

## CSSA CODE (Updated 05/01/2025)

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## 1) MISSION AND DEFINITION

### A) NAME:

I) Organization: The name of the organization shall be "The Clean and Sober Softball Association", hereinafter referred to as the Association or CSSA. The Association shall also do business as 'CSSA'. The Washington State Clean and Sober Softball Association is an organization of Class C+/C/D+/D/E+/E/REC+/REC Co-ed Softball teams

### B) MISSION/PURPOSE:

I) The Clean and Sober Softball Association is a recovery-based activity, organized for "non-competitive" class C+/C/D+/D/E+/E/REC+/REC softball. The primary purpose of CSSA and its franchises is to further our recovery through the community of softball. All franchises and board members need to adhere to the qualifications regarding abstinence and eligibility.

### C) OBJECTIVES:

- I) To promote addiction and codependence recovery through community and fellowship for all persons regardless of race, color, creed, religion, sex, national origin or ancestry.
- II) To provide a wide variety of consistent activities that reinforces the sense of community shared by persons in recovery and their personal support group.
- III) To promote recovery and the fellowship therein from substance abuse and the effects caused by it.
- IV) To establish uniform softball rules and regulations for Clean and Sober Softball competition.
- V) To provide it with proper safeguards in accordance with the spirit of true sportsmanship and establish principles for ethical behavior and matters relating to conflict of interest as provided by the CSSA Council and Board of Directors.
- VI) To encourage the union of all eligible teams, organizations or groups into such separate associations with active membership in the CSSA as may from time to time be deemed best adapted to advance the cause of Clean and Sober Softball.
- VII) To establish and maintain by allied membership, alliances with non-profit associations or organizations devoted wholly or partially to the promotion and development of fun activities in recovery on a state, regional or national level.
- VIII) To achieve this objective the CSSA will provide a supervised program under the Rules and Regulations of CSSA, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or winning of games is secondary, and that our primary purpose to enhance unity, service, communication, fellowship and community among people in recovery (i.e., Alcoholics Anonymous, Al-Anon / Alateen, etc.). In accordance with Section 501- (c) (3) of the Federal Internal Revenue Code, the CSSA shall operate exclusively as a non-profit educational and spiritual organization providing a supervised program of competitive softball leagues and tournament games. No part of the net earnings shall inure the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### D) PRINCIPLES:

- I) It shall be the responsibility of each member of the CSSA to strive to fulfill the goals of the CSSA and to promote the sport of softball and the fellowship of recovery. At a minimum, each member of the CSSA:
- II) Shall follow the rules and regulations of the CSSA as established by the CSSA Code and Playing Rules.
- III) Shall support the CSSA's programs that promote the fellowship of recovery and sport of softball, and educate players, coaches, officials, volunteers and the public about our primary purpose.
- IV) Shall act at all times with the utmost civility and sportsmanlike conduct, promoting wholesome, safe competition, and fellowship.
- V) Shall strive to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- VI) Shall take seriously his/her responsibility as a role model and encourage competitiveness in a positive manner.

VII) Will further participants' spiritual and emotional sobriety, and promote recovery to those that still suffer.

### E) REGULATIONS:

- I) The operating regulations of the Association are defined in this document hereinafter referred to as the CSSA Code, which is divided into eight parts as follows:
  - (1) Part 1 Articles 1 through 2 Mission and Definitions
  - (2) Part 2 Articles 3 through 5 Organization
  - (3) Part 3 Articles 5 through 17 Administration
  - (4) Part 4 Articles 21 through 30 Business Procedures
  - (5) Part 5 Articles 31 through 34 Eligibility and Rosters
  - (6) Part 6 Articles 34 through 37 Disqualification
  - (7) Part 7 Articles 37 through 41 Rules or League and Tournament Play
  - (8) Part 8 Articles 41 through \_\_\_\_ Tournaments and Qualification

### F) ORDER OF BUSINESS:

- I) Robert's rules of order shall be the parliamentary law for all meetings of the association.
- II) All meetings are open except when in executive session.

## ORGANIZATION

### A) MEMBERSHIP:

- I) Upon proper application and qualification, membership in CSSA shall be available to Division and Territory associations, individuals, teams and organizations on a voluntary basis and who agree to be governed by the Code, Rules and Regulations of the CSSA. The Association shall have the following classes of membership.
- II) Divisional Associations. Each Division of Washington State shall have an association with the CSSA.
- III) Any organized amateur slow pitch softball league with a minimum of six teams, and having the desire to sanction within the CSSA will:
  - (1) Complete and turn in, the request for sanctioning application
  - (2) Present their case to the CSSA Council for propervote.
  - (3) A new CSSA Division is accepted upon a simple majority as outlined in the CSSA By-Laws.
  - (4) Any division that does not register a combined minimum of six (6) adult softball teams during any given year shall be referred to the Board of Directors for possible reallocation of territory to other divisions.
- IV) Territory Associations. Territory areas must include a population of at least Four (4) teams with CSSA, before requesting membership as a territory. To establish a territory association and become a member of CSSA, it is necessary for this Code to be amended to include the new association. A Territory association that does not register a combined minimum of four (4) softball teams during any given year shall be referred to the Board of Directors for possible reallocation of territory to other associations.
- V) Independent Teams: Independent teams are teams that do not have the geographical, financial, or logistical opportunity to participate in CSSA Division or Territory play.
- VI) Boundaries. The geography of a team within the association shall be on file. A team making a complaint or the request for the transfer Divisions must first make the request to the affected divisions. If the matter is not resolved by the Divisions involved, the decision may be appealed to the CSSA Council for a hearing and a determination. The request must be filed with the CSSA Board of Directors by February 1, and is to include full documentation of the request.

### B) DIVISIONAL, TERRITORIAL, & INDEPENDENT FEES/ ADMINISTRATION:

- I) The Association offers two different kinds of memberships:
  - (1) Division Membership ~ Where a CSSA decides as a majority of coaches to join the association as a Division.
  - (2) Independent Team Membership ~ Where a CSSA as a whole, by the majority vote of the coaches, decides to remain separate from the association.
- II) Division Membership
  - (1) Fees: Division membership fees are \$30 per team. Teams must register by the first Sunday of April for the coming CSSA season.
  - (2) Rights: Divisions joining the CSSA will receive three council voting positions. Council members have voting power of one vote per member for application and changes to the Association by-laws, code and rules. By-law and rule changes are only up for vote at the bi-annual CSSA council meetings.
- III) Independent Team Membership
  - (1) Independent team eligibility is defined as: Teams that do not have the opportunity to participate in CSSA Division play. Teams from 'clean and sober leagues' that chose not to sanction division play with the CSSA must have an established eligibility requirement equal to or greater than the eligibility guidelines pertaining to abstinence and 12- step participation as outlawed by the CSSA By Laws and Code. Failure to meet these guidelines will not be considered a clean and sober team and thus ineligible for CSSA participation.
  - (2) Eligible independent teams not currently CSSA sanctioned may apply for membership with an applicable sanctioning fee.
  - (3) Eligible independent teams currently CSSA sanctioned may apply for annual membership with an applicable sanctioning fee, and a copy of the current roster. Roster and fees must be received prior to the first CSSA tournament of the year.
  - (4) Independent membership applications must conform to standard membership applications including:
    - (a) Opening day rosters
    - (b) Any exemption waivers, CSSA Eligibility rosters and insurance waivers.
  - (5) Rights:
    - (a) Teams joining the CSSA independently will receive invitations to CSSA All Managing Members meetings.
    - (b) Teams will have the opportunity to participate in CSSA events.
  - (6) Restrictions:
    - (a) Teams will not have CSSA voting privilege.
    - (b) Team memberships will not be available for CSSA Association insurance outside day of event.
  - (7) In order to be eligible for CSSA championship play, a copy of the team's roster must be received no later than the first CSSA tournament of the year.

C) DIVISIONADMINISTRATION:

- I) The association's Board of Directors will act as a managing agent of the Divisions and negotiate on behalf of the Divisions in respect to fields, umpires, insurance, sanctioning, equipment, and in any other capacity as requested by the Divisions within reason.
- II) The CSSA will administer group sanctioning and liability insurance for all teams participating in CSSA sanctioned events. Upon completion of negotiations, the CSSA will calculate costs for the CSSA Teams or Divisions involved and will 'invoice' the Division as a whole for all fees.
- III) There are no additional fees associated to financial services for Division administration.

3) ADMINISTRATION

A) ASSOCIATION:

- I) The CSSA will be governed by the members (coaches) for by-law administration. In operational matters the CSSA will be administered by CSSA Council, the Board of Directors, and any Executive / Director Emeritus.

B) BOARD OF DIRECTORS:

- I) Members. The Board of Directors shall be selected regardless of race, color, creed, religion, sex, national origin or ancestry.
- II) Board of Directors shall include the following positions:
  - (1) Executive Director (mandatory)
  - (2) Vice Director (mandatory)
  - (3) Treasurer (mandatory)
  - (4) Board of Directors may include the additional positions:
    - (a) Umpire in Charge
    - (b) Rules and Ethics Director
    - (c) Future Development Director
    - (d) Sanctioning Director
    - (e) Tournament Coordinator
    - (f) Secretary
    - (g) Public Information (passes 2009)
    - (h) Treasurer 2 (passed 12.03.22)
  - (5) Each elected official must have two (2) or more consecutive years of drug and alcohol abstinence to be nominated for an officer position.
  - (6) Each elected official must have been a member in good standing the previous year and have previously held a service position for at least one year.
  - (7) Those available members to be nominated include: Past Board of Directors, Current Board of Directors.
  - (8) Nominations for Board of Director Positions must come from a Council and/or Board member in good standing.
- III) Duties of the Board of Directors shall include, but shall not be limited to the following:
  - (1) Review and take action on any unethical behavior of CSSA Council members;
  - (2) Attend to all matters concerning future directions and goals of the CSSA;
  - (3) Attend to all matters concerning the bi-annual meeting of the CSSA;
  - (4) Review and take such action as the Board of Directors deems necessary or appropriate with respect to any redistricting issues;
  - (5) Attend to all matters concerning the CSSA's insurance program;
  - (6) Attend to all matters concerning the annual budget;
  - (7) Attend to all business of the CSSA between bi-annual meetings.
- IV) Meetings
  - (1) The Board of Directors will meet as necessary to conduct the interim business of the CSSA. The Board of Directors shall convene a minimum of two times per year with Members & two Council 'winter' and 'spring' meeting. All meetings are open to Council members except when in 'executive session'.
- V) Site
  - (1) The CSSA Executive Director shall determine the site of all Board of Directors meetings.
- VI) Notice
  - (1) The Executive Director shall send to each member of the Board of Directors written notice of each meeting of the Board of Directors at least seven (7) days prior to such meeting. The notice shall specify the date and time of the meeting and shall also include either a place where the meeting will be held or a telephone number which a Director may use to participate in the meeting telephonically. Notice may be sent by e-mail, text, phone call or other reputable delivery service. The notice need not specify the purpose of the meeting. Any business that may be transacted by the Board of Directors at a regular meeting may also be transacted at a special meeting of the Board of Directors

VII) Quorum

- (1) Is the minimum number of members of a deliberative body necessary to conduct the business of that group. Ordinarily this is a majority of the people expected to be there, although bodies may have a lower or higher quorum. CSSA sets its quorum at 51%. (We have 24 voting members; therefore, we meet quorum at 13 members present). All motions are then passed or failed based on a 2/3rd or 66% affirmative vote of the quorum present, at any duly organized meeting.

VIII) Proxy

- (1) Each member shall be entitled to one vote in person or one absentee ballot. A person attending the meeting in place of a Regular Member in good standing will be entitled to one vote. Proxy voter must be submitted to the Executive Director prior to the start of a meeting containing voting actions.
- (2) This written proxy is not transferable and is subject to the approval of the Board of Directors.
- (3) A proxy properly certified according to the preceding paragraphs is entitled to be in attendance at all meetings of the Board of Directors with the privilege of voting.

IX) Budget Approval

- (1) At the conclusion of the Winter Council Meeting and before the Spring Managing Members meeting, the BOD shall meet and prepare the preliminary budget for the upcoming season. The preliminary Budget will be presented at the Spring Managing Members meeting. At the conclusion of the Spring Managing Members meeting the BOD shall convene and approve the final budget. The association reserves the right to disburse a franchise's moneys for payment of bills and fines.

C) CSSA COUNCIL:

- I) The Council consists of the board of directors as well as a three-member panel from each division and territory. The Director of the division/territory is mandated to the panel where the remaining two members are elected by that division/territory.
- II) Each entity has equal voting privilege, [e.g.: Cascade (3), Central (3), East (3), North, (3), South Sound (3), TSRL (3); West (3), Yakima (3)} totaling 24 votes]
- III) Council votes that end in a tie, the Executive Director will break the tie with an independent vote.
- IV) Each elected official must have two (2) or more consecutive years of drug and alcohol abstinence to be nominated for an officer position
- V) Members
  - (1) The CSSA Council shall be selected regardless of race, color, creed, religion, sex, national origin or ancestry. (2) Council members make up the pool for which Board members may be nominated.

VI) Duties

- (1) The CSSA Council shall have the duties and powers as provided elsewhere herein and shall have such other duties and powers as may be delegated to it by the BOD.
- (2) The duties of the CSSA Council shall include, but shall not be limited to the following:
  - (a) Consider and make the final determination on director appointments;
  - (b) Consider and make the final recommendation on Code, Rule and By-Law language;
  - (c) Review and take action on any unethical behavior of CSSA Council members;
  - (d) Attend to all matters concerning future directions and goals of the CSSA;
  - (e) Attend to all matters concerning the annual meeting of the CSSA;
  - (f) Review and take such action as the Board of Directors deems necessary or appropriate with respect to any redistricting issues;
  - (g) Attend to all matters concerning the CSSA's insurance program;
  - (h) Initially at the beginning of the tournament season, classify each of their teams (C, D, E, or Rec) based primarily on the following criteria:
    - (i) Last year's classification
    - (ii) Last year's Northwest Championship results
    - (iii) Needs to notify their teams of their classifications so that they have time to appeal prior to the first tournament.
    - (iv) This needs to be turned in to the BOD at the beginning of league play and any changes turned in 3 weeks prior to the first CSSA tournament. (This will allow division councils to witness 4-6 weeks of play.)
    - (v) Needs to notify their teams of their classifications so that they have time to appeal prior to the first tournament.
    - (vi) Returning teams with 6 or more returning players on their roster must remain the same classification or higher than they were at NW Championships the previous year through the 1<sup>st</sup> tournament of the new season. (passed 3/3/18), with the exception of teams that won NW Championships, they must stay at their new classification for 1 entire season. (passed 3/3/18)
    - (vii) The council may only move a team up ½ a classification. (passed 12/8/18).
    - (viii) The BOD has the opportunity to reclassify teams 4 weeks prior to the first tournament (passed 12.03.22).

**D) ELECTED OFFICIALS:**

I) Executive Director

(1) Nominations

- (a) Those available members to be nominated include; Past Board of Directors, Current Board of Directors, past CSSA Council Members, current Council Members, Committee Chairs that have Chaired for two consecutive years.
- (b) Nominations for Board of Director Positions must come from a Council and/or Board member in good standing.
- (c) Any member wanting to be nominated for a Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council/BOD member to represent that nominee.
- (d) The member wanting to accept the nomination for the Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council / BOD member who nominated the individual. The proxy must include the nominee's acceptance of the position and an outline of qualifications for the nominated position. Nominees must be present at the Council Meeting the 1st Sunday in December.

(2) Election

- (a) All elections of Directors shall be by quorum vote of all Council members present or represented by absentee ballot or proxy ballot at the time of the meeting. At each annual Managing Members meeting, when a board members term expires for the upcoming year, the Board of Directors shall determine the number of Directors to be elected for the ensuing year and shall elect such number of directors. The number so fixed may within the limits prescribed by the foregoing Section 2 (above), be increased at any regular or special meeting of the Members and if the number is increased, the additional Directors may be elected at the Winter Council Meeting, or at any subsequent meeting. All elections of Directors shall be by quorum vote of all Council members present or represented by absentee ballot or proxy ballot at the time of the meeting.

(3) Term of Office

- (a) The Executive shall serve a term of two years and is eligible for re-nomination at any time. There are no limits to number of terms a Board Member can serve. (passed 12/5/21).

(4) Vacancy

- (a) If the Executive Director for any reason resigns, is unable to act, is removed from office or dies, then the immediate past director shall act as director until the next Council meeting.
- (b) Removal. An Executive Director may be removed for just cause by a two-thirds vote of the Board of Directors and voting Council members combined.

(5) Duties.

- (a) Preside at all sessions of the Board of Directors and Council.
- (b) Direct the policies of CSSA as established by the Council and the Board of Directors.
- (c) Acting secretary, when secretary not present.
- (d) Appoint all committees unless otherwise specified herein.
- (e) Create ad hoc committees necessary to meet the needs of the association.
- (f) Serve as an ex officio member of all committees.
- (g) Coordinate with the Board of Directors the negotiations and execution of all contracts and agreements on behalf of the Association.
- (h) Coordinate and approve the agenda for all meetings of the Board of Directors and Council.
- (i) Coordinate a mail, fax or telephonic vote from the Board of Directors for any expenditure that will exceed a budgetary line item.
- (j) Determine the site of the Board of Directors meetings.
- (k) The Executive Director may call a special meeting of the Board of Directors or the Council when business requires or when directed to do so upon written petition sent to the Director by the members of the respective bodies.
- (l) Delegate duties and authority to the Board of Directors and Council members.
- (m) Perform such duties as may be necessary for the proper and efficient conduct of CSSA.
- (n) Negotiate and execute all contracts and agreements on behalf of the Association except, however, any contract in excess of \$10,000 or for a duration of more than one year must be approved by the Board of Directors or it shall be void. The Executive Director shall notify the Board Members of all contracts.
- (o) Make the final decision on any interpretation of the By-Laws & Code and appoint a qualified interpreter to act in his / her absence.
- (p) Act in behalf of the Association in all matters of emergency that are not covered in the By-Laws & Code.
- (q) Report to the Board of Directors if any Director is not carrying out his duties as described in the By-Laws & Code.
- (r) Work in conjunction with the treasurer to prepare a preliminary budget request for the following year for presentation to the Board of Directors.
- (s) Three (3) days prior to each meeting of the Board of Directors, the Executive Director shall provide to each board member the following:
  - (i) An agenda of the proceedings,

- (ii) A copy of the proposed budget and all necessary background information.
- (iii) Shall send the approved budget with the minutes of the annual meeting and each Board of Directors meeting to each Council member within 30 days after the meeting.
- (t) Receive prior authorization from the Board of Directors for any expenditure that will exceed a line item's budget by more than 15%. Any emergency overrun must immediately receive post expenditure authorization. Emergency authorization requests shall include an explanation regarding the nature of the emergency. The Vice-Director through a mailing or electronic version, or telephone vote of the Board of Directors, shall obtain authorization.

## II) Executive Director Emeritus

- (1) Upon retirement after completion of Five (5) years of service to the CSSA Board of Directors, the CSSA Council may elect the retiring Director to the position of Executive Director Emeritus. Executive Director Emeritus' will have a standing seat on the CSSA Council. The director is welcome to all meetings except the Board of Directors Executive session.

## III) Vice-Director

- (1) Nominations
  - (a) Those available members to be nominated include; Past Board of Directors, Current Board of Directors, past CSSA Council Members, current Council Members, Committee Chairs that have Chaired for two consecutive years.
  - (b) Nominations for Board of Director Positions must come from a Council and/or Board member in good standing.
  - (c) Any member wanting to be nominated for a Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council/BOD member to represent that nominee.
  - (d) The member wanting to accept the nomination for the Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council / BOD member who nominated the individual. The proxy must include the nominee's acceptance of the position and an outline of qualifications for the nominated position. Nominees must present at the Council Meeting the 1st Sunday in December.
- (2) Term of Office
  - (a) The Vice-Director shall serve a term of two years and is eligible for re-nomination at any time. There are no limits to number of terms a Board Member can serve.
- (3) Vacancy
  - (a) If the Vice-Director position becomes vacant, it shall be filled by appointment by the Executive Director.
- (4) Removal
  - (a) A Vice-Director may be removed for just cause by a two-thirds vote of the Board of Directors and voting Council members combined.
- (5) Vice Director shall assist the Executive Director in every capacity listed under the Executive Director duties.
- (6) The Vice director shall also operate in the best capacity the Vice Director sees fit for the best interest of the CSSA.
- (7) Vice Director will manage the apparel purchases, inventory, and sales.

## IV) Rules and Ethics Director(R.E.).

- (1) Nominations
  - (a) The Rules and Ethics Director candidates shall be nominated by a Board or Council member at the winter meeting (when applicable) and must be a Council member, and be elected by a majority vote of the Council.
- (2) Term of Office
  - (a) The Rules and Ethics Director shall serve a term of two years and be eligible for re-appointment. There are no limits to number of terms a Board Member can serve.
- (3) Vacancy
  - (a) If the Rules and Ethics Director position becomes vacant, it shall be filled by appointment by the Executive Director.
  - (b) Removal - A Rules and Ethics Director may be removed for just cause by a two-thirds vote of the Board of Directors and voting Council members combined.
- (4) No person affiliated with a competing softball association and/or organization is eligible for office or to serve as Rules and Ethics Director.
- (5) Duties
  - (a) Rules and Ethics Director shall be the primary author and caretaker of the CSSA rulebook including eligibility and competition portions of the CSSA Code and By Laws.
  - (b) It is the purpose of the Rules and Ethics Director to seek out new and potential additions to the CSSA rules and code, through the most efficient means available.
  - (c) It is the responsibility of the R.E. to gather and submit information about adult softball trends in regarding safety and integrity in reference to playing and competition rules, ethics, and discipline.

- (d) The Rules and Ethics Director shall also operate in the best capacity the R.E. sees fit for the best interest of the growth of the CSSA.
- (e) The Rules and Ethics Director assists the Executive and Vice Directors in coordinating all activities regarding the development of rules, the questions of ethics and the baseline for discipline.
- (f) Shall be the liaison between the Classification and Eligibility Committees Chairs and the Board of Directors.
- (g) Urge team manager and coaches to enroll their teams as early as possible in the current year, and provide a systematic plan for increasing the on-line sanctioning of the overseeing umpire association.
- (h) Will assist the committees in reviewing players, coaches, directors, and council members' actions that involve conduct detrimental to the purposes and objectives of CSSA, as well as study and make recommendations for the playing rules of CSSA Co-Ed slow pitch.
- (i) Will assist the committees in reviewing, study and formulate the Official Playing Rules governing the game of softball making recommendations to the Council on all proposed rule changes.
- (j) Monitor Divisional / League WebContent

V) Tournament Coordinator (voted in 12.03.22)

- (1) Nominations
  - (a) Those available members to be nominated include; Past Board of Directors, Current Board of Directors, past CSSA Council Members, current Council Members, Committee Chairs that have Chaired for two consecutive years.
  - (b) Nominations for Board of Director Positions must come from a Council and/or Board member in good standing.
  - (c) Any member wanting to be nominated for a Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council/BOD member to represent thatnominee.
  - (d) The member wanting to accept the nomination for the Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council / BOD member who nominated the individual. The proxy must include the nominee's acceptance of the position and an outline of qualifications for the nominated position. Nominees must present at the Council Meeting the 1st Sunday in December.
  - (e) Term of Office. The Secretary shall serve a term of two years and be eligible for re-appointment. There are no limits to number of terms a Board Member can serve.
  - (f) Vacancy –
    - (i) If the Tournament Coordinator position becomes vacant, it shall be filled by appointment by the Executive Director.
  - (g) Removal
    - (i) A Tournament Coordinator may be removed for just cause by a two-thirds vote of the Board of Directors and voting Council members combined.
  - (h) No person affiliated with a competing softball association and/or organization is eligible for office or to serve as Tournament Coordinator.
  - (i) Duties.
    - (i) Prepare/Create pods & brackets for all tournaments and printing.
    - (ii) Assist in coordinating all areas of tournament play as necessary (i.e., parks, umpires, teams).

VI) Secretary

- (1) Nominations
  - (a) Those available members to be nominated include; Past Board of Directors, Current Board of Directors, past CSSA Council Members, current Council Members, Committee Chairs that have Chaired for two consecutive years.
  - (b) Nominations for Board of Director Positions must come from a Council and/or Board member in good standing.
  - (c) Any member wanting to be nominated for a Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council/BOD member to represent thatnominee.
  - (d) The member wanting to accept the nomination for the Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council / BOD member who nominated the individual. The proxy must include the nominee's acceptance of the position and an outline of qualifications for the nominated position. Nominees must present at the Council Meeting the 1st Sunday in December.
  - (e) Term of Office. The Secretary shall serve a term of two years and be eligible for re-appointment. There are no limits to number of terms a Board Member can serve.
  - (f) Vacancy –
    - (i) If the Secretary position becomes vacant, it shall be filled by appointment by the Executive Director.
  - (g) Removal
    - (i) A Secretary may be removed for just cause by a two-thirds vote of the Board of Directors and voting Council members combined.
  - (h) No person affiliated with a competing softball association and/or organization is eligible for office or to serve as Secretary.

- (i) Duties.
  - (i) Secretary shall be the primary caretaker of the CSSA records and archives.
  - (ii) Is responsible for maintaining records of the board and council meetings and ensures effective management of organization's records.
  - (iii) Ensures minutes are distributed to members shortly after each meeting.
  - (iv) Responsible for notification of upcoming meetings.
  - (v) Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

## VII) Treasurer

- (1) Nominations
  - (a) Those available members to be nominated include; Past Board of Directors, Current Board of Directors, past CSSA Council Members, current Council Members, Committee Chairs that have Chaired for two consecutive years.
  - (b) Nominations for Board of Director Positions must come from a Council and/or Board member in good standing.
  - (c) Any member wanting to be nominated for a Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council/BOD member to represent that nominee.
  - (d) The member wanting to accept the nomination for the Board of Directors' position within the CSSA MUST be present at the All Managing Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council / BOD member who nominated the individual. The proxy must include the nominee's acceptance of the position and an outline of qualifications for the nominated position. Nominees must present at the Council Meeting the 1st Sunday in December.
  - (e) Term of Office
    - (i) The Treasurer shall serve a term of two years and be eligible for re-appointment. There are no limits to number of terms a Board Member can serve.
  - (f) Vacancy
    - (i) If the Treasurer position becomes vacant, it shall be filled by appointment by the Executive Director.
  - (g) Removal
    - (i) A Treasurer may be removed for just cause by a two-thirds vote of the Board of Directors and voting Council members combined.
  - (h) No person affiliated with a competing softball association and/or organization is eligible for office or to serve as Treasurer.
  - (i) Duties
    - (i) Treasurer shall be the primary caretaker of the CSSA financial records and financial archives.
    - (ii) Is responsible for maintaining financial records and ensures effective management of organization's financial affairs.
    - (iii) Administrates fiscal matters of the organization.
    - (iv) Three (3) days prior to a specific financial meeting of the Board of Directors, the Treasurer shall provide to each board member a copy of the proposed budget and all necessary background information.
    - (v) Manages finances of the organization
    - (vi) Responsible for assisting in the annual budget process that is presented to the board for members' approval.
    - (vii) Ensures development and board review of financial policies and procedures
    - (viii) Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

## VIII) Public Information Director

- (1) Nominations
  - (a) Those available members to be nominated include; Past Board of Directors, Current Board of Directors, past CSSA Council Members, current Council Members, Committee Chairs that have Chaired for two consecutive years.
  - (b) Nominations for Board of Director Positions must come from a Council and/or Board member in good standing.
  - (c) Any member wanting to be nominated for a Board of Directors' position within the CSSA MUST be present at the All Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council/BOD member to represent that nominee.
  - (d) The member wanting to accept the nomination for the Board of Directors' position within the CSSA MUST be present at the All Members Meeting the 1st Saturday in November. A proxy (from the nominee) can be presented by the Council / BOD member who nominated the individual. The proxy must include the nominee's acceptance of the position and an outline of qualifications for the nominated position. Nominees must present at the Council Meeting the 1st Sunday in December.
  - (e) Term of Office
    - (i) The Public Information Director shall serve a term of two years and be eligible for re-appointment. There are no limits to number of terms a Board Member can serve.

- (f) Vacancy
  - (i) If the Public Information Director position becomes vacant, it shall be filled by appointment by the Executive Director.
- (g) Removal
  - (i) A Public Information Director may be removed for just cause by a two-thirds vote of the Board of Directors and voting Council members combined.
- (h) No person affiliated with a competing softball association and/or organization is eligible for office or to serve as Public Information Director.
  - (i) Duties
    - (i) Make recommendations to the Board of Directors for future directions and goals of the CSSA
    - (ii) Provide a program for increasing membership of all types in the CSSA.
    - (iii) Promote the general entertainment and off-the-field recreation of the members in the CSSA
    - (iv) Responsible in getting information about our association into the related 12 step programs, meetings and functions by means of physical presents and/or written form.
    - (v) Responsible for updating and gathering league game information and posting on the CSSA website.
    - (vi) Develop and oversee a Northwest Championships Video Committee comprised of one member from each Division.
    - (vii) The Committee will help develop the yearly video presented at the Northwest Championships.
      - 1. Management of taking all CSSA Championship tournament photos and incorporating them into the Northwest Championships video.
    - (viii) The public information person put the CSSA all members meeting and the results from all council meetings minutes (votes) typed by secretary on the website under documents tab within a month of the date the meeting was held. The only time one of these documents should be removed is if it is the oldest document and it is being removed to make space for a new document
    - (ix) The public information person makes sure that the most recent up to date CSSA CODE and BY-LAWS typed by the secretary are on the website under forms tab within a month of the date with any changes that are made. The only time one of these documents should be removed is if it is an old document and it is being removed to be replaced with an updated version.

## IX) Division Council

- (1) The Division Council will be made up of at least the three-member panel the constituted the CSSA Council Committee.
- (2) Each elected official MUST have two or more consecutive years of drug and alcohol abstinence to be nominated for a Council position.
- (3) Council votes that end in a tie, the Division Director will break the tie with an independent vote.
- (4) The Division Council shall be elected regardless of race, color, creed, religion, sex, national origin or ancestry.
- (5) The Division Council shall come from the members of the respective Division and shall be elected by a majority vote of the Division's coaches.
- (6) Any additional Division Council members may be added as the division members (coaches) see fit.
- (7) Division Council member shall serve a term of one year that shall begin January 1 and run through December 31. There is no limit to number of terms a council member can hold.
- (8) A Division Council member may be removed for just cause by a two-thirds vote of that Division's members.
- (9) A Council vacancy due to death, incapacitation, resignation or other reason may be filled by a vote of the coaches of the affected Division.
- (10) Duties
  - (a) Council duties and responsibilities include but are not limited to:
  - (b) To review any inner-divisional discrepancies regarding eligibility, and decide the appropriate action based on the CSSA Code.
  - (c) To review any inner-divisional discrepancies regarding rosters, roster changes, roster violations and decide the appropriate action based on the CSSA Code.
  - (d) To submit a brief description to the CSSA Board of Directors any items that constitute a meeting of the Division Council where a vote and/or decision was made
  - (e) To remit any inter-division discrepancies regarding eligibility, rosters, roster changes, and roster violations to the CSSA Board of Directors for review.
  - (f) Enforcing and abiding by the rules and regulations of CSSA in their division as promulgated by the CSSA Code and by-laws.
  - (g) The method of determining the Division Champion shall be decided by the Council & Coaches prior to the start of the league playing season.
  - (h) Consider and make the final determination on director appointments;
  - (i) Consider and make the final recommendation on Code, Rule and By-Law language;
  - (j) Review and take action on any unethical behavior of CSSA Council members;
  - (k) Attend to all matters concerning future directions and goals of the CSSA;
  - (l) Attend to all matters concerning the annual meeting of the CSSA;

- (m) Review and take such action as the Board of Directors deems necessary or appropriate with respect to any redistricting issues;
- (n) Attend to all matters concerning the CSSA's insurance program; Initially at the beginning of the tournament season, classify each of their teams (C, D, E, or Rec) based primarily on the following criteria:
  - (i) Last year's classification
  - (ii) Last year's Northwest Championships results
  - (iii) This needs to be turned in to the BOD at the beginning of league play and any changes turned in 3 weeks prior to the first CSSA tournament. (This will allow division councils to witness 4-6 weeks of play.)
  - (iv) Needs to notify their teams of their classifications so that they have time to appeal prior to the first tournament.
  - (v) Returning teams with 6 or more returning players on their roster must remain the same classification or higher than they were at NW Championships the previous year through the 1<sup>st</sup> tournament of the new season. (passed 3/3/18), with the exception of teams that won NW Championships, they must stay at their new classification for 1 entire season. (passed 3/3/18)
  - (vi) The council may only move a team up  $\frac{1}{2}$  a classification. (passed 12/8/18).
  - (vii) The BOD has the opportunity to reclassify teams 4 weeks prior to the first tournament (passed 12.03.22).

X) Division and Territory Director

- (1) Election
  - (a) A Division/Territory Director from each Division shall be elected prior to or at the spring meeting. The Division/Territory Director shall come from the members of the respective Division/Territory and shall be elected by a majority vote of the region's coaches.
  - (b) Each elected officials MUST have two or more consecutive years of drug and alcohol abstinence to be nominated for a Council position.
- (2) Term of Office
  - (a) Division/Territory Director shall serve a term beginning at the conclusion of the annual Winter Council meeting.
- (3) Removal
  - (a) A Division/Territory Director may be removed for just cause by a two-thirds vote of that Division's Council members and a two-thirds vote of the Board of Directors combined.
- (4) Vacancy
  - (a) A Division/Territory Director vacancy due to death, incapacitation, resignation or other reason may be filled by a vote of the coaches of the affected Division.
- (5) Duties
  - (a) A Division/Territory Director shall represent his Division/Territory on the Council and be responsible to the Executive Director for awarding the Division/Territory championship bid in his region.
  - (b) Remit annually, on or before a predetermined date, the registration fees for the upcoming playing season.
  - (c) Being responsible for all moneys and dues owed to the CSSA team and sanction/insurance registration fees must be remitted within 30 days of receipt.
  - (d) Securing and administering local playing fields and scheduling of CSSA approved umpires for the upcoming season.
  - (e) Supervising all tournaments in his Division/Territory.
  - (f) Appointing deputy and alternate commissioners, and such other persons as may be required.
  - (g) Coordinating any meetings of the association, and filing with the Executive Director, within thirty (30) days after the meeting a brief report of this meeting.
  - (h) Filing a financial report on an approved form within thirty (30) following the conclusion of the Division/Territory tournament.
  - (i) Enforcing and abiding by the rules and regulations of CSSA in his/her association area as promulgated by the Code and by-laws.
  - (j) Directors are responsible to forward the rosters and affidavits of the teams advancing from his/her Division/Territory to the Executive Director.
  - (k) Directors that have not turned in all financial reports by the winter meeting shall be called to appear before the Ethics Committee for review.
- X) Restricted Activities
  - (1) No sporting goods manufacturer, dealer, representative or employee thereof may hold office or serve as commissioner in this Association. Unless otherwise approved by a majority vote of the Board of Directors.
  - (2) No person affiliated with a competing softball association is eligible for office. The Board of Directors of the CSSA has the final decision regarding the definition of a competing association. Unless otherwise approved by a majority vote of the Board of Directors.
  - (3) May not negotiate or agree to any contracts without the prior knowledge and approval of the CSSA Board of Directors.
  - (4) No association Directors may umpire at a state, regional, or area Championship Final hosted within the CSSA.

**XI) Association Review**

- (1) If a Director's position is vacated and a temporary Director is necessary, the Board of Directors shall make such an appointment and/or a recommendation to the Council at the next bi-annual meeting regarding whether or not the association is to be merged with another.

**XII) Discipline**

- (1) A Director may be subject to certain forms of discipline, including but not limited to, reprimand, probation, suspension, or removal at any time for just cause as follows:
  - (a) A request for discipline of a Director may be made at any time by a CSSA member by submitting a request, in writing, to the Executive Director which states the specific grounds for the request for discipline and includes any evidence in support of the request.
  - (b) Upon receipt of a written request for discipline, the Executive Director shall provide a copy of the request to the Board of Directors and the Director named in such request.
  - (c) The Executive Director shall forward the complaint to the Rules & Ethic BOD and Eligibility Chairman who shall notify the Director and the complaining party or parties of the date, time and place of a hearing before the Eligibility Committee which shall be within thirty (30) days of the chairman's receipt of the complaint.
  - (d) The Rules & Ethic BOD and Eligibility Committee shall review all evidence and hear testimony from all parties. The Rules & Ethic BOD and Eligibility Committee within ten (10) days thereafter, shall issue a written ruling. That ruling shall include the findings of the Committee as to the facts and imposing the discipline as deemed appropriate by the Committee. This report shall be sent to all parties, Executive Director and all members of the Board of Directors.
  - (e) All parties shall have a right to appeal the ruling of the Rules & Ethic BOD and Eligibility Committee to the Board of Directors by emailing their Notice of Appeal to the Executive Director within fifteen (15) days of the date of notification of the report and findings.
  - (f) The Executive Director, upon receipt of the Notice of Appeal shall appoint a five-person committee consisting of the Board of Directors and Council members. This committee shall review the complaint, including all documents and evidence submitted with the complaint to the Rules & Ethic BOD and Eligibility Committee. Upon completion of this review, the committee shall render a decision on the appeal and this decision shall be final.

**XIII) Player Eligibility Review**

- (1) When a question of player eligibility arises, it is the duty of the Division/Territory Director to assemble an Eligibility Committee with the following members
  - (a) The Eligibility Chair
  - (b) Two Council members outside his/her Division/Territory.
  - (c) The Coach of the person in question
  - (d) A Coach of choice by the person in question
  - (e) The person making the allegation
  - (f) A coach of choice by the person making the allegation

**E) UMPIRES:**

- I) Umpire associations shall be interviewed by the Executive Director & Vice Director every three years after the Winter Council meeting.
- II) The associations can include; but not limited to, NSA, ASA, USSSA, & ISA
  - (1) Umpire Associations will be interviewed and chosen based on experience, cost, and availability of umpires
  - (2) The umpiring association shall be under the direction of the Board of Directors
  - (3) Umpires are registered under the chosen sanctioning umpire association
  - (4) The Sanctioning association is in charge of scheduling and paying their hired umpires
  - (5) Umpires may not smoke or use tobacco like products on the playing field. This includes but is not limited to chewing, dipping and spitting.
  - (6) Umpires must wear appropriate and professional attire designated by their sanctioning association
  - (7) Umpires may not consume alcoholic beverages on a game day until assignments have been completed
  - (8) An umpire arriving at a CSSA Sanctioned tournament with the scent of alcohol or sign of drug use, will be removed immediately from his or her duties.
  - (9) Umpires must keep professional and personal business separate while working a CSSA event.
  - (10) CSSA has an Umpire Evaluation Form available to document a complaint or concern regarding an umpire. Complaint forms must be turned into a Board of Director

**F) COMPLAINTPROCEDURE:**

- I) For complaints not covered under this Code, any member of the CSSA may file a complaint with the CSSA alleging that the complainant has been or is about to be detrimentally affected by an action of another member of the CSSA in violation of CSSA rules.
- II) Any complaint shall be in writing and signed under oath by the individual or the chief executive officer of the group or organization making the complaint. The complaint shall be filed with the Executive Director and received by the Executive Director prior to or within six (6) months after the alleged violation of the CSSA rules. Any complaint received which seeks relief for a violation of the CSSA rules that occurred more than six (6) months prior to the receipt of the complaint by the Executive Director shall not be considered.

III) The complaint shall

- (1) Set forth the name and affiliation of each party;
- (2) Set forth the particular factual allegations that form the basis of the complaint, with each allegation set out in separate, numbered paragraph(s);
- (3) Include a specific reference to each provision of the CSSA Code or Rules that are alleged to have been violated;
- (4) Set forth the efforts made to exhaust available remedies at the local or regional level or set forth a specific allegation that exhaustion would result in unreasonable delay causing irreparable harm to the complainant; Provide any and all evidence in support of the claimant's allegations;
- (5) Set forth the specific relief requested.
- (6) Request a hearing if one is desired.

IV) If the complaint does not contain the above information, the Executive Director may dismiss the complaint without prejudice to its refiling. If, upon review of the complaint, the Executive Director determines the complainant failed to exhaust all available remedies at the local or Divisional level, unless it is determined that exhausting all such remedies would result in unreasonable delay causing irreparable harm to the complainant, the Executive Director may dismiss the complaint without prejudice to its refiling.

V) Whenever a complaint is filed with the CSSA, the Executive Director shall provide the party against whom the complaint is made with a copy of the complaint.

VI) The party charged may respond in opposition to the complaint. The response must be made, in writing, within twenty (20) days after receipt of a copy of the complaint, or such shorter period of time as the Executive Director shall set, but such time to respond shall in no event be less than five (5) business days after receipt of a copy of the complaint. The respondent shall provide a copy of its response to the complainant at the same time the response is provided to the Executive Director. VII) The Response shall

- (1) Respond to each factual allegation contained in the complaint, with the response to each allegation set out in separately numbered paragraphs which correspond to the paragraphs contained in the complaint;
- (2) Provide any and all evidence in support of the respondent's position.

VIII) The complainant may file a reply to the response within five (5) business days of receipt of the response.

IX) If either party requests a hearing, the process will be as follows

- (1) A date, time and place for the hearing which is not unduly burdensome for the complainant or the respondent will be selected by the Executive Director and will in no event be later than thirty (30) days after the filing of the complaint. The hearing will be held before the Executive Director.
- (2) Each party has the right to call witnesses and present oral and written evidence and arguments in support of its position.
  - (a) If requested and paid for by the party, a record of the hearing may be made by a court reporter. Each party shall have the right to obtain a transcript of the hearing, if any, at its own expense.
- (3) The complainant has the burden of proving, by a preponderance of the evidence, that the respondent has violated a specific provision of the CSSA Code or Rules and that such violation has caused or is likely to cause the complainant harm.
- (4) Within thirty (30) days after the hearing, the Executive Director shall render a written report of the decision. A copy of this report will be provided to each party.

X) If neither party requests a hearing, the Executive Director shall review the complaint and any response or reply and shall issue a written report of the decision, a copy of which will be provided to each party.

- (1) Complaints involving the CSSA Council Member and/or the CSSA Executive Director or Vice-Director:
  - (a) For any complaint involving the Council Member as a party, whether as the accuser or accused, the duties of the Council Member as described in this section shall revert to the immediate past Council Member.
- (2) For any complaint involving the Executive Director or Vice-Director as a party, whether as the accuser or accused, the duties of the Executive Director or Vice-Director as described in this section shall revert to the immediate past Executive Director.
- (3) Appeal.
  - (a) Any party adversely affected by the decision of the Executive Director regarding a complaint may appeal the decision to the CSSA Board of Directors.
  - (b) The appeal shall be in writing and signed by the party making the appeal. The appeal shall be filed with the Executive Director by Registered or Certified Mail and must be received by the Executive Director within ten (10) business days of the date of the written report of decision issued by the Executive Director. The appellant shall provide a copy of the appeal to the adverse party. If no appeal is received within ten (10) business days of the date of the written report of the decision of the Executive Director, such decision shall be final and binding upon all parties.
  - (c) The appeal shall,
    - (i) Set forth the name and address of each party;
    - (ii) Set forth the specific grounds upon which the appeal is based;
    - (iii) Set forth the specific relief requested.
  - (d) Any party opposing the appeal shall file a response in writing with the Executive Director within five (5) business days of receipt of the appeal. The party opposing the appeal shall provide a copy of its response to the appellant at the same time it is provided to the Executive Director.

- (e) Upon receipt of the response from the party opposing the appeal, or upon expiration of the time for such response to be filed, the Executive Director shall provide all written materials relevant to the appeal to the members of the Board of Directors. The Board of Directors shall consider the appeal at their next meeting. If a meeting of the Board of Directors is not scheduled to occur within forty-five (45) days after the Executive Director's receipt of the appeal, the CSSA Executive Director shall call a special meeting of the Board of Directors to consider the appeal within such forty-five (45) day period which may be conducted in person or by telephonic conference, at which time the Board of Directors shall review the appeal and decide what action is warranted, if any. The complainant and the respondent shall each have the right, at their respective sole expense, to attend that portion of the Board of Directors meeting in which the recommendation of the special committee is reviewed by the Board of Directors and shall be allowed the opportunity to address the Board of Directors at that time. Any vote on the disposition of the appeal shall be made in open session. The decision of the Board of Directors shall be final and binding on all the parties.
- (4) Accelerated Review Procedure
  - (a) When a complaint pursuant to this Article involves the right of an athlete or coach to participate in an upcoming competition, the complainant may file a request for accelerated review of the complaint.
  - (b) This request shall be attached to the complaint and shall
    - (i) Specifically request that the complaint be filed under the accelerated review procedures set forth in this section; Set forth the specific factual allegations which complainant alleges support the request for accelerated review by showing that the complainant will suffer irreparable harm if forced to file its complaint under the regular procedures outlined in this Article.
    - (ii) Provide any and all evidence in support of its request for accelerated review.
  - (c) The party against whom the complaint is brought shall have an opportunity to respond, in writing, to the charges set out in the complaint. Upon receipt of the response by the party charged in the complaint, the Executive Director will present all the written materials regarding the complaint to the Rules & Ethics Committee.
  - (d) The Executive Director will then review the request for accelerated review and decide if the complainant has shown by a preponderance of the evidence that the complainant will suffer irreparable harm if the complaint is reviewed under the regular complaint procedures. The factors to be considered by the Executive director include, but are not limited to, any delay in filing the complaint with the Executive Director, support of the complaint by any CSSA local affiliated organization, and the severity of the potential loss to the complainant balanced against the interference with the conduct of the competitors. If the Executive Director determines the complainant will suffer irreparable harm if the complaint is not reviewed under an accelerated procedure, the Executive Director shall provide the party against whom the complaint is brought with a copy of the complaint as soon as reasonably possible.
- (5) Waiver of Protest Rights. Failure of an aggrieved party to act upon knowledge of a violation of the CSSA Code or Rules affecting the eligibility of an athlete or team to participate in a CSSA tournament prior to such competition shall act as a waiver of any right thereafter to protest
- (6) Remedies.
  - (a) If any complaint filed hereunder is decided in favor of the complainant, the Board of Directors may enjoin the respondent from further violations of the CSSA rules or may prevent the respondent from participating in any CSSA events for such period as the Board of Directors, deems appropriate in their sole discretion.

#### G) GAME PLAY PROTEST:

- I) Protests shall not be allowed or considered if they are based solely upon a decision involving judgment on the part of any umpire.
- II) NOTE: Examples of a protest, which will not be considered are:
  - (1) Whether a batted ball was fair or foul.
  - (2) Whether a base runner was safe or out.
  - (3) Whether a pitched ball was a strike or ball.
  - (4) Whether a runner did or did not touch a base.
  - (5) Whether a runner left his/her base too soon on a caught fly ball.
  - (6) Whether a fly ball was or was not legally caught.
  - (7) Whether it was or was not an infield fly.
  - (8) Whether there was or was not interference.
  - (9) Whether the field is fit to continue or resume play.
  - (10) Whether there is sufficient light to continue play.
  - (11) Any other matter involving only the accuracy of the umpire's judgment.
- III) Protests that shall be received and considered concerning matters of the following types:
  - (1) Misinterpretation of a playing rule to a given situation.
  - (2) Failure of an umpire to apply the correct rule to a given situation.
  - (3) Failure to impose the correct penalty for a given violation.
- IV) Protests may involve the interpretation of a rule.
- V) The notification of intent to protest must be made immediately before the next pitch. EXCEPTION: Player eligibility.

VI) **Notification**

- (1) The manager of the protesting team shall immediately notify the plate umpire that the game is being played under protest. The plate umpire will then notify the scorekeeper and the opposing manager.
- (2) It is the umpire's responsibility to record the surrounding conditions to aid in the correct determination of the issue. (i.e., inning, outs, names of players involved, runners on base, score, etc.)

VII) The official protest must be filed within a reasonable time:

- (1) In tournament play, all play ceases until the protest is resolved.

VIII) A protest fee of twenty-five dollars (\$25.00) cash will be paid in all qualifying and Post season tournaments sanctioned by the CSSA.

IX) In tournament play, the fee must be paid immediately. If the protest is upheld, the protest fee shall be returned. If protesting player eligibility, the fee is \$25.00 cash per player.

X) In tournament play, protest concerning player eligibility must be filed before the end of the game being protested.

XI) NOTE: The Tournament Director/Coordinator or Tournament UIC may require a copy of the birth certificate or picture I.D. at any time. Play ceases until the protest is resolved. **ALL PLAYERS MUST CARRY A GOVERNMENT ISSUED PICTURE ID ON HIS/HER PERSON AT ALL TIMES DURING TOURNAMENT PLAY.**

XII) The formal written protest should contain the following information:

- (1) The date, time, and place of the game.
- (2) The names of the umpires and scorekeeper.
- (3) The rule and section of the Official Rules or local rules under which the protest is based.
- (4) The decision and conditions surrounding the making of the decision.
- (5) All essential facts involved in the matterprotested.

XIII) The decision made on a protested game must result in one of the following:

- (1) The protest is found invalid and the game stands as played.
- (2) When protest is allowed for misinterpretation of a playing rule, the game is replayed from the point at which the incorrect decision was made with the decision corrected.
- (3) When protest for eligibility is allowed, the team shall forfeit the game played to the offended team.

H) **CANCELATION POLICY**

- I) **Team Cancelation:** In the event a team voluntarily withdraws from a tournament after the bracket has been drawn, the CSSA is not obligated to refund any portion of the entry fee.
- II) **CSSA Cancelation:** In the event the CSSA cancels the tournament for any reason other than weather, a full entry fee will be refunded.
- III) **Weather Cancelation:** If the tournament is canceled, because of weather, before the start of play, a maximum of \$25 per team will be withheld from the team's entry fee to cover expenses.
- IV) In the case of cancelation after the start of the first game of the tournament, a maximum of \$15 per team will be withheld from the team's entry fee plus all reasonable costs.
- V) If the tournament is 60% finished, then the CSSA will make every possible effort to reschedule the tournament, unless the majority of coaches vote to a coin toss finish. Then the CSSA is not obligated to refund any portion of the entry fee.
- VI) **Northwest Championships/National Tournaments:** Any possible refund will be decided by the CSSA.

#### 4) **BUSINESS PROCEDURES**

A) **CSSA ALL MANAGERS' MEETINGS:**

- I) All Managers' Meetings is where all team representatives (coaches or approved proxy) from CSSA member teams in good standing and independent teams gather.
- II) The CSSA shall conduct two annual member meetings entitled, "Winter Managing Members' Meeting and Spring Managing Members' Meeting". The members include All Council Members, Board Members, Committee Chair Members, Team Managers, Coaches, Executive Director Emeritus, Director Emeritus, Commissioner Emeritus and other elected or appointed officials must be active Regular Members in good standing. Player Members are not part of this meeting.
- III) These annual meetings of the Managing Members of CSSA shall be held and directed as follows:
  - (1) The Winter Managing Members' Meeting shall be held the first Saturday in November in each year for the purpose of nominating Directors, receiving committee reports and for the transaction of such business as may properly come before the meeting.
  - (2) The Spring Managing Members' Meeting shall be held on the 2<sup>nd</sup> weekend in February each year for the purpose of presenting deciding rules of play, by-law amendments, receiving reports and for the transaction of such business as may properly come before the meeting. (passed 3/12/16)
- IV) Site
  - (1) The site of the meetings shall be determined by Executive Director
- V) Notice
  - (1) Notice of bi-annual meetings shall be sent to all Managing Members in good standing by the Board of Directors no earlier than 30 days before the meeting, and no later than 7 days prior.

B) **COUNCILMEETINGS:**

- I) The CSSA shall conduct two annual Council meetings entitled, "Winter Council Meeting and Spring Council Meeting". The members include All Council Members, Board Members, Executive Director Emeritus, Director Emeritus, Commissioner Emeritus and other elected or appointed officials.

II) These annual meetings of the Council of CSSA shall be held and directed as follows:

- (1) The Winter Council Meeting shall be held the first Saturday in December in each year for the purpose of electing Directors, receiving committee reports and for the transaction of such business as may properly come before the meeting.
- (2) The Spring Council Meeting shall be held the 1<sup>st</sup> weekend of March each year for the purpose of voting on rules of play, by-law amendments, and receiving reports and for the transaction of such business as may properly come before the meeting (passed 3/12/16)

III) The site of the meetings shall be determined by the Executive Director

IV) Notice

- (1) Notice of each meeting of the Members and Council shall be published on the CSSA web-site at least ten (21) days in advance of thereof setting forth the place, time and in the case of special meetings, the purpose of the meeting. Notice of regular meetings other than the annual meeting shall be made by publishing on the CSSA web-site at least ten (21) days in advance of the meeting

V) Voting

- (1) On all matters coming before the annual meeting, each Council member shall be entitled to one vote.
- (2) Quorum
  - (a) is the minimum number of members of a deliberative body necessary to conduct the business of that group. Ordinarily this is a majority of the people expected to be there, although bodies may have a lower or higher quorum. CSSA sets its quorum at 51%. (We have 24 voting members) (which consists of 3 council members from 7 divisions and the BOD carries 3 votes) (passed 12/6/14) (therefore we meet quorum at 13 members) Present →. All motions are then passed or failed based on a 2/3rd or 66% affirmative vote of the quorum present, at any duly organized meeting.
- (3) Proxy
  - (a) Each member shall be entitled to one vote in person, through online meeting forum (if they live outside 150 miles of the meeting location) (passed 3/3/18), or one absentee ballot. A person attending the meeting in place of a Regular Member in good standing will be entitled to one vote. Proxy voter must be submitted to the Executive Director prior to the start of a meeting containing voting actions.
  - (b) NOTE: A proxy request for either a commissioner emeritus or a Past President not currently holding a council position or a position within their local state/metro association shall not be granted.
  - (c) In order for a proxy to be approved, they must have been a member in good standing of said Clean and Sober Softball association.
  - (d) A proxy properly certified according to the preceding paragraphs is entitled to be in attendance at all meetings of this Association with the privilege of voting.

VI) Special Meetings

- (1) Special Meetings of the Members (Managers' and Council) may be called by the Board of Directors or by the Executive Director at their discretion; in addition, upon the written request of two-thirds 2/3 members, the Executive Director shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting.
- (2) Notice
  - (a) Notice of each meeting of the Members and Council shall be published on the CSSA web-site at least ten (21) days in advance of thereof setting forth the place, time and in the case of special meetings, the purpose of the meeting. Notice of regular meetings other than the annual meeting shall be made by publishing on the CSSA web-site at least ten (21) days in advance of the meeting

C) COMMITTEES:

I) Standing committees may be established and organized as follows:

- (1) Eligibility Committee
- (2) Classification Committee
- (3) Northwest Championships VideoCommittee
- (4) Tournament Committee

II) Eligibility Committee Duties

- (1) Works with the Rules & Ethics Board of Director as liaison between the committee and the BOD.
- (2) Review standing and future eligibility rules in the best interest of the CSSA.
- (3) Propose any changes to the Council for vote.
- (4) Review and conduct needed hearings pertaining to eligibility requirements / violations / complaints per CSSA guidelines.
- (5) Oversee and determine eligibility appeals including hardships and player transfers -Permanent Roster changes
- (6) These appeals are on a case-by-case basis
- (7) Support and assist the Board of Directors in all Eligibility matters as requested

III) Classification Committee Duties

- (1) Works with the Rules & Ethics Board of Director as liaison between the committee and the BOD.
- (2) Does NOT originally classify teams. The three Council Members from each Division and the BOD classify teams.
- (3) DO re-classify teams and provide in writing explanation & justification for moving a team up to the division director and coach. (passed 12/2/17)

- (4) Maintain balanced team competition in tournament play
- (5) Collecting and providing classification information for each team and player member in their division
- (6) APPEALS prior to the first tournament need to be directed to their division's council
- (7) After the first tournament, appeals will be directed to the classification committee.
- (8) Roster transfers after the first tournament need to be submitted for review by the classification committee. Roster Transfer paperwork will be given to the Executive Director and handed down to the Classification Chair.
- (9) Review standing and future classification rules in the best interest of the CSSA.
- (10) Propose any changes to the Council for vote.
- (11) Review and conduct needed hearings pertaining to classification requirements / violations / complaints per CSSA guidelines.
- (12) Oversee and determine classification appeals
- (13) These appeals are on a case-by-case basis
- (14) Support and assist the Board of Directors in all Classification matters as requested
- (15) Reviewing the criteria of each team throughout the season will enable the CSSA to accurately determine which classification level a team should be placed
- (16) If a representative or alternate of the divisional classification committee does not attend the classification meeting, they forfeit the vote for their division. (passed 12/2/17)
- (17) Returning teams with 6 or more returning players on their roster must remain the same classification or higher than they were at NW Championships the previous year through the 1<sup>st</sup> tournament of the new season. (passed 3/3/18), with the exception of teams that won NW Championships, they must stay at their new classification or higher for 1 entire season. (passed 3/3/18)
- (18) The classification committee may move a team up ½ a classification per meeting. (passed 12/8/18).

IV) Northwest Championships Video Committee

- (1) The Committee will be Chaired by the Public Information Board of Director. The committee will consist of a player member from each Division
- (2) The committee will
- (3) Help facilitate getting the Championship photos taken at every tournament.
- (4) Take photos at the tournaments.
- (5) Get the photos to the PI BOD
- (6) Help create the Northwest Championships video with the PI BOD
- (7) Create copies of the video and help sell at the Northwest Championships banquet.

V) Tournament Committee

- (1) The Committee will be Chaired by the Vice Director Board of Director. The committee will consist of a player member from each Division
- (2) The Executive Director shall be ex-officio member of the committee
- (3) The Executive Director may appoint additional committee members as deemed necessary
- (4) The committee will
  - (a) Seek volunteers to direct tournaments
  - (b) Establish a list of volunteers
  - (c) Assign volunteers to tournaments schedule
  - (d) Update & provide tournament procedures to volunteers

D) AMENDMENTS AND RULE CHANGES:

I) Amendments to the CSSA Code, By-Laws, & Playing Rules regular procedure. Any proposed amendment Code, Bylaws and Rule Change shall be proposed and acted upon only in accordance with the regular procedure outlined herein

- (1) Amendments proposed may be approved only at duly called Council Meetings upon a two-thirds affirmative vote of those in attendance and entitled to vote.
- (2) A proposed amendment submitted by a member of the Board or Council must be in writing, signed by the member submitting the proposal and received by the Executive Director at least fifteen (15) days prior to the time the amendment shall be voted on by the Council.
- (3) Prior to the vote of the Council, the Board of Directors shall review each proposed amendment shall issue a report that details the recommendation of the Board as to whether each proposed amendment should be accepted or rejected by the Council. The report shall recommend that each proposed amendment be rejected unless two-thirds of the Board of Directors voted to recommend acceptance of such proposed amendment.
- (4) Revisions to proposed amendments may be made at any time prior to the vote of the Council if the author(s) of such proposed amendment consents to such revision. Before a properly revised amendment may be voted upon by the Council, the proposed amendment, as revised, shall be read to the Council in open session.
- (5) Upon a motion duly made, seconded and approved by a vote of two-thirds 2/3 of those in attendance and entitled to vote at a Council Meeting, the Council may consider any amendment which was not proposed in the manner specified by this.
- (6) Unless otherwise specified in the amendment, any amendment approved by the Council shall be effective immediately.
- (7) All motions made at all members meeting will be voted on at next available council meeting. All motions passed go into effect immediately

II) Emergency Procedure

- (1) Between scheduled meetings of the Council, any Council or Board member may submit a proposed amendment to the Executive Director and ask that an emergency be declared and the proposed amendment submitted for a vote of the Council in the manner outlined in this.
- (2) If the Executive Director believes that the proposed amendment is of sufficient importance that it should be acted upon by the Council prior to their next scheduled meeting, the Executive Director shall forward the proposed amendment to the Board of Directors.
- (3) If the Board approves with the Executive Director that the proposed amendment is of sufficient importance that it should be acted upon by the Council prior to their next scheduled meeting, then an emergency shall be declared and the proposed amendment shall be submitted to the members of the Council for a vote in the manner outlined.
- (4) The proposed amendment shall be emailed to each member of the Council with a ballot asking each member of the Council to vote to accept or to reject the proposed amendment.
- (5) The deadline for returning ballots shall be not less than ten (10) days and not more than thirty (30) days after the date on which such amendment and ballot are emailed.
- (6) The proposed amendment shall be ratified by on a two-thirds vote of the quorum.

E) HALL OF FAME:

- I) Purpose
  - (1) To honor those men and women who have played a major role in the growth and development of Clean and Sober softball. Also, to bring to the attention of the public, the widespread value of, and interest in, the game of softball and the presence of recovery and fellowship by so honoring those who have made outstanding contributions to its success
- II) Nomination Requirements
  - (1) Selection. To be selected for the CSSA Hall of Fame, a person must have been an active player in CSSA whose active playing days have been terminated.
- III) Evaluation
  - (1) The length of playing time is to be considered as a factor in the evaluation of candidates. No minimum playing time is required. Scrapbooks and newspaper clippings are acceptable, also letters from competent references.
- IV) Contributions
  - (1) Service to the recovery community either through time, or diligent effort in carrying the message of recovery and sober softball to the persons that still suffer.
- V) May Not Compete.
  - (1) A player who has been named to the CSSA Hall of Fame may not compete in any future CSSA play
- VI) Directors
  - (1) To be selected, a person must have been a Director for five years.
  - (2) In addition, to qualify for this award, the nominee shall have served in some of the following areas:
    - (a) Chair or vice-chair.
    - (b) Director of Qualifying Tournament.
    - (c) Director of Northwest Championships tournaments.
- VII) Special recognition received and/or other services to CSSA or 12-Step recovery
  - (1) Meritorious Service
    - (a) This person's contributions must have reflected an impact of importance and can include any combination of the above categories in addition to an organizer-builder, years of service, financial contributor, etc.
- VIII) No more than five (5) candidates from the following categories; players, managers, directors and meritorious service may be nominated each year with no more than three elected.
- IX) Deadline
  - (1) Candidates must be submitted on or before June 1st.
- X) Nomination Forms
  - (1) Each director, past Executive Director and Executive / Director emeritus shall be sent nomination forms and shall have the opportunity to nominate no more than two from their association each year.
- XI) Evaluation of Candidates
  - (1) Factual and detailed information must be presented to the Board of Directors before a candidate can be accepted. Scrapbook and newspaper clippings are acceptable; also, letters from competent references.
- XII) Selections
  - (1) A nomination shall be inducted by a two-thirds 2/3 vote of the BOD.
- XIII) Awards
  - (1) A specially designed plaque shall be given to those elected to the Hall of Fame.
- XIV) Induction and Presentation
  - (1) Formal induction ceremonies and presentation of awards shall be made during the Clean and Sober Northwest Championships Softball Banquet.
- XV) Removal
  - (1) The BOD, by two-thirds vote, may with just cause, recommend removal of an individual elected to the Hall of Fame.

## 5) ELIGIBILITY and ROSTERS

### A) ELIGIBILITY GENERAL RULES:

- I) All players must have Thirty (30)\* consecutive days of abstinence from drugs and alcohol minimum for playing eligibility. All participants are to be a recovering alcoholic and/or addict and currently involved in a drug or alcohol related 12-step support program. This includes Al-Anon Family Group (AFG). (passed 12/6/14)
- II) Involved clarification: To remain eligible, a player must be active in at least one of following:
  - (1) 12-Step Home Group
  - (2) Sponsorship
  - (3) Spousee of an Active member
  - (4) Currently participating in recognized service work
  - (5) Regularly attend 12-Step meetings
- III) Exemption Players
  - (1) Each team is allowed two exempt Non recovering Players) players per roster, per year.
  - (2) Non-recovering players must be an eligible person's Domestic Partner (see definition) or immediate family members (i.e., mom, dad, brother, sister, son, daughter) minimum 16 years of age. (passed 3/8/15)
  - (3) Domestic Partner: Person of legal age currently residing together and have resided together in a common household for a period of one year.
  - (4) Family Members do not count against the teams one Permanent Exemption Rostered Player (**Hardship**) See section 5 C(2)
  - (5) Minimum thirty (30) consecutive days drug and/or alcohol abstinence still applies.
  - (6) Exemption players must request and complete the proper CSSA Exemption form.
  - (7) In the event that a separation between exemption player and eligible player occurs, the exemption player will lose exemption status at the conclusion of the current season
- IV) Situational pick-ups
  - (1) Situational pick-ups are allowed in order to avoid forfeits (except in the case of ejection). A team is allowed to pick-up a maximum of two CSSA sanctioned players not to exceed a team of nine (9). Player must be on a current tournament roster in which their team has been eliminated from competition. If three (3) or more players must be picked up to field a team, a forfeit will be granted unless waived by the opposing coach.
- V) Player Member
  - (1) Once electing to participate in tournament play on a team registered in a division, the player may not play in any other division during the current year unless the player qualifies under Player Transfer
  - (2) A player may participate as a regular rostered player on only one team within a Division/Territory in tournament play during a season unless the player qualifies under Player Transfer.
  - (3) Protest of player eligibility can be made or appealed at any time in writing to the Division Director, Tournament Director, or a Board Director.
- VI) Player Protest
  - (1) The On-Site-Administrator (CSSA BOD or Tournament Director) may make a ruling themselves on a protest based on an ineligible player.
  - (2) Team should protest player eligibility in writing immediately and post the required protest fee of \$25 to the Tournament Director / BOD.
  - (3) The On-Site-Administrator may call in the coach of the team with the player being protested along with the coach of the team protesting.
  - (4) The player may be confirmed as an ineligible player if he (a) does not have a signature on a roster on file with the CSSA; (b) player is found to be a different person than the name given on the scorebook by comparison of ID of protested player.
  - (5) If protest is upheld the protest fee will be refunded.
  - (6) Both teams in the protest will sign the written protest wherein the On-Site-Administrator has posted the result of his decision. All other types of protests should be ruled on by the CSSA Board of Directors.
- VII) Protest Committee
  - (1) The protest committee shall be an available BOD, Tournament Director, and Sanctioning Association UIC. A representative from the protesting team and a representative from the opposing team may be present at the hearing only.
- VIII) Player Identification.
  - (1) Upon demand by league or tournament officials, a player must produce proper identification or the player shall be declared ineligible and the team subject to disqualification.
- IX) Player Eligibility Protest
  - (1) The following guideline has been set to administer CSSA eligibility
    - (a) It is the responsibility of each CSSA member to 'police themselves' in regards to breaking of abstinence and eligibility.
    - (b) 'Eye-witness' accounts will be the only evidence regarding the breaking of eligibility. Rumor and speculation will NOT be sufficient.

X) To report an eligibility violation

- (1) Players report and/or consult their coach or the coach of the suspected violator.
- (2) In the event the issue cannot be resolved at the coach's level, the issue will be brought before the Division council members for review and possible hearing.
- (3) In the event the issue cannot be resolved at the Division level, the issue will be brought before the Eligibility Committee of the CSSA for review and possible hearing.

B) ROSTERS and REGISTRATION:

- I) Any team which pays its fees annually, on or before the Spring Council Meeting; association fees, sanction fees, insurance, and cost of balls as set forth by the Council and which is not playing in another league elsewhere will be eligible for participation in the Association if space and leagues are available
- II) Eligible roster players' are those that were; on a CSSA roster By JUNE 30th, participated in at least 40% of CSSA league games.
- III) The regular season roster & individual Eligibility forms shall be submitted to the Division Director prior to the team's first regular season game. Copies of the roster and eligibility forms are to be turned into the BOD before the third week of league play. Players added between opening day and the Monday before Independence Day Tournament, must be added to a 'floating roster' for liability purposes. Rosters may not exceed 20% Alanon and/or exemption players.
- IV) An updated Sanctioning Association / CSSA & Eligibility form will be turned into the Division Director no later than the Monday before the Independence Day Tournament (passed 12/8/18)
- V) Official Tournament Roster
  - (1) Changes in season roster must be on file no later than the Monday before Independence Day Tournament (passed 12/8/18). Non-Receipt of roster additions by the Monday before Independence Day Tournament will result in the regular season roster being considered the team's official tournament roster.
- VI) Players found not to be on CSSA roster will constitute a forfeit.
- VII) Coaches must carry an accurate and current copy of the Sanctioning Association / CSSA roster at all times
- VIII) Roster Forms
  - (1) Sanctioning Association / CSSA Roster forms shall be provided by the CSSA Board of Directors and are the only official rosters for championship play.
- IX) Number of Players
  - (1) A maximum of 20 players, a manager, and/or coach shall be permitted on a team's championship roster. A manager or coach shall not count as a player unless he is an active player.
  - (2) Any first-year players (never rostered in CSSA before) who does not participate in at least 40% of league games can be removed from a team's roster up to the final roster deadline. A written statement must be submitted to the division director for approval. The eligibility committee can review roster deletion(s) if necessary. To be eligible for deletion, the first-year player must no longer be participating in league games (i.e., no show/no call, schedule conflicts with other commitments, etc.). Teams are allowed 1 per gender per year. (passed 3.13.22)
  - (3) For liability reasons, any person sitting within the dugout must be on the Sanctioning Association / CSSA roster
- X) Roster Procedure
  - (1) The roster/affidavit form must be signed by the player, his/her guardian (if necessary) and the manager. A red line must be drawn on the line beneath the last player's name listed on the roster. The roster must be signed by the director or his designee.
- XI) Roster Eligibility
  - (1) Receipt and acceptance of an official Sanctioning Association / CSSA affidavit roster shall not be considered as a determination of the eligibility of a player or team. Eligibility of players or teams shall be governed as otherwise provided in the Code.
  - (2) To be considered roster eligible, a player must have participated in at least 40% of CSSA league games.
  - (3) Participation of an ineligible player must be recorded in the coaches' score book and signed by the opposing coach.
  - (4) To be eligible for Prairie Dog player must have participated in at least **ONE** league game to be eligible for the tournament.
- XII) Tournament Casual Pick-Ups
  - (1) Teams are allowed to pick up three players when participating in tournament play.
  - (2) All three players cannot be of the same gender.
  - (3) All players must be CSSA Sanctioned
  - (4) Teams can pick up one individual of a higher classification.
- XIII) Team Sponsorship
  - (1) An organization may wish to choose to sponsor a team for tournament fees and uniforms.
  - (2) CSSA does not facilitate the flow any funds dedicated to the sponsorship of teams.
- XIV) Team Division Transfer
  - (1) Should a team wish to compete in an alternate Division/Territory, both Directors effected by the move should discuss while considering our primary purpose.
- XV) Standard Player Transfer
  - (1) Prior to the Monday before the Independence Day Tournament a qualified rostered player decides to switch rosters within a division for a valid enough reason (passed 12/8/18)

- (1) The receiving coach must complete the Roster Transfer Form, sign it and submit it to the Division Director.

(2) Players are permitted to complete one roster transfer per season.

**C) HARSHIPS PLAYER TRANSFER:**

**I) Hardship Roster Transfers**

(1) Final roster deadline and before JULY 31st, a player may file for a player hardship transfer. It will require validation and must be in writing (email accepted) with the reasons to be considered for hardship qualification. All roster changes must be submitted and accepted or denied by the Eligibility Committee and then reviewed by the Classification Committees.

(2) A Player Transfer Hardship will constitute a Permanent Exemption player status.

(a) NO player transfers or subjective hardships will be considered after July 31st.

(b) Teams are allowed to receive ONE Permanent Exemption. (passed 12.5.21) Permanent Exemptions are counted against the three tournament roster exemptions.

(c) Player Transfer Hardships are not permitted to be a tournament exemption for any other team during the post season.

**(3) Tournament Eligibility Hardship**

(a) Any team can apply for one tournament eligibility hardship for any reason for a player that is not able to participate in the required 40% of league games. (passed 12.5.21)

(b) Hardship approved player will constitute a Permanent Exemption player status.

(4) NO Tournament Eligibility Hardships or subjective hardships will be considered after July 31st.

**6) DISQUALIFICATION**

**A) JURISDICTION:**

I) A team, team member, manager or team official shall cease to be eligible to compete in tournaments conducted or sanctioned by CSSA while disqualified by CSSA or any association in which the team is registered provided that the disqualification by the association occurs within six (6) months of the alleged infraction and does not conflict or is inconsistent with this Code or established policies of CSSA.

**B) ACTS OF DISQUALIFICATION:**

I) A team, team member, manager or team official may be disqualified for any of the following:

(1) Disrespect of the CSSA abstinence policy.

(2) Unsportsmanlike conduct.

(3) Physical violence, such as an attack on an umpire or tournament or association official immediately preceding, during or immediately following a game.

(4) Commission of fraud, such as playing under an assumed name, falsifying an affidavit or roster or giving false information to tournament officials.

(5) Participating when (s)he does not meet the eligibility requirements of the CSSA.

(6) Commission of any act while participating in CSSA activities such as: failure to pay indebtedness, destruction of property, violation of state or local laws or any other acts that are contrary to the objectives and purposes of CSSA.

(7) Forfeiting a game in championship play due to any of the aforementioned acts of disqualification or use of an ineligible player.

**C) DISQUALIFICATION PROCEDURES:**

**I) Hearing**

(1) Prior to disqualification, a team or team member must be given an opportunity for a hearing by the Division/Tournament director in whose jurisdiction the violation took place. The Division/Tournament may appoint a deputy, an officer or an official of the association or any other disinterested party to conduct the hearing in his place. The infraction then may be taken to the Rules and Ethics committee for further action.

**II) Notification**

(1) The team or team member must be notified in writing (email accepted) of the time, place and date of the hearing. A team or team member is entitled to an alternate date if for a good cause the original date is not acceptable. Should the accused player fail to attend the hearing, the person conducting the hearing may proceed and take the evidence of those in attendance.

**III) Rulings**

(1) After hearing the evidence, the person presiding at the hearing shall render a written decision within 7 days. If a decision is not rendered within 7 days, a written appeal may be made to the Executive Director or his designee, whose decision shall be final.

**IV) Right of Appeal**

(1) Following the decision of the Executive Director, the player or any person claiming that an act of disqualification was or was not committed may appeal in writing within 14 days to the Executive Director or their designee, whose decision shall be final. The Executive Director must render a decision on any appeal within 7 days.

**D) PENALTIES:**

I) A team or team member may be disqualified for a period of time at the discretion of their director for violations outlined in this Code.

- II) Disqualification
  - (1) A team that is disqualified under this rule shall forfeit the game being played or the game last played and shall be disqualified from further play and in any subsequent play for which it may have qualified by virtue of its play in the game in which it was disqualified and shall be placed last in the finish order.
  - (2) If a team drops out of the league, records count as is to that point, unless all games were lost by that team as then all scheduled games will be a win for the opposition
- III) Forfeits
- E) Teams that forfeit as a result of other than ineligible players or acts of disqualification, shall be allowed to continue in championship play.
- F) **FORFEIT:**
  - I) Any team which forfeits a game will be fined \$75.00 (passed 12.03.22).
  - II) Forfeits shall be determined by the sanctioning association.
  - III) A team forfeiting 3 games in one season will be dropped from the association and their entire franchise fee will be retained by the division
- G) **POSTPONEMENT:**
  - I) Games may be postponed because of inclement weather or when the field is declared unplayable by field owner / insurer.
  - II) Emergency situations which occur resulting in postponement of games will be ruled upon by Division/Tournament Director.

## 7.) RULES OF LEAGUE AND CHAMPIONSHIP PLAY

### GENERAL RULES:

- All games shall be governed by Playing Rules developed by the CSSA
- Additional rules default to the Sanctioning Association (i.e., NSA, ASA, USSSA, ISA, etc.) rules and regulations unless otherwise changed by the CSSA Board of Directors & Council.
- It is the responsibility of the team manager or coach to make sure all team members read and be knowledgeable of all playing rules.
- SANCTION RULES ARE IN EFFECT, EXCEPT AS NOTED C.S.S.A RULES OF PLAY
- No dogs allowed at any CSSA events***

1. **TIME LIMITS: LEAGUE PLAY:** No new inning after 65 (sixty-five) minutes. (passed 12.4.21) Tie breakers will consist of no more than two innings. If a tie still exists at the end of the second tie breaker inning, the USSSA umpire will deem the game a tie.
2. **TOURNAMENT PLAY:** No new inning after 65 (sixty-five) minutes. (passed 12.4.21) International tie breaker will be in effect until there is a winner in all games. No new inning after 75 (sixty-five) minutes for 3<sup>rd</sup> place game. No time limit for Championship and "IF" games.
3. **INTERNATIONAL TIE BREAKER:** The runner placed on second base will be the last completed batter. The home team will start their turn at bat in the same manner. The inning will be played under all other CSSA rules.
4. **GAME BALLS:** Males will receive a 12" 40/325cor ball or 52/300cor ball. Females will receive an 11" 44/400cor ball. (USSSA APPROVED ONLY)
5. **STANDARD PITCH COUNT:** Count starts with 1 ball and 1 strike, with one courtesy foul. Once a batter has acquired a two and a half strike count any subsequent foul ball caught will be considered a third strike dead ball out.
6. **PITCHING RULE:** Pitchers may pitch between 50' and 56' while staying in line with the 50' rubber. They do have the option to change distances during an at bat. There will be no pump-faking, and if it happens the umpire will call a no pitch. (passed 03.03.18)
7. **HOME RUN:** C = 4 home runs progressive, D = 3 home runs progressive. E = 2 Home runs progressive. Trailing team must equal HR's before additional HR's are counted. Otherwise, each fence clearing HR will result in a dead ball out. (passed 12.8.18/12.7.19)
  - i. Rec = 1 home run progressive. Trailing team must equal HR's before additional HR's are counted. Otherwise, each fence clearing HR will result in a dead ball single, runners advancing when forced.
  - ii. Women's homeruns do not count towards the progressive in any classification (passed 12.03.22)
8. **ENCROACHMENT:** Outfielders may not encroach a 200' radius from home plate prior to a batted ball from a female, 5 person infield allowed on male batters. When a female is up to bat, all the infielders must start with their feet in the dirt until the ball is hit (passed 12.8.18)
9. **OVER PLAY:** No male player may take a play away from any female on a batted fly ball in the outfield (passed 12.8.18). Overplay will result in all players being ruled safe at the base to which they were headed.
10. **FEMALE BALL OPTION:** A female may make the choice to hit a male ball. The choice must be made at her first at bat and she must hit the male ball for the entire game. (passed 12.4.21)
11. **OUTFIELD PLAY:** On a batted ball, no play can be made to 1st base on a batter/runner from the outfield when the ball is thrown from a position left of 2nd base. All runners advance one additional base. Once the batter/runner obtains 1st base, they are now just a runner and can be thrown out from the left side of 2nd base going back to 1st base either on leaving early on a fly ball, or if they took a long rounding of 1st base and does not get back to 1st in time (back door play)
12. **COURTESY RUNNERS:** A Courtesy Runner of the same sex may be used once per inning for a total of two (2) courtesy runners per inning, one (1) male and one (1) female. If a team "bats around", the same individuals that received a courtesy runner previously in that inning may receive a courtesy runner for a second time (not a third) (passed 2.23.19). Pitchers will have the option to have a universal ping pong ball.

runner that does not count against the teams 1 courtesy runner per inning. (passed 3.14.21) The courtesy runner must be of the same sex. The Courtesy Runner can be any player on the team roster. If a courtesy runner is on base when his/her turn in the order is up, the runner will be recorded as an out on the base in which they stand, removed from the base, and be required to bat. If a courtesy runner is to be the on deck batter they are not considered to be on deck.

13. **WALK RULE:** With less than two outs any male walked with a female behind him and the female is on deck for all pitches; then the male shall take second base and the female will hit. The on deck batter must be the next person in the lineup with two (2) outs, the female has the choice to walk or bat. If the female is not on deck for all pitches the male will be awarded first base only and the female must bat.
14. **GENDER/ORDER:** Teams may bat 11 players, with a minimum of 3 females in the first 10 batting positions. All additional batting positions must alternate gender starting from the 11th position. Note: Opposite gender substitution is permitted, if it does not violate the gender/order rule. (passed 12.8.18)
15. **SUBSTITUTION:** Opposite gender substitution is permitted, if it does not violate the gender/order rule. (passed 12.8.18)
16. **RUN RULE:** Follow the USSSA run rule (20 after 3, 15 after 4 and 10 after 5 in all games) if home team is being run ruled then flip flop will take effect. (passed 12.03.16) If a team is spotted runs and they are winning by the run rule, they must win by the run rule PLUS the spot. (passed 12.8.18)
17. **SHORTHANDED:** A team may play with nine players without penalty if they have 3 women. Teams may play with 7 men and 2 women while taking an out in the 10th spot. If a walk is assessed, the out created by the absentee player will be skipped, and the person next in the order will continue. (and hit an EH when out is taken) If you start with 9 in your lineup, you end with 9 in your line up.
18. **PLAYER DROP:** If a substitute is not available when a player is dropped from the lineup, an out will be assessed in the batting order where the player was. When a team is left with a vacant spot in the lineup, for any reason, the opposing team may not with two (2) out intentionally or unintentionally walk the previous batter, in order to get to the automatic out create by the vacant spot in the batting order. If a walk is assessed, the out created by the dropped player will be skipped, and the person next in the order will continue.
19. **LEAGUE DROPPED PLAYER:** A team may be allowed to "PICK-UP" CSSA rostered players to field a legal nine-player team to avoid a forfeit. Player must be a CSSA eligible player. This is to avoid a forfeit only. Once electing to participate in division play on a team registered in a division, the player may not play in any other division during the current year unless the player qualifies under Player Transfer.
20. **FLAGRANT CONTACT:** Any player intentionally causing unnecessary or flagrant contact, as determined by the umpire, shall be ejected from the current game and suspended from the team's next game. A review will be made by committee for possible further penalty.
21. **EJECTION RULE:** An ejected player will not be allowed to play in their team's next 2 complete games. 1 game if an amends has been made. (passed 3.2.24)
22. **TURN OUT or GET DOWN** Clarification: For all players safety; both base runners and fielders must make A VISIBLE ATTEMPT to avoid contact with other players. Failure to do so will result in base runners being called safe / or out (depending on the offender) and possible umpire discipline.

23. **EQUALIZER:** When a team plays a game against a team that is a higher classification, the higher classified team will spot the lower classified team 4 runs PER level (2 if there is a + team involved) to start the game and play by the upper home run rule. At this point both teams are equal and then there will be a coin flip to determine who is home team passed 12/5/15. (except championship game – undefeated team gets choice).

24. **FLIP FLOP:** The Flip-Flop rule will be in effect in all games. The flip-flop rule is designed to prevent very large victory/loss margins and prevent long, extended games. RULE: At the end of any inning after the 2nd, if the home team is losing by the next inning's run rule or more runs, the home team will remain in the dugout (the visiting team will remain on the field). All base runners, if any, will be removed from the bases and the team will bat again as the visiting team in the top of the 5th inning. If they score enough runs to remove the run rule, the game will continue with the new home team (previously visiting team) now at bat. If the new home team scores enough runs to once again bring a run rule, the game will be over. If they do not, the game will continue until a run rule occurs or the game ends. The flip flop rule can be used only once per game. (Passed 3/16/14) (Passed 12.03.16 See rule #14)

25. gender). Teams are only allowed one casual exemption player from any classification higher. CSSA eligibility and abstinence apply at all times. Exemption players can only play with their roster team when qualifying person is not present and can only be picked up on another team if qualifying person is also picked up. (12.7.19)

26. **SITUATIONAL TOURNAMENT PICK-UPS:** Situational pick-ups are allowed in order to avoid forfeits (except in the case of ejection). A team is allowed to pick-up a maximum of two CSSA sanctioned players not to exceed a team of nine (9). Player must be on a current tournament roster in which their team has been eliminated from competition. If three (3) or more players must be picked up to field a team, a forfeit will be granted unless waived by the opposing coach.

27. **NORTHWEST CHAMPIONSHIP PICK-UPS:** Teams are only allowed 3 pickups if it gets their team to a total of 12 players. This roster will need to be on file with CSSA RULES AND ETHICS prior to first game at Northwest Championships (passed 12/6/14)

**BATS:** 240-Compression standard bats (new stamp) are the only bats permitted in the CSSA

## **8) TOURNAMENTS AND NORTHWEST CHAMPIONSHIPQUALIFICATIONS**

A) **BERTHS:** - All tournaments sanctioned by the sanctioning association and awarding berths must be managed financially through the association. (passed 3/3/18)

I) Awarded Berths

i. Availability of participating in the CSSA Northwest Championships will be based on awarded berths from division and tournament play, and points awarded from division and tournament play.

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- ii. If a berth has been awarded/won the team must play in 3 tournaments to be eligible to participate in the Northwest Championships. A team awarded a berth cannot transfer that berth to another team. (See Point Based Berths below for invite berth requirements)

III) Division berths

- i. Each CSSA division is awarded one automatic Northwest Championships berth.
- ii. The division awarded berth can be allocated however the division sees fit.
- iii. The berth must be awarded by the Monday before the last qualifying tournament for NW Championships (passed 2/23/19).
- iv. A team given a Division berth cannot transfer that berth to another team.

IV) Tournament Berths

- i. Tournaments will be split into level of play bracket elimination tournament.
- ii. One berth from each level of play will be awarded.

V) Point Based Berths

- i. Invite berths require 4 tournament participation in order to be eligible for invite from BOD (passed 12/6/14).
- ii. After awarding all berths from league and tournament, the remaining available berths, will be awarded to the teams with the highest participation points accumulation downward.

VI) Qualification and Eligibility

- i. All teams must meet roster and eligibility guidelines listed above. Failure to meet eligibility will result in forfeit of tournament deposit.
- ii. If found attempting to deceive or fraud roster eligibility following the start of the tournament, all games played will be forfeited, scheduled games will be cancelled, and all fees will be retained by the association.

B) TOURNAMENTS

#1 Prairie Dog Memorial:

All Classifications Tri-Cities

#2 Twelve Steps to Home:

All Classifications Roy Morse Longview

#3 Independence:

All Classifications Kasch Park and Senator Henry M. Jackson Park Everett

#4 Not Forgotten:

E & Rec Pendergast Park and Lions Park Bremerton

#5 Fellowship:

All Classifications Skagit Playfield

#6 Twisted:

All Classifications North SeaTac Park SeaTac and Torguson Park North Bend

#7 Let It Go:

All Classifications Gateway Sports Complex Yakima

#8A Sober Option Seafair (SOS): All Classifications Boise Creek Enumclaw

#8B Sober Option Seafair (SOS): All Classifications Delta Park Portland

#9 Surrender: All Classifications Yauger Park Olympia

#10A Last Call for Softball:

All Classifications Celebration Park Federal Way

#10B Last Call for Softball: All Classifications Russell Road Kent

Northwest Championships:

All Classifications Tri-Cities