and, and due to a change in their physical  
528 condition, shows a significant reduction in their skills related to a specific question.  
529  
530 d. A rating reduction request for any other reason can be considered subject to the Board's  
531 discretion. Upon receiving a request for a ratings reduction, the Director of Competition or  
532 an Assistant Director of Competition will promptly review the appeal with the  
533 Commissioner, Director of Competition, and Assistant Director(s) of Competition as  
534 provided in the Voting Matrix. The Board may monitor the player during games throughout  
535 the course of the season in order to evaluate the request. Unless a decision has been made

536 sooner, the Director of Competition or an Assistant Director of Competition will notify the  
537 player, coach, and manager whether or not the request is granted following the End of  
538 Season Ratings Review.  
539

- 540 2. **Rating Increase by the Board:** A player subject to a rating increase by the Board will be notified  
541 by the Director of Competition or an Assistant Director of Competition. The coach and manager  
542 of the player’s current team will also be notified.  
543
- 544 a. The Director of Competition or an Assistant Director of Competition shall provide at least 7  
545 days for the player, coach, and/or manager to appeal the proposed ratings increase. The  
546 player, coach, and/or manager may submit a written appeal to the Director of Competition  
547 an Assistant Director of Competition why the proposed increase should not be made, and  
548 include statistical and other written evidence in support of the appeal.  
549
- 550 b. Upon receiving an appeal of a proposed ratings increase, the Director of Competition or an  
551 Assistant Director of Competition will promptly review the appeal with the Commissioner,  
552 Director of Competition, and Assistant Director(s) of Competition as provided in the Voting  
553 Matrix. Upon review, the Director of Competition or an Assistant Director of Competition  
554 will promptly notify the player, coach, and manager whether or not the appeal is granted  
555 and the ratings increase is denied.  
556
- 557 3. **An Appeal is not a Protest:** This section does not apply to any rating increase initiated under  
558 the Protest Rules.  
559

## 560 SECTION TWO — ROSTERS & PLAYER ELIGIBILITY

561

### 562 2.1 Start of Season Fees, Deadlines and Penalties

563

564 Prior to the start of the season, each team and their players must complete these main  
565 administrative requirements:

- 566 1. Each team must pay a Team Fee
- 567 2. Each player has to be accepted to a team on the ECSA website
- 568 3. Each player must pay a Player Fee
- 569 4. Each Player must accept a liability release on the ECSA website
- 570 5. Each player must have submitted their birthdate
- 571 6. Each player must have a player rating using the NAGAAA rating guidelines submitted via  
572 a process established by the ECSA Board. No player is officially added to a team roster  
573 until all of these administrative requirements are complete. Amounts for Players fees and  
574 deadlines for other administrative requirements will be communicated in advance of the  
575 season.  
576

- 577 a. **Team Fee:** Payments after the due date are subject to a \$100 fine. No teams will be  
578 accepted after the final payment deadline. The Team Fee ensures a team will be provided  
579 a slot in the regular-season schedule.
- 580 b. **Birth Dates:** Each player on an ECSA Roster must have his or her correct birth date

- 581 (day/month/year) entered into his or her profile on the ECSA Website. Any team that has  
582 a player without a correct birth date on their profile by the mid- season change date will  
583 be fined \$50 per player. Fines need to be paid before the player can continue to play.  
584 Playing in a league game without paying the fine will result in their team forfeiting that  
585 game.
- 586 c. **Player Additions:** Players may be added to the roster after the roster deadline by following  
587 the Player Add/Change Process described in Sections 2.2 and 2.3.
  - 588 d. **Returned Checks:** Any returned check will be considered non-payment and is therefore  
589 subject to late fees described above. Payment must then be handled by PayPal for the  
590 original amount, plus applicable PayPal and/or returned check fees.
  - 591 e. **Penalty:** Under penalty of forfeit, no player or team may participate in an ECSA Open  
592 Division game when subject to an unpaid fee or fine or an invalid roster.
  - 593 f. **Player Fee Deadline and Appeals:** Player fees must be paid for prior to 12:00pm PST on  
594 Friday to play on any Saturday or Sunday. Appeals can be made to the Commissioner, DOC  
595 and Respective Assistant Commissioner for a majority approval to make an exception to  
596 the deadline.

597

## 598 2.2 Roster Changes – Adding a New Player

599

600 In the course of a season, a team may choose to add a player to its roster subject to all other  
601 rules and criteria.

602

603 This procedure applies for a player who is not yet a member of any other ECSA Open Division  
604 team in the current season. To add such a player, a team must meet the following  
605 requirements.

606

- 607 a. **Notification:** The added player must be invited and accepted to an ECSA team roster on  
608 the ECSA website and included a correct birthdate and accepted the liability waiver on their  
609 website profile. Also, the player must have paid their player fee. The coach or manager  
610 must have submitted an accurate player rating for the player via a process established by  
611 the ECSA Board.
- 612 b. **Deadlines and Appeals:** All of the actions above must be accomplished prior to noon on  
613 Friday for a player to be eligible to play for the upcoming Saturday or Sunday. Appeals can  
614 be made to the Commissioner, DOC and Respective Assistant Commissioner for a majority  
615 approval to make an exception to the deadline.

616

## 617 2.3 Roster Changes – Player Changing Teams

618

619 A player may choose to switch from one team to another during the course of the season. Both  
620 the manager and the player have required roles in making the change:

621

- 622 a. **Notification:** By phone or email, the player changing teams must notify the Director of  
623 Competition for the A/B Division, C Division Assistant Director of Competition for the C  
624 Division and D/E Division Assistant Director of Competition for the D and E Divisions of their  
625 intent.

- 626 b. **Player Add/Change:** The new team manager must notify the B Division Director of  
627 Competition, C Division Assistant Director of Competition and the D/E Division Assistant  
628 Director of Competition by email of the player addition and request to have the new  
629 player added to the roster.
- 630 c. **Deadlines:** All of the actions above must be accomplished prior to noon on Friday for a  
631 player to be eligible to play that weekend.
- 632 d. **Confirmation:** Upon receiving the notification for the added player from new team  
633 manager/coach, the Director of Competition for the A/B Division, C Division Assistant  
634 Director of Competition for the C Division, and D/E Division Assistant Director of  
635 Competition for the D and E Divisions will notify the former coach/manager of the change  
636 and move the player to the new team’s roster on the ECSA Website.

637

## 638 2.4 Roster Changes – Removing Player from Roster

639

640 Notification from the team’s coach/manager must be received by the Directors of Competition  
641 to have a player removed from its roster.

642

## 643 2.5 Season Change Date: Deadline to Change Teams or Add Players

644

645 The ECSA Open Division observes a Season Change Date (“SCD”) to coincide with a NAGAAA  
646 World Series eligibility rule requiring player availability for at least 50 percent of the team’s  
647 regular season games. The SCD for each division will be the date the first team in the division  
648 reaches 50 percent of its regular season games. The SCD for each division may change due to  
649 bye weeks and rainouts.

650

651 The Board will establish and communicate the division SCDs before the start of the season.  
652 The Executive Board will communicate and provide updates to the SCDs if necessary.

653

654 Teams are allowed to add players to rosters until the SCD. Teams are not allowed to add  
655 players to rosters after the SCD, except for 1) Hardship (Section 2.6) and 2) a player changing  
656 divisions as a result of a rating increase (Section 1.4 d.).

657

## 658 2.6 Hardship Rule

659

660 If a team’s roster of available players drops below 11 players due to injury or any other  
661 hardship reason deemed valid by the Commissioner, the team may add player(s) without  
662 regard to the Season Change Date, subject to approval by the Commissioner. In order for a  
663 team to apply for a hardship roster addition they must remove all players from their roster so  
664 they have no more than 10 players. None of the previous players on their roster that were  
665 removed for that season are eligible to return to the team for the remainder of that season.  
666 Players added to a team appealing under this rule may add a player who has been a member  
667 of a roster on any other ECSA Open Division team in the current season. Adding players to a  
668 roster under the hardship rule will cannot result in the team having more than 11 players on  
669 their roster.

670

671 Any other special hardship circumstance can be petitioned and would require a 2/3-majority  
672 vote of the Executive Board to be approved.

## 673 674 2.7 Eligibility

675  
676 Any person 18 years of age and above is eligible to participate in the ECSA Open Division as a  
677 coach, manager or player.

## 678 679 SECTION THREE — STANDINGS & WORLD SERIES QUALIFICATION

### 680 681 3.1 Overall Standings

682  
683 Prior to each season the ECSA Board will establish the format for determining standings in each  
684 Division.

### 685 686 3.2 World Series Automatic Berth

- 687
- 688 a. **Awarding of Automatic Berth:** Prior to the Season the ECSA Board will establish how many  
689 automatic World Series berths per Division will be awarded and the criteria to earn an  
690 automatic World Series berth. All scheduled regular season games must be completed at least  
691 one day in advance of the World Series Berth tournament.
  - 692
  - 693 b. **Acceptance of World Series Berth:** A team earning the Automatic Berth must accept the berth  
694 within a deadline established by the Commissioner. A team accepting an automatic berth  
695 accepts the responsibilities of World Series teams under Section 3.7.
  - 696
  - 697 c. **Automatic Berth:** If the automatic berth tournament winners do not meet NAGAAA eligibility  
698 rules, and cannot otherwise do so through the use of pick-up players under NAGAAA and ECSA  
699 Open Division rules, then the automatic berth shall be awarded to the second-place team. If  
700 the second-place team does not accept the automatic berth then the automatic berth will be  
701 awarded to the 3rd Place Team. If the 3rd Place does not accept the Automatic Berth then the  
702 World Series Berth Tournament will decide the berths for that division.
  - 703

### 704 705 3.3 Additional World Series Berths

- 706 a. **Awarding Additional Berths:** The Executive Board on a yearly basis will determine additional  
707 World Series berths. In the case of a berth tournament, there will be no entry fee, but the  
708 Commissioner may require a nominal deposit refundable to teams fielding teams.
- 709
- 710 b. **Eligibility:** Teams entering the World Series Berth tournament must do so under the condition  
711 that they are able to field a team to travel to the World Series.
  - 712 a. Teams that earn a World Series Berth from competing in the World Series Berth  
713 Tournament that are unable to field a team for the World Series will be assessed a team  
714 fine of \$200. The team must pay the fine prior to the start of the following season to be

- 715 eligible to play in ECSA the following season.  
716 b. Any team that forfeits a regular season game will have to pay a \$200 fee to play in the  
717 Berth Tournament. Said teams have the right to appeal the payment of the fee and such  
718 appeals would require a 2/3 majority vote of the Executive Board to be approved.  
719  
720 c. **Berth Tournament Seeding:** The voting members of the Executive Board will establish seeding  
721 for the berth tournament before the beginning of each season.  
722

### 723 3.4 Second Berth Tournament Eligibility

- 724  
725 a. **Team Eligibility:** A team is eligible for the berth tournament only if the team would be able to  
726 form an eligible World Series team; if so, the team may play in the berth tournament with any  
727 and all available regular-season roster players.  
728  
729 b. **Player Eligibility:** A player is eligible for the berth tournament only if the player participated in  
730 a minimum of fifty percent (50%) of his/her team's regular season games. The only instance in  
731 which a player would be eligible to play with their team if they participated in less than 50% of  
732 their team's regular season games is if they moved to another team during the season due to a  
733 ratings increase that resulted in their movement to a higher division or they were added to their  
734 team's roster due to the hardship rule.  
735  
736 a) Participation is defined as a player being included on his/her team's game lineup card  
737 and being able to play  
738 b) Being able to play is defined as being present at the softball complex in their team's  
739 jersey and either entered into the game or able to enter the game should their team  
740 decide to substitute them into the game. (I think this covers the player coaching on  
741 another field as well the injured player.)  
742 c) Only players present and being able to play can be listed on the game lineup card.  
743 d) Additional players can be added to the lineup card after the games starts if they met the  
744 definition of being able to play and are an official approved eligible player on their  
745 team's season roster.  
746 e) Teams listing players on the lineup card who are present at the Softball complex and but  
747 won't be present in the dugout at the beginning of the game shall notify the opposing  
748 team of this. If they do not notify the opposing team the player will be considered not  
749 able to play.  
750 f) Line Up sheets will be turned into the umpire at the beginning of the game. Umpires will  
751 turn line up sheets into the league at the end of the game or their shift.  
752

### 753 3.5 Gay Softball World Series Eligibility

- 754  
755 a. **Team Eligibility:** A team is eligible for the Gay Softball World Series provided it meets all  
756 eligibility requirements established by NAGAAA, plus any additional requirements established  
757 by the ECSA Open Division. No team playing in the Gay Softball World Series will be allowed to  
758 have more than (3) non-LGBTQ players on their World Series rosters. Additionally, all non-LGBT  
759 players must be designated as such on their team's World Series roster.

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- b. **Player Eligibility:** A player is eligible for the world series only if the player participated in a minimum of fifty percent (50%) of his/her team’s regular season games.
  - g) Participation is defined as a player being included on his/her team’s game lineup card and being able to play
  - h) Being able to play is defined as being present at the softball complex in their team’s jersey and either entered into the game or able to enter the game should their team decide to substitute them into the game. (I think this covers the player coaching on another field as well the injured player)
  - i) Only players present and being able to play can be listed on the game lineup card.
  - j) Additional players can be added to the lineup card after the games starts if they met the definition of being able to play and are an official approved eligible player on their team’s season roster.
  - k) Teams listing players on the lineup card who are present at the Softball complex and but won't be present in the dugout at the beginning of the game shall notify the opposing team of this. If they do not notify the opposing team the player will be considered not able to play.
  - l) Line Up sheets will be turned into the umpire at the beginning of the game. Umpires will turn line up sheets into the league at the end of the game or their shift.
  - m) Teams are allowed to pick up (4) players for World Series Rosters. These players must be from another ECSA team, fit the division rating requirements, and participated in at least 50% of their team’s games.
  
- c. **Masters Division Eligibility:** To play on a Masters Division team at the Gay Softball World Series you must be 50 years old by December 31st, be on a NAGAAA member cities team roster, be present to play in at least 5 games of their team's games that season and be rated correctly for the Masters Division in which you play.
  - a. For Masters – C Division, must be rated no higher than a 16.
  - b. For Masters – D Division, must be rated no higher than a 12.

**3.6 Responsibilities of World Series Teams**

- a. **Code of Conduct in Force:** Any ECSA Open Division player or team participating in the NAGAAA World Series, including any event or activity coordinated by NAGAAA or the host committee, does so as a representative of the league. As such, all ECSA Open Division players, participants, and representatives are subject to the Code of Conduct in Section 4 for the entire period of World Series.
  
- b. **Tournament Fees:** NAGAAA requires that each member league pay a per-team tournament entry fee. This fee will be paid from ECSA Open Division funds. Any team accepting a World Series Berth but does not field a team at World Series is responsible for reimbursement of the tournament fee to the ECSA Open Division.
  
- c. **NAGAAA GSWS Hotel Deposits:** All ECSA teams qualifying for the GSWS are required to pay the

805 NAGAAA Hotel Deposit to ECSA by August 1st. Paying this deposit is a requirement to participate  
806 in the GSWS. This deposit will be reimbursed to the teams once the requirements for the refund  
807 have been met and ECSA receives the refund from NAGAAA.

- 808
- 809 d. **Other Fees and/or Deposits:** All other fees are the responsibility of each participating team.
- 810
- 811 e. **Fines from Ratings Protest:** Any team participating in the World Series, including the manager,  
812 coach, and/or any successfully protested player accepts responsibility for reimbursing the ECSA  
813 Open Division for any applicable fines or fees resulting from a player/team ratings protest.
- 814
- 815 f. **Reimbursement of Fees/Fines:** Reimbursement of fees/fines to the ECSA Open Division under  
816 Section 3.6 may be a condition for continued participation in the league for any manager, coach,  
817 player or team deemed responsible by the Executive Board.
- 818

### 819 3.7 First Place Tie

820

821 In the event of a tie for first place, the following procedures will be used to declare the Division  
822 Champion.

823

824 **Two—Way Tie:** For determining a winner when exactly two teams tie for first place:

825

826 **Head—to—head record:** The team with the better head-to-head record will be declared the  
827 first-place team.

828

829 **One—game playoff:** If head-to-head record does not yield a winner and both teams are being  
830 awarded an automatic world series berth they will be declared co-champions and there will be  
831 no playoff game. If head to head does not yield a winner and there is only one world series  
832 berth being awarded the two teams will play a single playoff game with no time limit and home  
833 team determined by coin flip. This playoff game must occur prior to the day of the berth  
834 tournament.

835

836 **Three or more Way Tie:** For determining a division winner and/or second automatic world series  
837 berth winner when more than two teams tied for first place:

838

#### 839 **Head—to—head record**

- 840
- 841 1. Head-to-head record of the tied teams if all teams played each other an equal number  
842 of times. This would be determined by compiling the win loss records of the games that  
843 the tied teams played against each other. If the compiling of head to head records results  
844 in a 2-way tie the teams not involved in the two-way tie would be eliminated and two-  
845 way tie rule would apply for the two teams that remain.
  - 846 2. If teams did not play each other an equal number of times but the tied teams all played  
847 each other at least once – any team that went undefeated against the other tied teams  
848 would win the tiebreaker.
- 849



850 **Playoff games:** If using 1 or 2 above does not yield a winner there will be a playoff to determine a  
851 division champion. Seeding's and pairings in the playoff will be determined by drawing team names  
852 from a hat. This playoff game must occur prior to the day of the berth tournament.  
853

### 854 **3.8 Ties for Second Place and Below**

855  
856 If there is more than one automatic world series berth being awarded in a division and there  
857 is a tie that has to be broken to determine who the additional berth is awarded to the first-  
858 place tie breaker rules will be used to determine who the berth is awarded to.  
859

860 If there is no playoff game required to determine who the additional world series berth is  
861 awarded to all ties that exist at the end of the regular season will stand for the purpose of end-  
862 -of-season standings and trophies. (e.g. teams may share second place as well as placements  
863 below. If two teams share second place, the team with next best record would be awarded  
864 fourth place).  
865

### 866 **3.9 During the Season Division Tiebreakers**

867  
868 Should the Season Schedule format include a splitting of a Division during the season the  
869 following will be the tiebreaker criteria:  
870

- 871 1. Overall record
- 872 2. Head-to-head record, which only applies if teams played each other an equal number of  
873 games (if teams did not play an equal number of games, any team that was undefeated  
874 against the teams that are tied will win the tie as long as all the tied teams played each  
875 other at least once)
- 876 3. Average point differential in all head to head games between teams involved in the tie
- 877 4. Coin flip  
878

### 879 **3.10 Automatic Berth Tournament Tiebreakers**

880  
881 If a tie exists for a World Series automatic berth, the first-place tiebreaker rules (above) will be  
882 used to determine.  
883

## 884 **SECTION FOUR — CODE OF CONDUCT**

### 885 886 **4.1 Code of Conduct**

887  
888 As members of the Emerald City Softball Association, all players and participants are expected  
889 to behave with maturity and exhibit good sportsmanship.  
890

891 Players, participants, and representatives shall conduct themselves in a manner consistent  
892 with the integrity and reputation of ECSA Open Division, NAGAAA, and the Gay Softball World  
893 Series.

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Players and participants will conduct themselves ethically with respect to the rules of the game and the ECSA Open Division. No player or participant may refuse to abide by an official's decision, threaten an official, or at any time push, shove, or strike an official. Team managers and coaches may be held accountable for the actions of their players and fans.

No player or participant may demonstrate objection to an official's decision by throwing any object, in any manner, for any reason, that an official judges to be dangerous.

No player or participant may use unnecessarily rough tactics in the play of the game against any other player or participant.

No player or participant may direct an abusive verbal attack upon any player, participant, official, or spectator. Any use of profane, flagrant, obscene or vulgar language in any manner, at any time, will be subject to disciplinary action.

No player or participant may appear to be intoxicated or participate under the influence of an intoxicating substance.

No player or participant may possess or consume an alcoholic beverage on the grounds of North SeaTac Park or any other park used by the ECSA Open Division where alcohol is prohibited.

No Player, Manager or Coach shall misappropriate collected funds/fees owed to ECSA.

No Player, Coach or Manager shall engage in any inappropriate behavior including profanity and blatant disrespect either in person or via written communication in dealing with ECSA Board members on ECSA related matters.

No Player, Coach or Manager shall engage in activities to negatively reflect on the Emerald City Softball Association.

The Code of Conduct is subject to amendment by the ECSA Open Division Board at any time.

## 4.2 Penalties & Enforcement

### a. Rulings from an umpire-in-charge:

The umpire-in-charge has general authority to handle game situations in accordance with USA Softball Rules and/or any other prevailing rule.

For any infraction of the Code of Conduct or any other prevailing rule, an umpire may eject a player from the game and shall report the incident to the Executive Board. The umpire-in-charge may either suspend or declare a forfeit of any game where, in the umpire's judgment, there has been a violation of the Code, making it unsafe to continue the contest.

940 Any ejected player or participant shall automatically serve an additional one-game  
941 suspension.

942  
943 Under penalty of forfeit, a suspended or ejected player or participant may not be present  
944 or in the vicinity of the field for a game from which they are suspended or ejected.

945  
946 No ruling of the umpire-in-charge is subject to appeal, except as provided under USA  
947 Softball Rules.

948  
949 **b. Rulings from the Board or Commissioner:**

950  
951 The Executive Board may impose sanctions for any violation of the Code of Conduct, up to  
952 and including permanent expulsion.

953  
954 Under penalty of forfeit, a suspended player or participant may not be present or in the  
955 vicinity of the field for a game from which they are suspended.

956  
957 The Executive Board has the authority and full discretion of imposing sanctions for any  
958 violation of the Code of Conduct. For any violation explicitly or not explicitly stated in this  
959 code, the penalty will be at the discretion of the Executive Board.

960  
961 Any suspension of a player or participant for a period up to two weeks, when imposed by  
962 the Executive Board or Commissioner, is not subject to appeal.

963  
964 The Commissioner shall have sole discretion to interpret the implementation of any  
965 sanction, except when specifically described by Executive Board action.

966  
967 **4.3 Procedures**

968  
969 The Executive Board and the Commissioner will adhere to following procedures with respect  
970 to any disciplinary action:

971  
972 **c. Procedures for Sanctions by the Commissioner:**

- 973
- 974 • The Commissioner is authorized to suspend any player or participant for a period
  - 975 of up to two weeks for any action deemed to be a violation of the Code of Conduct.
  - 976 • The Commissioner may delegate authority under this procedure to any member of
  - 977 the Executive Board designated as “board member-in-charge” at the field of play.
  - 978 • Sanctions under this procedure are not subject to appeal for review by the
  - 979 Executive Board.

980  
981 **d. Procedures for Sanctions by the Board:**

- 982
- 983 • **Notification:** Any player or participant subject to disciplinary action will be first
  - 984 notified of possible sanctions for violation of the integrity of the league, the Code

985 of Conduct, or any other rule. Notification may occur at the discretion of the  
986 Commissioner or by agreement of any three Executive Board members and will  
987 include a description of alleged violation and a deadline for response.

- 988 • **Response:** A notified player or participant shall have at least 48 hours (or possibly  
989 longer, at the discretion of the Commissioner) to provide a documented response.
- 990 • **Deliberation:** The Executive Board will consider a documented response from the  
991 notified player or participant in deliberation of any sanction for possible violation  
992 of the Code of Conduct. At the discretion of the Commissioner, deliberations may  
993 be in-person, by telephone, or by e-mail.
- 994 • **Sanction:** The Executive Board may vote to impose any sanction, up to and  
995 including permanent expulsion, by a majority vote of all voting members. Any  
996 sanction imposed under this procedure for a period of up to two weeks is final and  
997 not subject to appeal
- 998 • **Request for Appeal:** Sanctions greater than two weeks may be appealed to the full  
999 Board for further review or an in-person appeal meeting, which will be granted at  
1000 the discretion of the Commissioner or by agreement of a majority of Executive  
1001 Board members.
- 1002 • **Appeal:** In the event an appeal meeting is granted, the sanctioned player or  
1003 participant will have no less than 20 minutes to make a presentation to the  
1004 Executive Board. Any subsequent change to the sanction shall require the vote of a  
1005 majority-plus-one member of the Executive Board (i.e., 5 votes of a 7-member  
1006 board or 6 votes of an 8-member Board.)

## 1008 SECTION FIVE – MISCELLANEOUS RULES

### 1009 5.1 Insurance

1010 The ECSA Open Division maintains insurance for each player, applicable to league play and  
1011 participation in the NAGAAA World Series. Any team participating in a tournament is  
1012 encouraged to discuss coverage with tournament organizers.  
1013  
1014  
1015

### 1016 5.2 Right of Refusal

1017 The ECSA Open Division reserves the "right of refusal" for allowing participation in the league  
1018 where a ban or restriction exists for a player by any other NAGAAA member city league or by  
1019 the NAGAAA Executive Board.  
1020  
1021

### 1022 5.3 No Repeat Rule

1023 Any ECSA team finishing 1 or 2 at the GSWs will not be allowed to compete in that Division in  
1024 the next ECSA season with more than 4 players from their GSWs roster.  
1025  
1026

### 1027 5.4 Player Fees

1028

1029 Each player on a team roster shall pay an ECSA membership fee before they are eligible to  
1030 play.  
1031

## 1032 5.5 Team Expenses

1033  
1034 The Executive Board is not responsible for and will not be expected to intervene in the matter  
1035 of a team's finances.  
1036

## 1037 5.6 Umpiring

1038  
1039 A player cannot umpire in the regular season and be on an ECSA Open Division roster at the  
1040 same time.  
1041

## 1042 5.7 Rainouts

1043  
1044 In the event that games are cancelled for the day due to weather, games are typically made  
1045 up the following Saturday. Exceptions can be made due to field availability, scheduling  
1046 complications, or additional rainouts. The board will make every attempt to not schedule  
1047 Saturday rainout games the same weekend if one of the affected teams has a bye Sunday. A  
1048 rainout schedule will be released to teams as soon as reasonably possible.  
1049

## 1050 APPENDIX TWO – Play Rules

1051  
1052 The Emerald City Softball Association Open Division will follow USA Softball rules with exceptions  
1053 noted below.  
1054

### 1055 SECTION ONE – USA Softball Rule Exceptions

- 1056
- 1057 **1. Stealing Bases:** No base stealing.
  - 1058
  - 1059 **2. Pitch arc maximum of 12' – minimum of 6':** The ball must be delivered with a perceptible arc  
1060 and reach a height of at least 6 feet from the ground, while not exceeding a maximum height of  
1061 12 feet from the ground.  
1062
  - 1063 **3. Time Limit:** Except in the case of a tie game, no inning shall start after 55 minutes.
  - 1064
  - 1065 **4. Timers:** The timers for each game will be started right after the first pitch of the game.
  - 1066
  - 1067 **5. Home Team:** For the 2019 season, home team is preassigned for the B, C and E Divisions. For  
1068 every other division, a pre-game coin toss will determine the home team.  
1069
  - 1070 **6. Official Scorebook Rule:** The official scorebook will be that of the home team. The visiting team  
1071 is, therefore, highly encouraged to confirm the score with the home team every half-inning.  
1072
  - 1073 **7. Game Time:** Forfeit time is 5 minutes after the scheduled game time, except when a team is

1074 moving from one field to another for consecutively played games or when games are behind  
1075 schedule. In these cases, the umpire will give the teams at least five minutes after they arrive in  
1076 their dugout to settle and prepare a lineup.  
1077

1078 **8. Short-Handed Rule:** A team must have at least 8 players in the dugout or team area to start or  
1079 continue a game. If a team starts a game with fewer than 10 players, then the vacant position(s)  
1080 must be listed last in the batting order and an out will be assessed when the vacant position(s)  
1081 in the batting order appear. If playing short-handed and a substitute arrive, he/she must be  
1082 inserted immediately into a vacant spot.  
1083

1084 **9. Extra Players on Offense:**

1085

- 1086 • **D/E Division:** Teams playing within the D and E divisions are allowed an unlimited number  
1087 of players in their batting lineup. A team beginning a game with more than 11 players in the  
1088 batting lineup may remove any player(s) from their line up without penalty of an out as long  
1089 as at least 11 players remain in the batting line up.  
1090

- 1091 • **A/B/C Divisions:** Teams playing within the A, B and C Divisions are generally allowed up to  
1092 12 players in a batting lineup. However, provided that the opposing team coach does not  
1093 object, more than 12 players will be allowed in the batting lineup. Teams playing within the  
1094 A, B and C Divisions must end the game with the same number of batters in the batting line  
1095 up with whom they began the game.  
1096

1097 **10. Home Run Limit:** A limit of over-the-fence home runs (HR) will be used in all divisions.

1098 The following limitations are per team, per game:

1099 A Division: 4 HR

1100 B Division: 2 HR

1101 C Division: 1 HR

1102 D Division: 0 HR

1103 E Division: 0 HR  
1104

1105 Inter-division games will follow the limitation associated with the upper division. Any over-  
1106 the-fence homeruns in excess of the above limitations will result in an inning ending out.  
1107

1108 **11. Ejections & Intentional Harm:**

1109

- 1110 a. **Ejections:** Any player or participant ejected from any game shall automatically serve an  
1111 additional one-game suspension from their teams next scheduled game. Under penalty  
1112 of forfeit, a suspended or ejected player or participant may neither be present nor in the  
1113 vicinity of the field for a game from which they are suspended or ejected (they cannot  
1114 be in the dugout and must leave softball complex). Any coach may appeal to the umpire  
1115 for a ruling on whether an action leading to ejection constitutes intentional harm.
- 1116 b. **Ejections for Intentional Harm:** Any participant whom, in the judgment of the umpire,  
1117 intentionally puts another participant at risk of harm will be suspended for the  
1118 remainder of that play-day plus the next play-day on which the participant's respective  
1119 team plays. Any participant that has a second violation for intentional harm within a

1120 season, as determined by an umpire, shall be ineligible for the remainder of the season.  
1121 c. **Additional Penalties:** With respect to any situation involving ejections (with or without  
1122 intentional harm), the Executive Board may use its discretion in applying other  
1123 sanctions, up to and including permanent suspension from the ECSA Open Division.  
1124

## 1125 **12. Uniform Rule:**

- 1126
- 1127 ○ Teams are not required to have like-colored uniforms. However, an Arabic whole  
1128 number (0-99) of contrasting color at least 6 inches high must be worn and visible on  
1129 the back of all uniform shirts. No players on the same team may wear identical numbers  
1130 (numbers 0 and 00 or 3 and 03 are examples of identical numbers). Players without  
1131 numbers will not be permitted to play.  
1132

## 1133 **13. Games Suspended Due to Weather:**

- 1134
- 1135 ○ If a game is suspended due to weather, it is resumed at the point it was suspended.
- 1136 ○ The home team's book will designate at which point the game was halted. Coaches from  
1137 both teams should sign each team's scorebook before leaving the fields to indicate  
1138 agreement on the game situation when the game was suspended.  
1139

## 1140 **14. Lineup Cards:**

- 1141
- 1142 ○ Lineup sheets should only include players present at the Softball Complex wearing a  
1143 team jersey at the start of a game.
- 1144 ○ All Present players need to be listed in the batting line up or as a substitute. Regular roster  
1145 players can be added to the lineup sheet if they arrive after the game has started.
- 1146 ○ Teams will exchange line up sheets before the beginning of each game and give the  
1147 original (top) copy to the Umpire.
- 1148 ○ Teams with players present at the Softball Complex but not present in the dugout at the  
1149 beginning of a game need to notify the opposing team for the player to be counted as  
1150 present.
- 1151 ○ At the end of the game or the umpire's shift they will deliver lineup sheets to the league  
1152 per the process established by the ECSA Board.  
1153

## 1154 **15. Substitution Rule:**

- 1155 ○ Starters and substitutes can re-enter a game once during any game. They must always  
1156 re-enter at the same place in the batting line up they enter the game.
- 1157 ○ Once they are removed from the game for the 2nd time they cannot re-enter the game  
1158 again. If an attempt to re-enter a player is made more than once an out will be recorded  
1159 if appealed by the opposing team.
- 1160 ○ If a player is re-entered into the game at a different place in the lineup, an out will be  
1161 recorded if appealed by the opposing team before the next batter. The player will also  
1162 be ejected from the game.
- 1163 ○ Once the batter completes his/her "at bat" you can appeal the illegal substitution.  
1164

1165 **16. Pitching Rubber:** 50' at North SeaTac Fields. It is the last rubber.

1166

1167 **17. Distance between Bases:** 70 feet.

1168

## 1169 **APPENDIX THREE – Protest Rules**

1170

1171 The ECSA Protest process has been created to ensure that all persons are competing at their  
1172 appropriate level of play. All coaches/managers/team representatives have the right to file a protest  
1173 for any players in their respective divisions.

1174

1175 All coaches, managers, team representatives, players and fans must respect an individual's right to  
1176 participate in this protest process. In addition, all coaches, managers, players and fans are urged to  
1177 respect the decisions that are made by the ECSA Protest Committee and are reminded that  
1178 sportsmanlike conduct is always expected from any/all persons participating in any ECSA Open  
1179 Division event (i.e. games, meetings, fundraisers, host bars, etc.).

1180

## 1181 **Protest Rules**

1182

1183 There are three main types of protest in the Emerald City Softball Association (ECSA). The procedures  
1184 to initiate a protest are:

1185

### 1186 **1. Ineligible Player Protest**

1187

1188 An ECSA player may be protested for player ineligibility at any time based upon the following:

1189

- 1190 • The player has not signed his/her ECSA, USA Softball, and NAGAAA team rosters or his/her  
1191 player rating is not listed on the NAGAAA team roster.
- 1192 • The ECSA player fee has not been paid.

1193

1194 Notification of such a protest shall be made to the Director of Competition via email or in person.  
1195 There is not protest fee for an ineligible player protest and the ECSA Protest Committee can decide  
1196 to have each game forfeited that an ineligible player participated in.

1197

### 1198 **2. ECSA or USA Softball Rules Misinterpretation**

1199

- 1200 a. All protests based upon the misinterpretation of a playing rule will follow USA Softball  
1201 guidelines.
- 1202 b. The USA Softball guidelines state that a rules interpretation protest must be filed with the  
1203 plate umpire at the time of incident and prior to the next pitch. Coaches should at all times  
1204 have a copy of the ECSA play rules and an USA Softball rules book in their possession – the  
1205 best way to resolve a rules interpretation is to present the rule as written from the USA  
1206 Softball rule book. If there is still a misinterpretation of the rule after using this method, a  
1207 coach or manager may request an  
1208 c. Executive Board member to make a decision on the rules interpretation protest. The game  
1209 will be stopped at the point of the protest and will not continue until a ruling on the protest



1210 has been made. The ECSA Executive Board members should be contacted in the following  
1211 order for resolving Rules Misinterpretation protests.

- 1212
- 1213 • Commissioner
- 1214 • Director & Assistant Directors of Competition
- 1215 • Assistant Commissioners for Divisions A and B
- 1216 • Assistant Commissioners for Divisions C and D
- 1217 • Secretary
- 1218

- 1219 d. If for some reason an ECSA Executive Board Member is not available, a team Manager or  
1220 Coach should make a note of the game situation at the time of the protest. Both Manager  
1221 or Coach should sign the other teams scorebook to indicate agreement on the game  
1222 situation at the time of the protest; and the game will be allowed to proceed.
- 1223 e. After the game has been completed, an ECSA Executive Board member will make a decision  
1224 on the protest. If the protest is approved, the game will be rescheduled and replayed from  
1225 the point where the protest was filed.
- 1226

### 1227 3. NAGAAA Rating Challenge

#### 1228 **Protest during a Game**

- 1229
- 1230
- 1231 a. If a protest should come about during a game, the Manager or Coach can file a player rating  
1232 protest against a player of the opposing team. The protest must be filed prior to the end  
1233 of the game.
- 1234 b. To file the protest, the Manager or Coach must present a properly filled out protest form  
1235 to the plate umpire.
- 1236 c. Immediately following the protested game, the Manager or Coach of the team filing the  
1237 protest will seek out an executive board member to inform them of the protest and submit  
1238 to them their protest fees.
- 1239 d. The Executive Board member contacted will retrieve the protest form from the applicable  
1240 plate umpire and confirm with them that the protest was filed prior to the end of the game.
- 1241 e. The contacted Executive Board member will notify the Manager or Coach of the team  
1242 and/or player being protested that a NAGAAA rating protest has been filed against them.
- 1243 f. The protest form and fees will be delivered to the Commissioner and the Director of  
1244 Competition. The Assistant Directors of Competitions and the Assistant Commissioners  
1245 shall be notified of the protest too.
- 1246

#### 1247 **NOTE:**

- 1248
- 1249 • Protest Fee: \$100 for one question plus \$20 per additional question.
- 1250 • If the protest is upheld, the money for the filing fee and the fee for each question  
1251 upheld will be refunded. Failure to comply with this procedure will result in an  
1252 invalid protest.
- 1253 • Within seven (7) days of that notification point, an ECSA Protest Committee  
1254 meeting will be scheduled and the following individuals will be invited to a meeting

1255 with the ECSA Protest Committee:  
1256

- 1257 1. The Manager and/or the Coach that initiated the protest
  - 1258 2. The Manager and/or of the player that is being protested
  - 1259 3. The player that is being protested
- 1260

1261 **Effects of ECSA Protest Committee rulings will be:**  
1262

- 1263 a. Within seven (7) calendar days after a protest decision has been made, the ECSA  
1264 Commissioner or his/her designee will respond via email, post, or verbally to all parties  
1265 involved in the protest procedure.
- 1266 b. If a protest is made and upheld on the basis of a NAGAAA player or team rating but that  
1267 protest ruling does not make the player or team ineligible for the division in which  
1268 he/she/they are currently playing, then the protest may be upheld but no forfeit is  
1269 assessed against the team. If, however, rating changes are upheld that make a player or  
1270 team ineligible for the division in which he/she/they are currently playing, then the  
1271 protest is upheld and a forfeit will be assessed.
- 1272 c. If a protest is upheld and it results in no player being forced into a higher division but it  
1273 causes the team to exceed their Division Team Rating limit the team will have to drop  
1274 players from their roster to get their team rating within the Division limits to continue  
1275 to play in that Division. If a team does not want to remove anyone from their roster they  
1276 can petition the ECSA Executive Board to be allowed to play in the higher division. The  
1277 ECSA Executive Board will consider such petitions but schedule constraints may not  
1278 make it possible.
- 1279 d. If a NAGAAA player rating change is made and upheld and the result forces an individual  
1280 player into a higher division or the result forces a player to be dropped from a team's  
1281 roster because of the Division Team ratings limit, then exceptions can be made to the  
1282 players eligibility and they can be added to another team even if the move is beyond the  
1283 season change date (SCD).
- 1284 e. If a NAGAAA player rating protest is denied, there is no appeal process and the decision  
1285 of the ECSA Protest Committee is final.  
1286

1287 **Protest Outside of a Game**  
1288

- 1289 a. Outside of game protest will only be allowed up to the Season Change Date. The Season  
1290 Change date is established at the beginning of each season for each division. Only  
1291 Coaches or Managers within each Division can file an outside of game players rating  
1292 protest for players within their same Division.
- 1293 b. The Manager or Coach must present the Director of Competition for the B Division, C  
1294 Assistant Director of Competition for the C Division and D/E Division Assistant Director  
1295 of Competition for the D and E Divisions with a completed player ratings protest form  
1296 either via email, direct mail or in person and the protest will not considered valid until  
1297 the Director or Assistant Directors of Competition is in receipt of the applicable fees for  
1298 that protest.  
1299

1300 **NOTE:**

- 1301
- Protest Fee: \$100 for one question plus \$20 per additional question.
  - As soon as the Director of Competition receives the completed protest form and applicable fee, he/she will notify the Manager or Coach of the team and/or player being protested that a NAGAAA rating protest has been received.
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- a. Within seven (7) days of that notification point, an ECSA Protest Committee meeting will be scheduled and the following individuals will be invited to a meeting with the ECSA Protest Committee:
    1. The Manager and/or the Coach that initiated the protest
    2. The Manager and/or the Coach of the player that is being protested
    3. The player that is being protested

**Effects of ECSA Protest Committee rulings will be:**

- a. Within seven (7) calendar days after a protest decision has been made, the ECSA Commissioner or his/her designee will respond via email, post, or verbally to all parties involved in the protest procedure.
- b. No game forfeits will be issued as a result of an outside of game protest.
- c. If a protest is upheld and it results in no player being forced into a higher division but it causes the team to exceed their Division Team Rating limit the team will have to drop players from their roster to get their team rating within the Division limits to continue to play in that Division. If a team does not want to remove anyone from their roster they can petition the ECSA Executive Board to be allowed to play in the higher division. The ECSA Executive Board will consider such petitions but schedule constraints may not make it possible.
- d. If a NAGAAA player rating change is made and upheld and the result forces an individual player into a higher division or the result forces a player to be dropped from a team's roster because of the Division Team ratings limit, then exceptions can be made to the players eligibility and they can be added to another team even if the move is beyond the season change date (SCD).
- e. If a NAGAAA player rating protest is denied, there is no appeal process and the decision of the ECSA Protest Committee is final.

**Suggested Reviews**

- At any point during the ECSA season, a Manager, Coach and/or a Team Representative or an ECSA Executive Officer may suggest a board member to review a NAGAAA player rating.
- No fees are required.
- No output or recommendations will be generated to the individual that suggested the review.
- By sending in a suggestion, the player will be placed on a watch list.

- 1347                   • To initiate a “suggested review”, send an email to the Director of Competition at  
1348                    [competition@emeraldcitysoftball.org](mailto:competition@emeraldcitysoftball.org) . Please include the following:  
1349                    1. Player name  
1350                    2. Team name  
1351                    3. Specific information related to the reason for the review  
1352

1353                   **ECSA Protest Committee**  
1354

1355                   The ECSA Protest Committee will consist of:

- 1356                    1. The ECSA Commissioner—has veto power on all Protest Committee Decisions.  
1357                    2. 1 of the 3 Assistant Commissioners or 1 of the 2 Assistant Directors of Competition that  
1358                    is not affiliated with or playing in the division that is being protested (substitutions would  
1359                    be ECSA Secretary, ECSA Membership Director or ECSA Treasurer).  
1360                    3. Director of Competition  
1361

1362                   **APPENDIX FOUR – Executive Board Duties and Qualifications**  
1363

1364                   **Commissioner Shall:**  
1365

- 1366                    a. Perform duties as may be necessary for the proper and efficient conduct of the Emerald City  
1367                    Softball Association.  
1368                    b. Direct the policies of the Emerald City Softball Association.  
1369                    c. Enforce all rules of the Emerald City Softball Association.  
1370                    d. Preside over Executive Board and Team Representative meetings.  
1371                    e. Act on behalf of the Emerald City Softball Association in any emergency that is not covered in  
1372                    the Bylaws, Administration Rules, Protest Rules or Play Rules.  
1373                    f. Serve as cosigner on the Emerald City Softball Associations checking account and the Emerald  
1374                    City Classic checking account.  
1375                    g. Sign all contracts related to the Emerald City Softball Association.  
1376                    h. Oversee all duties of the other Executive Board Members.  
1377                    i. Ensure all operations for managing the Emerald City Softball Association (e.g., fields, umpires,  
1378                    balls, scheduling, communications, awards, rules etc.) are accomplished.  
1379                    j. Ensure all Players ratings are accurate and approve all players rating changes.  
1380                    k. Sit on and lead all Protest Boards.  
1381                    l. Ensure all deadlines are met for submitting fees, team rosters & World Series rosters to  
1382                    NAGAAA.  
1383                    m. Represent the Emerald City Softball Association at the NAGAAA Summer & Winter Meetings  
1384                    or send an alternate that is approved by the ECSA Executive Board.  
1385                    n. Submit candidates for appointed Board Positions to the ECSA Executive Board for approval.  
1386                    Approval is by a 2/3-majority vote.  
1387                    o. Will vote on all matters done by a secret ballot. For other matters, only vote when there is a  
1388                    tie (for 50% majority topics) or if one vote is needed to determine a 2/3 majority.  
1389                    p. Assist with the Emerald City Classic as needed.  
1390

1391                   **Qualifications for office:**

1392

1393

a. Has held an ECSA Board position for at least (2) years.

1394

b. Represented ECSA as a player, coach, or protest duty in at least (2) Gay Softball World Series or as a Member City representative at least (2) NAGAAA Summer or Winter Meetings.

1395

1396

1397

### **Assistant Commissioner A and B Divisions shall:**

1398

1399

a. Oversee all activities of the A/B Division teams in the Emerald City Softball Association, including creation and maintenance of team and player information on ECSA website.

1400

b. Participate and vote on all player rating changes and reviews for players in the A/B Division, as well as any players in other Divisions whose proposed rating change would require them to play in the A/B Divisions.

1401

1402

1403

c. Ensure eligibility of all players on a roster for the A and B Division teams; criteria may include:

1404

1. Fee payment

1405

2. Waiver status

1406

3. Rating eligibility

1407

4. Existence and accuracy of online profile

1408

d. Manage all aspects of C Select teams including selection of players; assigning coaches, practices, communications and ensuring full teams are available to play when scheduled.

1409

e. Open and close fields when designated to do so.

1410

f. Communicate to all A/B Division coaches and managers on all ECSA matters.

1411

g. Assist with the Emerald City Classic as needed

1412

h. Perform any other duties delegated from the Commissioner or Executive Board.

1413

1414

1415

1416

### **Qualifications for office:**

1417

a. Had been an ECSA member for at least (3) years and experience as an ECSA members in the B Division for at least (2) years.

1418

1419

1420

1421

### **Assistant Commissioner C Division shall:**

1422

a. Oversee all activities of the C Division teams in the Emerald City Softball Association, including creation and maintenance of team and player information on ECSA website

1423

b. Participate and vote on all player rating changes and reviews for players in the C Division as well as any players in the D Division whose proposed rating change would require them to play in the C Division.

1424

1425

1426

1427

c. Ensure eligibility of all players listed on a roster for the C Division teams; criteria may include:

1428

1. Fee payment

1429

2. Waiver status

1430

3. Rating eligibility

1431

4. Existence and accuracy of online profile

1432

d. Manage all aspects of the D Select teams including selection of players, assigning coaches, practices, communications, and ensuring full teams are available to play when scheduled.

1433

e. Assist the Assistant Commissioner A/B Division in assigning players to the C Select Teams.

1434

1435

- 1436 f. Communicate to all C Division coaches and managers on all ECSA matters.
- 1437 g. Open and close fields when designed to do so.
- 1438 h. Assist with the Emerald City Classic as needed
- 1439 i. Perform any other duties delegated from the Commissioner or Executive Board.

1440

1441 **Qualifications for office:**

1442

- 1443 a. Has been an ECSA member for at least (3) years and experience as an ECSA Member in the B
- 1444 or C Division for at least (2) years.

1445

1446 **D/E Division Assistant Commissioner shall:**

1447

- 1448 a. Oversee all activities of the D and E Division teams in the Emerald City Softball Association,
- 1449 including creation and maintenance of team and player information on ECSA website
- 1450 b. Participate and vote on all player rating changes and reviews for players in the D and E
- 1451 Divisions.
- 1452 c. Ensure eligibility of all players listed on a roster for the D and E Division teams; criteria may
- 1453 include:
  - 1454 1. Fee payment
  - 1455 2. Waiver status
  - 1456 3. Rating eligibility
  - 1457 4. Existence and accuracy of online profile
- 1458 d. Assist the Assistant Commissioner C Division in assigning players to the D Select Teams.
- 1459 e. Communicate to all D and E Division coaches and managers on all ECSA matters.
- 1460 f. Open and close fields when designed to do so.
- 1461 g. Assist with the Emerald City Classic as needed.
- 1462 h. Perform any other duties delegated from the Commissioner or Executive Board.

1463

1464 **Qualifications for office:**

1465

- 1466 a. Has been an ECSA member for at least 3 years.

1467

1468 **Secretary shall:**

1469

- 1470 a. Record the minutes from all Executive Board meetings and Team Representative Meetings and
- 1471 publish them within 5 days of meetings.
- 1472 b. Maintain all Emerald City Softball Association history and records.
- 1473 c. Maintain updates to By Laws, Administration Rules, Play Rules and Protest Rules.
- 1474 d. Maintain an Action Log capturing all actions assigned from Board & Team Rep Meetings.
- 1475 e. Maintain a Motion Log capturing all motions made and voting results from all Board Meetings.
- 1476 f. Assist with the Emerald City Classic as needed.
- 1477 g. Perform any other duties delegated from the Commissioner or Executive Board.

1478

1479 **Membership Director shall:**

1480

- 1481 a. Act as the ECSA focal point to coordinate players looking to be placed on teams and for teams
- 1482 looking for players.
- 1483 b. Oversee member recruitment and collaborate with Events Coordinator and
- 1484 Marketing/Communications Director on recruitment-focused events.
- 1485 c. Maintain ECSA Team and Tournament Matchmaker features on ECSA website, including
- 1486 removal of out-of-date player and team ads.
- 1487 d. Coordinate players looking for a team and teams looking for players for the Emerald City
- 1488 Classic.
- 1489 e. Lead and organize Player clinics at the beginning of each season to evaluation the level of new
- 1490 players and assist in getting players looking for teams placed on a team.
- 1491 f. Assist with the Emerald City Classic as needed.
- 1492 g. Perform any other duties delegated from the Commissioner or Executive Board.

1493

### 1494 **Director of Competition shall:**

1495

- 1496 a. Understand the NAGAAA Player Ratings Guidelines and how they should be applied to players.
- 1497 b. Oversee the rating of all ECSA players using the NAGAAA player rating guidelines, according to
- 1498 the ECSA player ratings review & change processes, as outlined in the ECSA Administrative
- 1499 Rules.
- 1500 c. Ensure all new ECSA players have an assigned Player Rating before approving them to a roster.
- 1501 d. Review and approve new player ratings for A/B Division players. Oversee new player ratings
- 1502 for other divisions.
- 1503 e. Oversee all online aspects of player ratings and work with IT Director to ensure they are
- 1504 updated in a timely fashion.
- 1505 f. Research to find a player rating for any new ECSA player that previously played in another
- 1506 NAGAAA member city.
- 1507 g. Assist in the entry of ECSA teams and players into the NAGAAA database.
- 1508 h. Lead all ECSA rating reviews. Ensure involvement by the appropriate Executive Board
- 1509 members as outlined in our ECSA Administrative Rules and the Rating Change Voting Matrix
- 1510 (Appendix Eight).
- 1511 i. Lead and/or participate in requests for Player Rating changes, per the Rating Change Voting
- 1512 Matrix (Appendix Eight) and Ratings Change Review Process (Appendix Nine).
- 1513 j. Investigate and engage the Commissioner and appropriate Assistant Commissioners and
- 1514 Assistant Directors of Competition in any requests to watch or review an ECSA Player.
- 1515 k. Using the NAGAAA Player Rating database, research and validate player ratings of players on
- 1516 Emerald City Classic team rosters.
- 1517 l. Sit on all player rating protest boards.
- 1518 m. Assist the Assistant Commissioner A/B Division and Assistant Commissioner C Division in
- 1519 selection of players on the C and D Select teams.
- 1520 n. Perform any other duties delegated from the Commissioner or Executive Board.

1521

### 1522 **Qualifications for office:**

1523

- 1524 a. Have been an ECSA member for at least (5) years.

- 1525 b. Have been an ECSA member in (2) or more Divisions.  
1526 c. Have been an ECSA member in (2) or more divisions OR have been a member of the ECSA  
1527 Executive Board in a ratings capacity for 3 or more years.  
1528

1529 **Assistant Director of Competition C Division shall:**  
1530

- 1531 a. Oversee the Player Ratings of all Players in the ECSA C Division.  
1532 b. Work in conjunction with the Director of Competition and the C Division Assistant  
1533 Commissioner in reviewing C Division Players to ensure they have accurate Player Ratings.  
1534 c. Review and approve new player ratings for C Division players.  
1535 d. Work with IT Director to update online player ratings in a timely fashion.  
1536 e. Participate in pre-season, mid-season, end of season and post-World-Series player rating  
1537 reviews.  
1538 f. Lead and or participate in requests for Player Rating changes per the Rating Change Voting  
1539 Matrix (Appendix Eight) and Ratings Change Review Process (Appendix Nine).  
1540 g. Investigate and engage the Commissioner, Director of Competition and appropriate Assistant  
1541 Commissioners and Assistant Directors of Competition in any requests to watch or review an  
1542 ECSA Player's Rating.  
1543 h. Assist the Assistant Commissioner A/B Division in selecting players for the C Division Select  
1544 team.  
1545 i. Perform any other duties delegated from the Commissioner or Executive Board.  
1546

1547 **Qualifications for office:**  
1548

- 1549 a. Has been a member of ECSA for at least (3) years.  
1550 b. Has been a member of ECSA in more than one Division.  
1551 c. Have participated as a player or Coach or represented ECSA for protest duty in at least (2) Gay  
1552 Softball World Series.  
1553

1554 **D/E Division Assistant Director of Competition shall:**  
1555

- 1556 a. Oversee the Player Ratings of all Players in the ECSA D and E Divisions.  
1557 b. Work in conjunction with the Director of Competition in reviewing D and E Division players to  
1558 ensure they have accurate player ratings.  
1559 c. Review and approve new-player ratings for D and E Division players.  
1560 d. Work with IT Director to update online player ratings in a timely fashion.  
1561 e. Participate in pre-season, mid-season, end-of-season and post-World-Series Player Rating  
1562 reviews.  
1563 f. Lead and or participate in requests for Player Rating changes per the Rating Change Voting  
1564 Matrix (Appendix Eight) and the Ratings Change Review Process (Appendix Nine).  
1565 g. Investigate and engage the Commissioner, Director of Competition and appropriate Assistant  
1566 Commissioners and Assistant Directors of Competition in any requests to watch or review an  
1567 ECSA Player's Rating.  
1568 h. Assist the Assistant Commissioner C Division in selecting players for the D Division Select team.



1569 i. Perform any other duties delegated from the Commissioner or Executive Board.

1570

1571 **Qualifications for office:**

1572

1573 a. Been a member of ECSA for at least (3) years.

1574 b. Participated as a player or Coach or represented ECSA for protest duty in at least (2) Gay  
1575 Softball World Series.

1576

1577 **Treasurer Shall:**

1578

1579 a. Have charge of and be responsible for all funds including:

1580 1. Receiving all money due and payable or otherwise submitted to ECSA

1581 2. Depositing all money received on behalf of the Open Division in a bank account in the  
1582 name of the Emerald City Softball Association

1583 3. Monitoring and managing online payment systems, including website-based player  
1584 and team registration

1585 4. Payment of all Expenses

1586 b. Maintain financial statements and provide Financial Reports at least Quarterly.

1587 c. Maintain checks and bank statements.

1588 d. Assist the Commissioner in developing an annual budget.

1589 e. Ensure that proper and complete documentation is received before disbursing funds.

1590 f. Serve as a cosigner of the Open Division checking account and the Emerald City Classic checking  
1591 account.

1592 g. Ensure all appropriate federal and state tax forms are filed on time.

1593 h. Perform any other duties delegated from the Commissioner or Executive Board.

1594

1595 **Tournament Director shall:**

1596

1597 Will establish a Tournament committee no later than March 1<sup>st</sup> each year. The committee shall consist  
1598 of at least 3 members and shall meet regularly to accomplish all aspects of the Emerald City Classic  
1599 (ECC) including:

1600 a. Overseeing team registration

1601 b. Promotion of the ECC

1602 c. Securing fields

1603 d. Establishing Umpires in Chief (UIC) and securing umpires

1604 e. Establishing Host Hotels

1605 f. Establishing and communication tournament rules. Tournament rules must be presented to  
1606 the voting members of the Executive Board for approval no later than March 15<sup>th</sup> each year.

1607 g. Secure concessions

1608 h. Establish and maintain an online web presence for the tournament.

1609 i. Establish the Tournament Budget and get approval from the ECSA Board no later than March  
1610 15<sup>th</sup> each year.

1611 1. Once approved, report budget status to the ECSA Executive Board at board meetings  
1612 each month from March 15<sup>th</sup> until 2 months after completion of the ECC.

- 1613 2. Be a signor on the Emerald City Classic checking account and ensure the Commissioner  
1614 & Treasurer have access to all accounts used to collect entry fees. Get approval from  
1615 the Commissioner of any expenditure greater than \$500.
- 1616 3. Manage all aspects of that account including retention of all expenditure receipts and  
1617 revenue records.
- 1618 4. By October 15<sup>th</sup>, close out the books and report final cost reports to the Executive  
1619 Board. Provide all expenditure receipts and revenue records to the Treasurer.
- 1620 j. Establish tournament events, to include at minimum:
- 1621 1. Registration & Meet and Greet Party on Friday Night
- 1622 2. Host bars or special events on Saturday Night
- 1623 3. Awards Party on Sunday Night
- 1624 k. Tournament merchandise sales, including logo designs and setting prices.
- 1625 l. Work with the Commissioner to establish the tournament format and number of guaranteed  
1626 games for the tournament. Commissioner has final approval on format and number of  
1627 guaranteed games.
- 1628 m. Assist the Commissioner or Commissioners delegate with the tournament schedule.
- 1629 n. Establish Field Directors for each field complex that establishes a means for those playing in  
1630 the tournament to easily have access to someone of authority for all tournament activates and  
1631 issues.
- 1632 o. Awards
- 1633 p. Communication to all registered teams.
- 1634 q. Maintaining documentation of registered teams.
- 1635 r. Retaining all ECC history.
- 1636 s. Establishing a protest committee and process, subject to approval by the voting members of  
1637 the Executive Board.
- 1638 t. Any other task or requirements that may arise in hosting the tournament.
- 1639

### 1640 **Hall of Fame Director shall:**

- 1641
- 1642 a. Be responsible for all aspects of the ECSA Hall of Fame including:
- 1643 b. Establishing a yearly Hall of Fame budget for inducting members – submit budget to the ECSA  
1644 Executive Board for approval.
- 1645 c. Manage all aspects of the Hall of Fame inductions including establishing nomination dates and  
1646 deadlines and voting timeframes and deadlines.
- 1647 d. Work with the IT Director to establish a voting process.
- 1648 e. Select a date for the Hall of Fame Dinner and coordinate with inductees the agenda and  
1649 process for the induction ceremony.
- 1650 f. Ensure accurate tracking and updating of ECSA players' individual tenure in the league  
1651 ("years in ECSA")
- 1652 g. Perform duties related to the ECSA Hall of Fame (HOF):
- 1653 h. Ensure the ECSA website is updated with the new inductees each year.
- 1654 i. Secure plaques for the inductions.
- 1655 j. Provide a program that includes bios of the inductees at the induction ceremony.
- 1656 k. Act as the Master of Ceremonies at the induction ceremony or designate an alternate.
- 1657 l. Identify individuals to introduce inductees at the ceremony.

- 1658 m. Be the main focal for all communications to ECSA HOF members.
- 1659 n. Any other emergent requirements related to HOF inductions.
- 1660 o. Perform duties related to the NAGAAA Hall of Fame:
  - 1661 1. Work with the ECSA HOF members and the ECSA Executive Board to identify
  - 1662 members to be submitted for induction.
  - 1663 2. Submit identified candidates in accordance with NAGAAA policies and procedures.
  - 1664

1665 **Qualifications for office:**

- 1666
- 1667 a. Either be ECSA or NAGAAA Hall of Fame member. Non ECSA or NAGAAA Hall of Fame members
- 1668 will be considered if there are no ECSA or NAGAAA Hall of Fame applicants.
- 1669

1670 **Fall Ball Director shall:**

1671 Be responsible for all aspects of the Fall Ball Season including:

- 1672
- 1673
- 1674 a. Establishing a Fall Ball budget and submitting for approval to the ECSA Executive Board.
- 1675 b. Establishing and collecting player fees, including online and/or offline payments.
- 1676 c. Securing Softball fields & umpires.
- 1677 d. Developing, publishing and distributing a schedule.
- 1678 e. Establishing dates for players to register, including deadlines.
- 1679 f. Forming teams (online and/or offline) based on established guidelines.
- 1680 g. Establish Fall Balls play rules.
- 1681 h. Coordinating all aspects of providing Fall Ball shirts.
- 1682 i. Establishing date, venue and aspects of Fall Ball season-ending party.
- 1683

1684 **Events Director shall:**

- 1685
- 1686 a. Coordinate interaction between ECSA Board Members and Venue Managers/Employees for all
- 1687 ECSA League Events including Season Kickoff party, Awards Party, ECC Events and Hall of Fame
- 1688 Dinner.
- 1689 b. Work with the Commissioner in selection of Venues
- 1690 c. Develop an Event Agenda
- 1691 d. Inform those scheduled to speak in advance
- 1692 e. Ensure all requirements for the event at in place (tables, chairs etc.)
- 1693 f. Establish Sunday Funday Bar assignments
- 1694 g. Inform team managers of assignments related to their team sponsor
- 1695 h. Coordinate the venue aspect of all ECSA fundraising events
- 1696 i. Perform any other duties delegated from the Commissioner or Executive Board
- 1697

1698 **Marketing/Communications Director shall:**

- 1699
- 1700 a. Report to the Board
- 1701 b. Send via email ECSA Newsletters to its membership:

- 1702 1. On a regular basis during the ECSA league season  
1703 2. As required when the season is not in session.  
1704 c. Communicate schedule changes, including game cancellations, to ECSA membership  
1705 d. Maintain all ECSA social media accounts. Use social media as a means of communication to  
1706 the ECSA membership. Use Social media for public relations to promote and support ECSA.  
1707 e. Publish a quarterly roadmap of communications and marketing plan and present to the board  
1708 f. Execute and manage communication efforts between ECSA and external organizations and  
1709 consumers, including:  
1710 1. Media coverage and advertising  
1711 2. Content shared on ECSA website and social media accounts  
1712 3. Promotional materials disseminated within other community forums  
1713 g. Present to the voting members of the Executive Board by Feb. 15<sup>th</sup> each year a proposed  
1714 Communication/Marketing budget for approval.  
1715 h. Responsible for all Internal board communication tools  
1716 i. Perform any other related duties delegated from the Board  
1717

1718 **IT Director shall:**

- 1719  
1720 a. Report to the Executive Board.  
1721 b. Be the ECSA Webmaster.  
1722 1. Responsible for all aspects of the website, including content, establishing new seasons,  
1723 preserving history from past seasons. Keep ECSA sponsorships prominent on the  
1724 website.  
1725 2. Responsible for establishing and administering all needs for online voting, including  
1726 ECSA Board Elections and ECSA Hall of Fame induction voting.  
1727 3. Present website budget to the Board by Feb. 15<sup>th</sup> each year.  
1728 c. Present to the voting members of the Executive Board by February 15<sup>th</sup> each year a proposed  
1729 Database budget for approval.  
1730 d. Establish and maintain a secure online database of pertinent league information, which may  
1731 include but is not limited to:  
1732 1. Current season's player ratings  
1733 2. Player-rating master list and historical player-rating data  
1734 3. Current season's team representative(s)  
1735 4. Tournament team information  
1736 e. Ensure secure, player-facing access to relevant data, including ratings.  
1737 f. Work with commissioner and division commissioners to maintain parity between ECSA  
1738 database and NAGAAA ratings database.  
1739 g. Assist in development of additional online components for the league.  
1740 h. Perform any other related duties delegated by the Board.  
1741

1742 **Business Development Director shall:**

- 1743  
1744 a. Report to the Executive Board.  
1745 b. Propose a Business Development budget to the Board by February 15<sup>th</sup> each year.  
1746 c. Collaborate with the Commissioner and Treasurer to identify sponsorship needs and

- 1747 opportunities.
- 1748 d. Team with the commissioner to negotiate and finalize all sponsorships, subject to approval by
- 1749 the Executive Board.
- 1750 e. Assist the Board in identifying, pursuing and securing prospective league sponsors
- 1751 f. Coordinate with NAGAAA Business Director for ECC and ECSA opportunities.
- 1752 g. Maintain contracts and relationships between ECSA and current & prospective league
- 1753 sponsors.
- 1754 h. Identify additional league partnership opportunities.
- 1755 i. Perform any other related duties delegated from the Board.
- 1756

## 1757 **APPENDIX FIVE – Financial Details**

1758

1759 The budget should include the following items:

1760

- 1761 a. Revenue Projections for Players Fees, Team Sponsorship Fees, Sponsorships Proceeds,
- 1762 Fundraising Projections, Merchandise Sales, Donations, Concessions Revenue, Sales Tax
- 1763 collected, Advertising Income, any other sources of Revenue
- 1764 b. Field Rental expenses
- 1765 c. Umpire fees to be paid
- 1766 d. Hall of Fame Expenses
- 1767 e. Fall Ball revenues and expenses
- 1768 f. Awards
- 1769 g. NAGAAA membership fees
- 1770 h. NAGAAA GSWS Team Fees
- 1771 i. NAGAAA hotel deposits
- 1772 j. Softballs
- 1773 k. ECC revenues & expenses
- 1774 l. Sales Tax
- 1775 m. Events Expenses
- 1776 n. ECSA Executive Board Travel (Appendix Six – Board Travel Policy)
- 1777 o. Insurance
- 1778 p. Website management costs
- 1779 q. Logistics expenses (e.g. portable toilets or storage units)
- 1780 r. Accounting Fees
- 1781 s. Membership Expenses
- 1782 t. Program Expenses
- 1783 u. Office Expenses
- 1784 v. Miscellaneous
- 1785 w. Any other items proposed by the Commissioner.
- 1786

## 1787 **Additional Items**

- 1788
- 1789 • Players Fees: Each player on a team roster shall pay an ECSA Membership fee of \$95 before
  - 1790 they are eligible to play.
  - 1791 • Team Fees: Each team must pay a team fee of \$375 per team before they are eligible to play.

- 1792 • Rules related to payment deadlines for Players Fees and Teams Fees are established in our
- 1793 Appendix One - Administrative Rules.
- 1794 • The Tournament Director will review entry Fees for the Emerald City Classic each year. The
- 1795 proposed fees each year will be presented to the Executive Board for Ratification by the
- 1796 Tournament Director. ECC Entry Fees must be established no late then January 1st of each
- 1797 year.
- 1798 • The Tournament Director will develop and present to the Executive Board for ratification no
- 1799 later than March 1st each year an ECC Budget that includes all revenues and expenses.
- 1800 • The Hall of Fame Director will develop and present to the ECSA Executive Board for ratification
- 1801 not later than March 1st of year a Hall of Fame budget.
- 1802 • The Fall Ball Director will develop and present to the ECSA Executive Board for ratification no
- 1803 later than March 1st each year a Fall Ball Budget that includes all projected revenues and
- 1804 expenses.
- 1805 • The Membership Director will develop and present to the ECSA Executive Board for
- 1806 ratification no later than March 1st each year a Membership budget.
- 1807 • Any ECSA team that plays in the GSWS and realizes any fines for late roster changes or protest
- 1808 will reimburse ECSA for such Fines.
- 1809 • The Emerald City Softball Association is not allowed to run at a deficit for more than three
- 1810 consecutive years.

1811

## 1812 **APPENDIX SIX – Board Travel Policy**

1813

### 1814 BOARD TRAVEL TO NAGAAA MEETINGS & GAY SOFTBALL WORLD SERIES

1815

1816 It shall be the policy of the ECSA Open Division Executive Board to provide for the expenses associated

1817 with Board member attendance at NAGAAA Winter Meetings, Summer Meetings, and the Gay Softball

1818 World Series, according to the guidelines within this policy. The Executive Board may wish to consider

1819 the expense framework below for other ad hoc travel as may be required from time to time.

1820

### 1821 **SECTION ONE — PLANNED TRAVEL REOCCURRING ANNUALLY**

1822

#### 1823 1.1 Winter Meetings – Two (2) delegates

1824

- 1825 • The ECSA Commissioner will attend. If the Commissioner is unable to attend, the
- 1826 Commissioner designates an individual.
- 1827 • An ECSA member selected by the ECSA Commissioner.
- 1828 • Executive Board approval is required for any delegate not a member of Executive Board.

1829

#### 1830 1.2 NAGAAA Cup: Zero (0) delegates

1831

- 1832 • At the present time, the Executive Board does not cover expenses for an ECSA official to
- 1833 attend NAGAAA Cup. At such time that this event may evolve, the Executive Board may wish
- 1834 to provide for such an expense.

1835

### 1836 1.3 Summer Meetings: Three (3) delegates

1837

- 1838 • The ECSA Commissioner will attend. If the Commissioner is unable to attend, the
- 1839 Commissioner designates an individual.
- 1840 • An ECSA member selected by the ECSA Commissioner.
- 1841 • The ECSA Director of Competition will attend. If unable to attend, a divisional Assistant
- 1842 Director of Competition designated by the Director of Competition will attend.
- 1843 • Executive Board approval is required for any delegate not a member of Executive Board.

1844

### 1845 1.4 Gay Softball World Series: One (1) delegate

1846

- 1847 • The ECSA Commissioner will attend. If unable to attend, the Commissioner's designee,
- 1848 selected from the other members of the Executive Board will attend.
- 1849 • This person should also be one of the three attendees of the Summer Meetings.

1850

### 1851 1.5 GSWS Protest Duty Coverage: Up to three (3) one-day stipends

1852

- 1853 • Any person deemed acceptable by the Commissioner or his designee shall be eligible for a
- 1854 Protest Duty stipend, except as described below.

1855

## 1856 **SECTION 2 – BUDGETED EXPENSES**

1857

### 1858 2.1 Budgeted expenses for Winter Meetings, Summer Meetings, and Gay Softball

1859 World Series shall include:

1860

- 1861 • Air Travel
- 1862 • Hotel
- 1863 • Rental Car and/or Ground Transportation
- 1864 • Meals and Incidental Expenses

1865

1866 Budgeting for the GSWS Protest Duty coverage is on an as-needed stipend basis, described

1867 further below.

1868

## 1869 **SECTION 3 – BUDGETING PARAMETERS**

1870

### 1871 3.1 Winter Meetings

1872

- 1873 • Arrival on the day prior to start of meetings
- 1874 • Departure the after the conclusion of the meetings
- 1875 • Solo hotel room under the NAGAAA room block for each delegate
- 1876 • One rental car for the delegation, plus parking and fuel expenses for the period of the

- 1877 meetings
- 1878 • Per-diem meals and incidental expenses for each delegate
- 1879

1880 **3.2 Summer Meetings & Gay Softball World Series**

- 1881
- 1882 • Arrival on the day prior to the start of meetings
- 1883 • Departure the day after Opening Ceremonies (for summer meeting delegates)
- 1884 • Departure the day after the conclusion of play (for Commissioner or his delegate)
- 1885 • Solo hotel room under the NAGAAA room block for each delegate
- 1886 • One rental car for the delegation, plus parking and fuel expenses for the period of the
- 1887 Commissioner’s stay
- 1888 • Per-diem meals and incidental expenses for each delegate
- 1889

1890 **SECTION 4 – GSWS Protest Duty Coverage**

1891

1892 **4.1 GSWS Protest Duty Coverage Outline**

- 1893
- 1894 • Generally, the ECSA Commissioner will cover Seattle’s designated Protest Duty assignments,
- 1895 which in recent years has included up to six (6) half---day assignments at the various softball
- 1896 complexes.
- 1897 • At the Commissioner’s discretion, he may authorize up to three (3) stipends in the amount of
- 1898 up to \$125 each to a person associated with the ECSA Open Division in exchange for their
- 1899 service fulfilling Protest Duty coverage assigned to Seattle.
- 1900 • The stipend amount is meant to approximate the cost of one night of shared hotel, one day
- 1901 of transportation costs, and a partial day of meals and incidental expenses.
- 1902 • Except when approved by the Executive Board prior to GSWS, no member of the
- 1903 Commissioner’s household or family may be eligible for the Protest Duty stipend under this
- 1904 section.
- 1905

1906 **SECTION 5 – EXPENSE CATEGORIES**

1907

1908 **5.1 Air Travel**

- 1909
- 1910 • Costs equal to round-trip airfare from Seattle to the Winter Meeting host city. Every effort
- 1911 should be made to select the lowest available fare, allowing for a premium of up to \$35 to
- 1912 allow for a preferred departure and arrival schedule.
- 1913

1914 **5.2 Hotel**

- 1915
- 1916 • When possible, the delegation should stay at the official host hotel under the NAGAAA room
- 1917 block.
- 1918 • Covered expenses provide for check---in the day prior to the start meetings and checkout the
- 1919 day after the conclusion of meetings.



- 1920
- Covered expenses provide for a solo room for each member of the delegation. Approved expenses include parking and Internet access if necessary for conducting league business.
- 1921
- 1922

### 1923 5.3 Rental Car and/or Ground Transportation

- 1924
- For the duration of the travel interval, the delegation is covered for estimated costs equal to the expense of a rental car, fuel, and parking.
- 1925
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### 1928 5.4 Meals and Incidental Expenses

- 1929
- Reimbursement rates are based on guidance from United States General Services Administration (GSA) at <http://www.gsa.gov/mie>. Delegates will select from two methodologies, which will be applied to their entire trip.
  - **No Receipt Option:** Per-diem allowance of \$40 per full day of travel, plus \$32 (80% of a full day) for the first and last day of travel. Receipts for actual expenses are not required due to the lower rate for this option.
  - **All Receipts Option:** Alternatively, delegates are eligible for reimbursement for meals and incidentals up to the prevailing GSA limit when providing receipts for their expenses.
  - Disallowed expenses under this category include (but are not limited to):
    - 1940 Alcohol
    - 1941 In-room entertainment
    - 1942 Entertainment of others
    - 1943 Expenses for travel companions
  - Delegates selecting this method must do so for the entire period of travel.
  - Reimbursement is limited to actual expenses on a daily basis. (For reference, the GSA meals and incidentals limits for Minneapolis and Washington DC are \$71 per Diem, as of September 2011.)
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## 1950 SECTION 6 – BUDGETING NOTES

### 1951 6.1 Notes

- 1952
- The Commissioner should use these guidelines in this policy as the basis for preparing the Board travel line item in the annual budget to be approved by the Executive Board.
  - The Executive Board shall approve in advance all other travel expenses not specifically called out in Section 1 of this policy,
  - The Commissioner and/or Executive Board may be well advised to budget for air travel expenses to Winter Meetings in the prior calendar year (i.e., purchasing plane tickets in November or December for Winter Meetings typically held in late January).
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## APPENDIX SEVEN – Conflict of Interest

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## **SECTION ONE – Purpose**

Conflict of interest is also covered within these bylaws under Article X, page 12.

The purpose of this conflict of interest policy is to protect this tax-exempt organization, Emerald City Softball Association Open Division interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## **SECTION TWO – Definitions**

1. Interested Person Any director, principal officer, or member of a committee with governing board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
  - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization
  - c. Has a transaction or arrangement.
  - d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
3. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **SECTION THREE – Procedures**

1. **Duty to Disclose:**
  - a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

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**2. Determining Whether a Conflict of Interest Exists:**

- a. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

**3. Procedures for Addressing the Conflict of Interest:**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

**4. Violations of the Conflicts of Interest Policy:**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**SECTION FOUR – Recordings of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest,

2051 any action taken to determine whether a conflict of interest was present, and the governing  
2052 board's or committee's decision as to whether a conflict of interest in fact existed.  
2053 b. The names of the persons who were present for discussions and votes relating to the  
2054 transaction or arrangement, the content of the discussion, including any alternatives to the  
2055 proposed transaction or arrangement, and a record of any votes taken in connection with the  
2056 proceedings.

2057

2058 **SECTION FIVE – Compensation**

2059

- 2060 a. A voting member of the governing board who receives compensation, directly or indirectly,  
2061 from the Organization for services is precluded from voting on matters pertaining to that  
2062 member's compensation.  
2063 b. A voting member of any committee whose jurisdiction includes compensation matters and  
2064 who receives compensation, directly or indirectly, from the Organization for services is  
2065 precluded from voting on matters pertaining to that member's compensation.  
2066 c. No voting member of the governing board or any committee whose jurisdiction includes  
2067 compensation matters and who receives compensation, directly or indirectly, from the  
2068 Organization, either individually or collectively, is prohibited from providing Information to any  
2069 committee regarding compensation.

2070

2071 **SECTION SIX – Annual Statements**

2072

2073 Each director, principal officer and member of a committee with governing board-delegated powers  
2074 shall, prior to each meeting, sign a statement, which affirms such person:

2075

- 2076 a. Has received a copy of the conflicts of interest policy,  
2077 b. Has read and understands the policy,  
2078 c. Has agreed to comply with the policy, and  
2079 d. Understands the Organization is charitable and in order to maintain its federal tax exemption  
2080 it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

2081

2082 **SECTION SEVEN – Periodic Reviews**

2083

2084 To ensure the Organization operates in a manner consistent with charitable purposes and does not  
2085 engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.  
2086 The periodic reviews shall, at a minimum, include the following subjects:

2087

- 2088 a. Whether compensation arrangements and benefits are reasonable, based on competent  
2089 survey information, and the result of arm's length bargaining.  
2090 b. Whether partnerships, joint ventures, and arrangements with management organizations  
2091 conform to the Organization's written policies, are properly recorded, reflect reasonable  
2092 investment or payments for goods and services, further charitable purposes and do not result  
2093 in inurement, impermissible private benefit or in an excess benefit transaction.

2094

2095 **SECTION EIGHT – Use of Outside Experts**

2096

2097 When conducting the periodic reviews as provided for in Article VII, NAGAAA Open Division Inc., may,  
2098 but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing  
2099 board of its responsibility for ensuring periodic reviews are conducted.

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2101

## APPENDIX EIGHT – Ratings Change Voting Matrix

Proposed Rating Change Situations	C Asst. DOC	D/E Asst. DOC	C Asst. COM	D/E Asst. COM	A & B Asst. Commis	DOC	Commish*
E Player - the results of change is 8 or lower		X		X		X	X
E Player - the results of change is 9 to 12		X		X		X	X
E Player - the results of change is 13 to 15	X	X	X	X		X	X
E Player - the results of change is 16 or higher	X	X	X	X	X	X	X
D Player - the results of change is 12 or lower		X		X		X	X
D Player - the results of change is 13 to 15	X	X	X	X		X	X
D Player - the results of change is 16 or higher	X	X	X	X	X	X	X
C Player - the results of change 12 or lower	X	X	X	X		X	X
C Player - the results of change is 13 to 15	X		X			X	X
C Player - the results of change is 16 or higher	X		X		X	X	X
B Player - the results of change is 12 or lower	X	X	X	X	X	X	X
B Player - the results of change is 13 to 15	X		X		X	X	X
B Player - the results of change is 16 or higher					X	X	X

\* Final Approver and Tiebreaker

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### Ratings Change Voting Matrix Guideline

1. A board member must recuse themselves from the voting matrix above in the event that:
  - a. The board member is currently on the same team roster as the player whose rating is being reviewed.
  - b. The board members is currently a coach, manager, and/or staff of the same team as the player whose rating is being reviewed.
2. In the event of a board member recusing them self from the voting matrix above, voting rights will transfer in the following order until none of the conditions outlined in 2 above are met:
  - a. Assistant Director of Competition in the division above the player whose appeal is being voted on
  - b. Assistant Commissioner in the division above the player whose appeal is being voted on

- 2119 c. Assistant Director of Competition in the division below the player whose appeal is being
- 2120 voted on
- 2121 d. Assistant Commissioner in the division below the player whose appeal is being voted on
- 2122 e. ECSA executive board member appointed by the Commissioner

2123

## 2124 **APPENDIX NINE – Ratings Change Review Process**

2125

### 2126 **SECTION ONE – Requests to Change Ratings where the player is in D/E Division**

2127

- 2128 1. Request is received by any of the ratings committee members and forwarded to the D/E
- 2129 Division Assistant Director of Competition to be reviewed and processed.
- 2130 2. The D/E Division Assistant Director of Competition reviews the request. If request **does not** meet
- 2131 justification requirements, it is returned to requestor explaining their decision to reject the
- 2132 request.
- 2133 3. If request **does** meet justification requirements, the D/E Division Assistant Director of
- 2134 Competition forwards requests and justifications to entire ratings committee for review and
- 2135 discussion.
- 2136 4. The D/E Assistant Director of Competition adds the player name and ratings being reviewed to
- 2137 the Player Ratings Appeal Matrix, shared by the ratings committee.
- 2138 5. Those members of the ratings committee eligible to vote based on the Voting Matrix will vote
- 2139 using the Player Ratings Appeal Matrix.
- 2140 6. Commissioner reviews the decision and gives final approval(s) or breaks any tie(s)
- 2141 7. The D/E Assistant Director of Competition notifies the requestor of the final decision and
- 2142 enters approved changes into the ECSA Ratings Database and the NAGAAA Ratings Database.

2143

### 2144 **SECTION TWO – Requests to Change Ratings where the player is in C Division**

2145

- 2146 1. Request is received by any of the ratings committee members and forwarded to the C Division
- 2147 Assistant Director of Competition to be reviewed and processed.
- 2148 2. The C Assistant Director of Competition reviews the request. If request does not meet
- 2149 justification requirements, it is returned to requestor explaining their decision to reject the
- 2150 request.
- 2151 3. If request does meet justification requirements, the C Asst. DOC forwards requests and
- 2152 justification to the entire ratings committee for review and discussion.
- 2153 4. The C Assistant Director of Competition adds the player name and ratings being reviewed to
- 2154 the Player Ratings Appeal Matrix, shared by the ratings committee.
- 2155 5. Those members of the ratings committee eligible to vote based on the Voting Matrix will vote
- 2156 using the Player Ratings Appeal Matrix.
- 2157 6. Commissioner reviews the decision and gives final approval(s) or breaks any tie(s)
- 2158 7. The C Assistant Director of Competition notifies the requestor of the final decision and enters
- 2159 approved changes into the ECSA Ratings Database and the NAGAAA Ratings Database.

2160

### 2161 **SECTION THREE – Requests to Change Ratings where the player is in A/B Division**

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- 2163 1. Request is received by any of the ratings committee members and forwarded to the C Director  
2164 of Competition to be reviewed and processed.  
2165 2. Director of Competition reviews the request. If request **does not** meet justification  
2166 requirements, it is returned to requestor explaining their decision to reject the request.  
2167 3. If request **does** meet justification requirements, the Director of Competition forwards requests  
2168 and justification to the entire ratings committee for review and discussion.  
2169 4. The Director of Competition adds the player name and ratings being reviewed to the Player  
2170 Ratings Appeal Matrix, shared by the ratings committee.  
2171 5. Those members of the ratings committee eligible to vote based on the Voting Matrix will vote  
2172 using the Player Ratings Appeal Matrix.  
2173 6. Commissioner reviews the decision and gives final approval(s) or breaks any tie(s)  
2174 7. The Director of Competition notifies the requestor of the final decision and enters approved  
2175 changes into the ECSA Ratings Database and the NAGAAA Ratings Database.  
2176

## 2177 **APPENDIX 10—ECSA FINANCIAL CONTROLS**

### 2178 **Bank Accounts**

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2180  
2181 In general, financial operations for all of the ECSA income and expenses will be operated via (2)  
2182 bank accounts. One account (checking and savings) for general league operations and one  
2183 account for the ECSA hosted tournament. The Commissioner and Treasurer will be signors on  
2184 both accounts. The Tournament Director will be an added signor to ECSA hosted tournament  
2185 account.

2186 The Commissioner and/or Treasurer shall seek approval from the ECSA voting Board members  
2187 to open any additional bank accounts.  
2188

### 2189 **Financial Oversight Committee**

2190  
2191 At the beginning of each Fiscal year the Voting members of the Board will nominate and elect a  
2192 (3) Board members to sit on the Financial Oversight Committee. The purpose of the Committee  
2193 will be to establish periodic reviews of all ECSA financial activities and practices. They will set  
2194 frequency of the reviews but shall execute a review no less than once quarterly each year. The  
2195 selected members to sit on this committee will elect a chairman. The Chairman will coordinate  
2196 with the Treasure to set up these reviews. The committee will report back to the full board at  
2197 the completion of each review.  
2198

### 2199 **Expenditures**

2200  
2201 Debit Cards – the Financial Oversight Committee will approve the issuing of debit cards to any  
2202 Board member based on business case needs.

2203 Debit card holders will seek prior approval from the Commissioner and Treasure for any  
2204 expenditure over \$500 and for expenditures under \$500 they need to ensure they do not  
2205 exceed the established budget for the expenditure. If a planned expenditure is not covered in  
2206 the approved budget they must seek approval from the Treasurer and Commissioner.



2207 For all debit card transactions, a copy of the receipt for the expenditure will be emailed to the  
2208 treasure within 48 hours.

2209  
2210 All non-debit card payments for ECSA expenses will be made by the ECSA Treasurer or  
2211 Commissioner. All Invoices for ECSA incurred expenses will be emailed to the Commissioner for  
2212 approval for payment. Once approved, the Commissioner will notify the Treasurer of approval  
2213 to process the payment. The Treasurer or Commissioner will confirm the approved expenditure  
2214 is within the approved budget. The Treasurer will email the commissioner and the person that  
2215 submitted the payment request when the payment was issued. Any requests for payments that  
2216 exceed what is approved for an established expense account can be approved by the  
2217 Commissioner if the Commissioner ensures that expenditures will not exceed the overall  
2218 approved budget. When the budget is approved each year, the voting Board members will  
2219 establish ground rules for the Commissioner regarding the Commissioners authority to deviate  
2220 from the approved budget. The Commissioner needs to seek voting Board member approval for  
2221 any expenditure that deviates from the approved the budget or is not within the deviation  
2222 ground rules approved when the budget was approved. The Tournament Director will ensure all  
2223 approved expenditures are within the approved budget for the tournament. Any expenditure  
2224 that exceeds the approved budget must be approved by the Commissioner using the above  
2225 described deviation process.

2226  
2227 The Treasurer and Commissioner will ensure all fees due to NAGAAA are paid within the  
2228 established deadlines and that ECSA does not incur any NAGAAA late fee penalties. The  
2229 Treasurer will ensure all tax obligations are paid by due dates and will notify the Commissioner  
2230 of the payment and when they are made.

2231  
2232 Travel Reimbursements – receipts for approval travel expenditures must be sent to the  
2233 Treasurer and Commissioner for approval – once approved the Treasurer will issue a check for  
2234 the reimbursement.

## 2235 2236 **Income**

2237  
2238 It is the intent of ECSA Operations to have all income for ECSA handled either electronically or  
2239 by check and to keep cash transactions to a minimum.

2240 For at-the-field income generating operations whether it is merchandise sales or payment of  
2241 Fall Ball same day sign ups the ECSA Board shall establish an electronic method to process those  
2242 payments (square/paypal etc.).

2243  
2244 **Players Fees (regular season or Fall Ball)** – These transactions will be made via the ECSA  
2245 website – Treasurer will oversee all of these transactions and make periodic deposit from a 3<sup>rd</sup>  
2246 party payment service directly into our checking account. Adjustments for Players fees either  
2247 by the player’s assistance process or for any other approved reason will be made by either the  
2248 Treasurer or Commissioner. If there is an exception made for a cash or check payment those  
2249 payments shall be deposited within 48 hours of payment either by the Treasurer or the Board  
2250 member collecting the payment and the Treasurer sent a copy of the deposit receipt. The  
2251 Treasurer shall reconcile all player fees dues to ensure payment was received for each player.

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**Player Assistance Program** – When allocated in the approved budget ECSA will administer a Players Assistance Program to help members with the cost of their Players fee if they otherwise would not be able to play if they did not have the resources to pay their Players Fee. An application process will be established by the Commissioner. The Commissioner will keep information regarding applicants confidential. The approvers for anyone applying for assistance will be the Commissioner, AB Assistant Commissioner, C Assistant Commissioner and D Assistant Commissioner. These individuals will also establish criteria for applicants. The Commissioner will provide the Assistant Commissioners with the full justification submitted for each request but will not include the person’s name. Everyone will vote either to approve for the amount requested, approved for an amount different than what was requested or to deny the request. The Commissioner will notify the applicant of the results and work with the Treasurer to adjust their player fee amount due on the website.

**Team Fees** – Team fees will be collected by a process established by the voting members of the ECSA Board at the beginning of each season. Preference is to have these fees paid either via check or by a 3<sup>rd</sup> party payment service. The Treasurer will ensure team fees are paid by the due date and will invoice teams for late fees should they not make payment by the due date.

**Sponsorships** – Sponsorships will be collected via check and the Treasurer will provide paid invoices to all sponsors. All sponsorship fees will only be deposited into the ECSA bank account. The Commissioner and/or Business Development Director will forward all check payments to the treasurer to be deposited. If the Commissioner and/or the Business Development Director directly deposit the sponsorship fee into the ECSA bank account they shall provide the Treasurer with a copy of the deposit receipt within 48 hours.

**Donations** – It is preferred that all donations be received either by check or via a 3<sup>rd</sup> party payment service. Payments by check will be sent to the Treasurer or Commissioner to be deposited directly into the ECSA bank Account.

**Fundraising Incoming** – If fundraisers for the Players Assistance Fund or for any other general reason occur and cash payments are accepted for these fundraisers, at the end of the fundraiser the cash proceeds will reconciled by at least (2) Board members, and written documentation of the total cash proceeds will be documented and signed by those Board members. The cash proceeds will be kept in a safe place and delivered to either the Treasurer or the Commissioner within 48 hours.

### **Third Party Payment Processing Services**

The Commissioner and Treasurer must be administrators and approved users of all third party payment service accounts (like paypal or square). All these accounts must be set up for transfer of collected funds into an ECSA bank account. Transfers into the ECSA bank accounts will only be made by the Treasurer or Commissioner.

### **Federal Tax Return**

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By March 1<sup>st</sup> of each year the Treasurer will provide the ECSA prior year’s financial activity to an accounting firm so that they can prepare the ECSA income tax return. The Commissioner will also ensure that the budget each year includes the appropriate amount to pay for the Income Tax return preparation. The Treasurer will ensure that the tax return is filed by the due date.

**Financial Reporting to the Board**

At each Board meeting the Treasurer will provide a financial report that includes the bank account beginning balance, the income and expenditures since the last meeting, and the bank account ending balance.

At the Board meeting at the beginning of each Quarter (January, April, July, September) the Treasurer will provide status on the budget – year to date actuals versus approved budget. At the Board meeting at the beginning of each Quarter the Tournament Director will provide status of the tournament budget – year to date actuals versus approved budget. Tournament Director shall do this in conjunction with the Treasurer.

**Investment**

Any investments of ECSA funds must be approved by the ECSA voting Board Members. The Treasurer will report status of investments on a quarterly basis.

*End of Document*

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