



STANDING ORDERS AND RULES

BRISTOL SOFTBALL ASSOCIATION

Updated 15th April 2006: By: MBB /ACS / MSF

Updated April 2010:By: SZ

Updated February 2012: BM

Updated January 2013 to Feb 2016: JN

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The *Standing Orders* of the BSA shall be governed by the *BSA Constitution*.

1 DUTIES OF THE OFFICERS OF THE BSA

1.1 The following management committee positions are elected by the members of the BSA at the AGM. Only one position can be held by one person at any one time. These are *senior officer* positions (apart from the president).

1.1.1 THE PRESIDENT

- 1.1.1.1 Shall be an ex-management committee member who is felt to have made a significant contribution to the BSA in the past.
- 1.1.1.2. Shall be an honorary member of the BSA, entitled to vote at committee meetings but is *not* a senior officer.
- 1.1.1.3 Shall chair the AGM.
- 1.1.1.4 Shall present all BSA trophies and awards to teams and individuals at events requiring their distribution, alongside the Chairperson.

1.1.2 THE CHAIRPERSON

- 1.1.2.1 Shall represent the BSA as its Chief Officer and shall be responsible for the general management of the BSA.
- 1.1.2.2 Shall be a member of the BSA of at least two years standing.
- 1.1.2.3 Shall chair all general and committee meetings.
 - 1.1.2.3.1 At general meetings the Chair shall only vote where a casting vote is required in the case of an equal ballot, with the exception of the vote for the post of Chairperson, where they are not permitted to vote.
 - 1.1.2.3.2 At committee meetings the chair is entitled to vote and in the event of equity of votes, the chair shall have a second casting vote.
 - 1.1.2.3.3 In the absence of the Chairperson, a representative shall be appointed to chair the meeting. The representative Chairperson must be an existing senior officer.
- 1.1.2.4 Shall, with the support of the Secretary, be responsible for setting agendas of all general and committee meetings.
- 1.1.2.5 Shall automatically be a member of all sub-committees of the BSA.

- 1.1.2.6 Shall present, at the AGM, a report of the BSA of the preceding year.
- 1.1.2.7 Shall assist the President in the distribution of BSA trophies and awards to teams and individuals at special events.
- 1.1.2.8 Shall be a signatory of the BSA bank account.

1.1.3 **TREASURER**

- 1.1.3.1 Shall be over 21 years of age.
- 1.1.3.2 Shall receive and take charge of all monies and pay same into the BSA bank account in accordance with ***Section 14 of the Constitution.***
- 1.1.3.3 Shall keep a true record of all monies received and expended by the BSA.
- 1.1.3.4 Shall provide a financial up-date, including an account balance, to all committee meetings and/or review any forecasting.
- 1.1.3.5 Shall prepare and submit a profit and loss statement and balance sheet for submission at the AGM.
- 1.1.3.6 Shall be a signatory and holder of the BSA bank account.
- 1.1.3.7 The outgoing Treasurer shall forward all books and other properties of the BSA to the incoming Treasurer, within fourteen days of retirement.

1.1.4 **GENERAL SECRETARY**

- 1.1.4.1 Shall keep a true and correct record of all minutes and resolutions passed at meetings and shall be responsible for forwarding the minutes of the previous meeting and any reports relevant to that meeting.
- 1.1.4.2 Shall perform the clerical work of the committee and carry out all directions given at such meetings.
- 1.1.4.3 Shall maintain a current register of:
 - 1.1.4.3.1 Organisations to which the BSA is affiliated.
 - 1.1.4.3.2 Representatives of all bodies with which there is BSA interaction (e.g. the groundsman).
- 1.1.4.4 Should provide at least fourteen days notice of their intention to resign from their position. The Secretary shall forward all books and other

property of the BSA to the incoming Secretary and provide instruction and guidance to ensure the smooth continuation of the secretarial role for the organisation.

1.1.4.5 Shall be a signatory of the BSA cheque book.

1.1.4.6 In the absence of the General Secretary, any senior officer of the committee may be appointed to the position.

1.1.5 **COMMUNICATIONS OFFICER**

1.1.5.1 Shall maintain the following contact lists, the use of which is subject to section 3.1:

1.1.5.1.1 The Committee.

1.1.5.1.2 Team captains or representatives of the membership.

1.1.5.2 Shall maintain updates of the team rosters (provided as per section 2.3 and 2.4). This information is subject to the Data Protection Act 1998.

1.1.5.3 Shall be responsible for distributing all committee communication to the BSA membership.

1.1.5.4 Shall be responsible for liaising with the grounds for the cancellation of games due to wet weather and communicating such cancellations to committee, divisions and umpires, as per 13.2.

1.1.6 **UMPIRE-IN-CHIEF**

1.1.6.1 Shall be an active member of BASU, ESF or ISF.

1.1.6.2 Shall be responsible for the management of Bristol League Umpires (BLU) and shall be responsible for the registration and selection of umpires from the membership, in accordance with the *Constitution*.

1.1.6.3 Shall be responsible for the *official score card* as described in **Section 14** of these *Standing Orders* and Rules.

1.1.6.4 Shall verify that the allocation of umpiring teams for league matches complies with **Section 10.2** of these *Standing Orders* and Rules.

1.1.6.5 Shall be responsible for the selection of one or more deputy umpires-in-chief to represent in the absence of the Umpire-in-Chief.

1.1.7 **SOFTBALL DEVELOPMENT OFFICER**

- 1.1.7.1 Shall be responsible for the development and growth of BSA, softball in Bristol and softball in South West England
- 1.1.7.2 Shall develop links and relationships with other softball associations in the Bristol and the South West, and at a national level.
- 1.1.7.3 Shall investigate, initiate and develop ideas and proposals that will assist the development of BSA, including but not restricted to seeking new grounds, seeking sponsorship deals or developing relationships with outside agencies.
- 1.1.7.4 Shall liaise with schools, sports centres and youth organisations to encourage and promote the development of softball.
- 1.1.7.5 Shall approach local councils, the sports council and any other bodies who may be able to contribute monies to assist with the development of softball in conjunction with the BSA.

1.2 The following are *special officer* positions, elected by the BSA members at the AGM. More than one position can be filled by one person but that person will only have one vote at any sanctioned meeting of the BSA.

1.2.1 All positions in section 1.2 are responsible to the committee.

1.2.2 **TOURNAMENTS OFFICER**

- 1.2.2.1 Shall be a member of the BSA tournament committee and be responsible for the co-ordination of all the Tournament Organisers.
- 1.2.2.2 Shall represent the Tournament Committee at committee meetings and AGM
- 1.2.2.3 In conjunction with the other members of the tournament committee they shall be responsible for and co-ordinate the various components which go into the staging of a successful tournament. These include:
 - 1.2.2.3.1 Registration of teams and collection of monies in conjunction with the Treasurer.
 - 1.2.2.3.2 Securing of equipment with assistance of the BSA.
 - 1.2.2.3.3 Publicity, and sponsorship if applicable.

- 1.2.2.3.4 Liaising with the Umpire-in-Chief on technical issues of rules and regulations for the tournament.
 - 1.2.2.3.5 Selection and presentation of awards.
 - 1.2.2.3.6 Organising catering throughout the tournament.
 - 1.2.2.3.7 Scheduling fixtures.
 - 1.2.2.3.8 Ensuring the availability and adequacy of the player facilities.
 - 1.2.2.3.9 Ensuring the presence of medically trained personnel.
 - 1.2.2.3.10 Organising entertainment with assistance from the Social Co-ordinator.
 - 1.2.2.3.11 Keeping a true record of all monies received and expended by such events, to be submitted to the Treasurer no later than one week after the event.
- 1.2.2.4 Shall represent the BSA on tournament criteria and development nationally.
 - 1.2.2.5 Shall adhere to national criteria for tournaments.

1.2.3 **FIXTURES OFFICER**

- 1.2.3.1 Shall be responsible for the arranging the season's fixtures, and any updates, to the communications officer.
- 1.2.3.2 Shall obtain A3 printed version of the fixtures to be displayed on the notice board at the grounds and to update as required.
- 1.2.3.3 Shall be responsible for producing an umpiring schedule for the season, taking care that no team disproportionately umpires another team.
- 1.2.3.4 Shall be responsible for the allocation of pitches for coaching and re-scheduled league games.
- 1.2.3.5 Shall be responsible for the re-scheduling of cancelled/terminated games as set out in Section 13 of these *Standing Orders*. If it is considered that there is a conflict of interest in such a situation, a senior member of the committee will assume responsibility.

1.2.4 RESULTS OFFICER

- 1.2.4.1 Shall be responsible for the collation of the week's results and liaising with the webmaster to ensure that the website can be updated.
- 1.2.4.2 Shall be responsible for collating the MVPs and home runs from the official score card. The tables for these should be passed to the committee at the end of the season.
- 1.2.4.3 Shall maintain a current version of all team rosters and check the score sheets against the current rosters after each match. They shall keep a record of the number of ringers that have been used by each team and advise teams when the maximum usage of a ringer has been reached.

1.3 The following positions may be appointed by the committee at their discretion, to assist with the running and development of softball in Bristol. Attendance at committee meetings is voluntary.

1.3.1 COACHING OFFICER

- 1.3.1.1 Shall be a Level 2 qualified softball coach
- 1.3.1.2 Shall liaise with the Softball Development Officer, sports centres, leisure facilities and large employee groups to encourage new people into softball.
- 1.3.1.3 Shall follow existing national coaching programmes for aspiring coaches and establish coaching clinics for new teams and players.
- 1.3.1.4 Shall advise new teams on the purchasing of equipment.
- 1.3.1.5 Shall liaise with the committee in making the full resources of the BSA available to new teams and players.
- 1.3.1.6 Shall work with the committee for the acquisition, care and maintenance of the BSA coaching equipment.
- 1.3.1.7 Shall actively pursue professional coaching qualifications for slow-pitch softball and first aid certification.
- 1.3.1.8 Shall be a member of and affiliate to the BSCA to represent the BSA on coach development nationally.

1.3.2 COACHING ASSISTANT(S)

- 1.3.2.1 Shall assist the Coaching Officer with the setting up and running of any coaching sessions

1.3.3 **ASSISTANT DEVELOPMENT OFFICER**

- 1.3.3.1 Will assist the Softball Development Officer with the duties previously outlined in these *Standing Orders* (1.1.7) and in their absence, deputise for them.

1.3.4 **DEPUTY UMPIRE-IN-CHIEF(S)**

- 1.3.4.1 Shall assist the Umpire-in-Chief in all of their duties.
- 1.3.4.2 Shall deputise for the Umpire-in-Chief when required.
- 1.3.4.3 Shall be technically qualified in the sports of slow-pitch softball and slow-pitch softball umpiring as recognised by BLU.

1.3.5 **WEB MASTER**

- 1.3.5.1 Shall be responsible for the setting up, design and maintenance of the official website of the BSA.
- 1.2.5.2 Shall be responsible for displaying fixtures, results and league tables, as well as promotion for BSA events and any league notices.

1.3.6 **TOURNAMENT ORGANISER(S)**

- 1.3.6.1 Shall be part of the BSA's Tournament Committee
- 1.3.6.2 In conjunction with the other members of the BSA Tournament Committee they shall be responsible for and shall co-ordinate the various components which go into the staging of a successful tournament, as outlined in section 1.2.1.5.

1.3.7 **TRAINING LIAISON OFFICER**

- 1.3.7.1 Shall arrange venue and dates for indoor pre-season training.
- 1.3.7.2 Shall be the initial point of contact for new players.
- 1.3.7.3 Shall be responsible for the co-ordination of new players and teams.
- 1.3.7.4 Shall assist experienced players looking for teams and teams looking for players.
- 1.3.7.5 Shall assist with over-seeing beginners training (both indoor and outdoor).
- 1.3.7.6 Shall liaise with the coaching officers regarding the development of new players.

1.3.8 **WELFARE OFFICER**

- 1.3.8.1 Shall help league and team personnel understand what their “duty of care” towards children and young people actually means and involves on a day-to-day basis.
- 1.3.8.2 Shall monitor that safeguarding practices are being adhered to by teams in the league.
- 1.3.8.3 Shall **advocate** that Criminal Records Bureau(CRB) Disclosures are used for all personnel regularly involved with children and young people such as coaches and team managers.

1.3.9 **SOCIAL EVENTS CO-ORDINATOR**

- 1.3.9.1 Shall organise and supervise social events as requested by the committee, and shall organise independent events to promote interaction between teams and divisions.
- 1.3.9.2 Shall liaise with social secretaries from all teams to promote the above activities.
- 1.3.9.3 Shall ensure that all events are self-funding, whenever possible.
- 1.3.9.4 Shall keep a true record of all monies received and expended by such events to be submitted to the Treasurer no later than seven days after the event.

1.3.10 **YOUTH DEVELOPMENT OFFICER**

- 1.3.10.1 To encourage slow-pitch softball participation in under 16 years old in schools, colleges, youth clubs and other institutions by provision of qualified coaching and demonstrations.
- 1.3.10.2 To develop teams and individuals within the under 16 category with a long term aim of creating a viable league structure – either within schools or on weekends.
- 1.3.10.3 To liaise with the BSA Coaching officer and the BSA committee for the use of their resource of trained coaches and organisation/finances where applicable.
- 1.3.10.4 To uphold the high professionalism and coaching quality expected of the BSA.

2 REGISTRATION OF TEAMS AND PLAYERS

2.1 For a team to register it must be a valid team:

- 2.1.1 A valid team shall consist of a minimum of ten registered individuals, at least five of whom must be female and at least five of whom must be male.
- 2.1.2 Each player can only be registered to one team.
- 2.1.3 A club must roster 8 core members to the '1st' team (4 male, 4 female). All other members roster to the '2nd' team with a minimum total for the club of 20 members; 10 male and 10 female.
- 2.1.4 A valid team (with the exception of teams in their first year with the BSA) must have at least one qualified umpire (BLU or BASU) identified on their roster for the duration of the season.
 - 2.1.4.1 School or other youth teams, (ie where the majority of players are under 18) are not required to have a qualified umpire 'rostered' to their team. They must however have a 'nominated umpire' throughout the season, who will umpire games on the team's behalf. This 'nominated umpire' may be rostered to play for another team, as long as they are not the only rostered umpire for that team. The responsibility of providing an umpire for the relevant games remains with the school or youth team.
 - 2.1.4.2 Failure to maintain a rostered umpire, or in the case of youth teams a 'nominated' umpire, may result in a team being suspended from league games until the situation is resolved.

2.2 All teams must be registered annually with the BSA by 1st March each year, by paying their fees to the treasurer.

2.3 All teams must be rostered two weeks before the start of the season, giving the following details:

- 2.3.1 The name of the team.
- 2.3.2 Details of the team representative, or representatives:
 - 2.3.2.1 Full name
 - 2.3.2.2 Date of birth
 - 2.3.2.3 Contact details (home address, phone no. and email)
- 2.3.3 Details of all existing team players:

2.3.3.1 Full name

2.3.3.2 Date of birth

2.3.3.3 Where possible contact details (home address, phone no. and email)

2.4 Any changes, additions and deletions to the registered details above, which are made during the season, must be submitted to the Communications Officer and the Results Officer, with changes highlighted.

2.5 For the purposes of applying any rules specific to a 'new team', we define a new team as follows:

2.5.1 A team of players new to BSA. They may be either new to the sport or just new to the league.

2.5.2 Players who have left their existing team or teams to start a new team. However, their old team must still be a registered BSA team in the new team's first season.

2.5.3 An existing BSA team that has retained no more than four players from their roster of the previous season. This team will be required to change its team name from the one used in the previous season.

2.6 Kit for new teams

2.6.1 The BSA will make available to new teams in their first season the BSA coaching equipment should they need it for matches and training.

2.6.2 Use of any equipment from the BSA coaching equipment must be agreed in advance with the a BSA Coach or the Development Officer

2.6.3 Any equipment from the BSA coaching equipment that is used must be returned immediately after the match or training session has been completed unless permission has been received from the BSA Coaching Officer or the Development Officer.

2.6.4 It is the responsibility of the player or the team that is borrowing the equipment to ensure that the equipment is looked after and they shall be financially responsible for the replacement of any equipment that is borrowed and subsequently lost or damaged.

2.7 Captains' Pack

2.7.1 The following items are available on the BSA website:

2.7.1.1 A score sheet

2.7.1.2 An instruction guide for the captain

2.7.1.3 A copy of the *Constitution*, and the *Standing Orders* and Rules

2.7.1.4 A guide to the basic rules of slow-pitch softball

2.7.2 At least two legal slow-pitch softballs will be provided to team captains at the beginning of each season.

2.8 TRANSFER OF PLAYERS

2.8.1 Any registered individuals may apply to the BSA Committee for a transfer to another Team or Club subject to the following considerations:

2.8.1.1 That in the opinion of the committee, the transfer will not cause a team to be unable to field a side to fulfil its scheduled fixtures based on its most recent roster.

2.8.1.2 Transfer of players will only be allowed before the last 5 playing weeks of the season.

2.8.1.2.1 Transfer of players after this deadline will only be permitted with committee approval.

2.8.2 Transfers will be deemed to take place at midnight of the Sunday following the notification. (Players may not transfer mid-week and play twice in one week as rostered to each team). Updated rosters must be received from the two teams involved in the transfer prior to the player being allowed to play as a rostered player for their new team.

2.8.3 Changes to the core 8 '1st' team players within a club have to follow the same rules of transfer and any change must be for a minimum of 4 weeks.

2.8.4 Failure to notify the General Secretary or the Communications Officer of additions to the roster; either a change in team representative, their details, or a transfer of players shall be deemed a **category 3** offence by the team receiving the player.

2.9 RESTRICTIONS ON PLAYING

2.9.1 The minimum age for participation in the adult co-ed league or any tournaments under the responsibility of the BSA shall be 16 years of age, or 14 to 16 years of age with written parental/guardian permission given to the General Secretary.

2.9.1.1 Any player aged under 18 must wear a batting helmet when their team is at bat and they are anywhere within the dead ball lines (eg batting, running the bases, base-coaching or picking up bats). When playing an infield position they must wear a gum shield and, if playing catcher, they must also wear a catchers' mask.

- 2.9.1.1.1 The BSA will make batting helmets available to players, to be borrowed from and returned to the storage cupboard after every match.
 - 2.9.1.1.2 Failure of an under 18 player to wear the required safety equipment will, after a warning, result in the player being ejected from the game.
 - 2.9.1.1.3 Failure of an under 18 player to wear a batting helmet when batting/running, will also result in that player being called out.
- 2.9.2 A pregnant female is not permitted to participate in the game of softball within the BSA. If it is brought to the attention of the umpire whilst the game is in progress, she will be deemed to be an **illegal player** under Rule 4 Sections 7 and 8 of the *ISF Official Rules of Softball*.

3 COMMUNICATIONS

3.1 E-MAIL

- 3.1.1 All e-mail addresses provided to the BSA are confidential information and should not be used for personal use.
- 3.1.2 No member shall use the e-mail address other than to convey slow-pitch softball related information.
- 3.1.3 Members wishing to send communications to members other than their own team must send to the Communications officer for general distribution.
- 3.1.4 No member shall abuse, libel or defame another member of the BSA or national body.
- 3.1.5 Members are expected to use their discretion when using members work e-mail addresses, unless otherwise instructed by that member.
- 3.1.6 Lack of adherence to **Section 3.1** of these *Standing Orders* and Rules shall be a **category 3** offence.

4 FEES

4.1 AFFILIATION FEES

- 4.1.1 The affiliation fee(s) will be determined by the committee prior to the first captains' meeting of each year, at which the fee will be announced.
- 4.1.2 An affiliation fee must accompany all new and renewed applications for membership of the BSA each year.
- 4.1.3 A 30% deposit can be paid in advance to indicate a *new* team's intention to join, so as to reserve the highest available position in the league.
 - 4.1.3.1 This deposit is only refundable up until the 1st March
- 4.1.4 Failure to pay affiliation fees by 1st March each year (or to register the team according to **section 2**) may result in immediate suspension or termination of membership as determined by the committee, in accordance with **section 4** of the *Constitution*.

4.2 CANCELLATION OF MEMBERSHIP

- 4.2.1 Should a team wish to withdraw their membership before 1st March, they are entitled to a full refund. If they withdraw between the 1st March and the official date for the start of season, they are entitled to a 70% refund.
- 4.2.2 Should a team wish to withdraw their membership after the official date for the start of season, they will not be entitled to any return of monies.

5 SANCTIONS

5.1 INDIVIDUAL

5.1.1 Sanctions to be categorised according to the seriousness of the infraction as follows, the sanctions being those available for each category.

Category	Sanction Range
1	Any or all of: disqualification, suspension for one season, suspension for more than 7 games
2	Suspension of between 2 and 8 games
3	Either or both of: suspension for fewer than 3 games, a written caution

5.1.2 More than two written cautions for any individual in any 3 month period during the year shall constitute a **category 2** offence.

5.2 TEAM OR CLUB

5.2.1 Sanctions to be categorised according to the seriousness of the infraction as follows, the sanctions being those available for each category.

Category	Sanction Range
1	Any or all of: disqualification, suspension for one season, suspension for more than 7 games
2	Any or all of: suspension for fewer than 8 games, deduction of league points, overturning of game results.
3	Any or all of: deduction of league points, overturning of game results, written caution

5.2.2 More than two written cautions for any team in any three-month period during the year shall constitute a **category 2** offence.

5.3 PROCEDURE FOR IMPOSING SANCTIONS

5.3.1 When there is considered to be an infraction of the *Standing Orders* or the Code of Conduct which may require a sanction to be applied, the relevant member of the committee must be advised.

5.3.1.1 The **Chairperson, General Secretary and Communications Officer** must be advised of *all* potential sanctions.

5.3.1.2 The **Umpire-in-Chief** must also be advised of potential sanctions to do with umpiring.

- 5.3.1.3 The **Results Officer** must also be advised of potential sanctions involving the use of illegal players in a match or forfeited games.
- 5.3.1.4 The **Fixtures Officer and Results Officer** must also be informed of potential sanctions involving re-arranged fixtures or fixtures that have not been played.
- 5.3.2 Team captains must be advised of any potential sanctions that may be imposed on their team, or an individual(s) rostered to their team.
- 5.3.3 The individual or persons who have a sanction pending against them must be informed of the issue.
- 5.3.4 A pending sanction cannot be applied until it has been reviewed and ratified by the committee.
 - 5.3.4.1 The individual, persons or team captain involved in the sanction can present a defence against the sanction in writing or can attend the committee meeting where the sanction is due to be reviewed.
 - 5.3.4.2 The individual(s) and team captain involved in the sanction will be advised of the committee's decision prior to the penalty being imposed.

6 CONDUCT

6.1 INDIVIDUAL CONDUCT

- 6.1.1 Assault of a player or official, on or off the pitch, shall be deemed a **category 1** offence by the individual.
- 6.1.2 Serious verbal assault, including threats, on or off the pitch, of a player or official shall be a **category 2** offence.
- 6.1.3 Continued or sustained abuse of a player or official, on or off the pitch, shall be a **category 3** offence.
- 6.1.4 Coercion or forcing of any member of the sport, where such member is incapacitated by means of age, disability, mental state or any other reason, into inhuman, degrading or illegal activities, including, but not limited to sexual abuse, shall be deemed a **category 1** offence by the individual.
- 6.1.5 Conduct by individuals identifiable as members of the BSA, where such conduct is damaging to the good name of the sport shall be deemed a **category 3** offence.
- 6.1.6 Where such conduct is seen to have lasting negative consequences it shall be deemed to be **category 2** offence.

6.2 TEAM CONDUCT

- 6.2.1 Complicity with unacceptable player conduct as outlined above shall be deemed a **category 3** offence for the team.
- 6.2.2 Co-ordinated or prolonged intimidating behaviour shall be a **category 3** offence.
- 6.2.3 Non-co-operation with reasonable demands by an Umpire in connection with the officiating of a game shall be deemed a **category 3** offence.
- 6.2.4 Conduct by individuals identifiable as members of the BSA, where such conduct is damaging to the good name of the sport shall be deemed a **category 3** offence.
- 6.2.5 Where such conduct is seen to have lasting negative consequences it shall be deemed to be **category 2** offence.

6.3 REPEATED OFFENCES

- 6.3.1 Repeated **category 3** offences by a team or individual shall be deemed a **category 2** offence, with the proviso that any such sanctions imposed for repeated offence shall be imposed in addition to, and not concurrently with, any other sanctions imposed.

7 PROTESTS AND DISPUTES

7.1 PROTEST AND DISPUTE PROCEDURES

- 7.1.1 Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgement on the part of an umpire. Examples of protests that will not be considered are given in the ISF Official Rules of Softball manual, Rule 9, Section 1, Article A to O.
- 7.1.2 There are three types of protests:
- 7.1.2.1 Misinterpretation of a playing rule: Protest must be made before the next pitch, or before all infielders have left fair territory, or if on the last play of the game, before the umpire(s) leave the playing field.
 - 7.1.2.2 Illegal player: Protest must be made while they are in the game and before the umpires leave the field.
 - 7.1.2.3 Ineligible player: Protest can be made any time during the game. Eligibility is the decision of the Protest Committee.
- 7.1.3 Any team captain wishing to lodge a protest must notify the plate umpire that the game is being played under protest. The plate umpire shall in turn notify the opposing team captain.
- 7.1.4 To aid in the correct determination of the issue, all interested parties shall take notice of the information, details and conditions surrounding the decision to protest.
- 7.1.5 They must play through to the game's conclusion.
- 7.1.6 A written protest must be issued to the Umpire-in-Chief within seventy-two hours from the time the protest was lodged. The written protest should contain the following information:
- 7.1.6.1 The date, time and place of the game.
 - 7.1.6.2 The names of the umpire(s) and scorers.
 - 7.1.6.3 The rule and section of the official rules or local rules under which the protest is being made.
 - 7.1.6.4 The information, details and conditions pertinent to the decision to protest (e.g. score sheets or other relevant information).
 - 7.1.6.5 All essential facts involved in the matter protested.

- 7.1.7 Within 14 days of receiving the protest, the Umpire-in-Chief shall render a decision based on the *ISF Official Rules of Softball* manual, the BSA-specific rules as detailed in these standing orders or the *Constitution*.
- 7.1.8 If the team or individual remains dissatisfied with the decision of the Umpire-in-Chief, they must, within thirty-six hours, instruct the senior officer to take the dispute to the Protest and Disputes Committee.

7.2 PROTESTS AND DISPUTES COMMITTEE

- 7.2.1 Shall consist of three committee officers appointed by the committee, other than those connected with the teams or individuals concerned in the lodged dispute. Where possible, the Umpire-in-Chief should be appointed to the committee. The committee shall:
- 7.2.1.1 Hear and adjudicate on all matters brought before it by the Umpire-in-Chief and determine all other matters and disputes which may be referred to it and impose such penalties as it sees fit.
 - 7.2.1.2 All protests and disputes referred to this committee shall be heard within fourteen days and settled within twenty-one days of notice of being given.

7.3 INDEPENDENT REPRESENTATIVES

- 7.3.1 All teams will be required to provide a representative to be available for disciplinary hearings, according to a schedule, which will give at least two weeks' notice.
- 7.3.2 Every effort will be made to ensure that all teams contribute equally in this regard.
- 7.3.3 Failure to supply an individual for such purposes will be deemed a **category 3** offence.

8 LEAGUE STRUCTURE & SCHEDULING

- 8.1 Each division shall consist of a minimum of 6 teams.**
- 8.2 The format of all league fixtures shall be defined by the Fixtures Officer, in conjunction with the Management Committee, prior to the commencement of the season.**
- 8.3 The Management Committee reserves the right to adjust the format of the league fixtures once the season has commenced.**
- 8.4 All fixtures are the property of the Management Committee.**

NB: For guidelines on postponed and terminated games, please refer to section 13.

9 ALLOCATION OF LEAGUE PLACES

- 9.1 The league points awarded for a win shall be five, for a loss shall be two and for forfeits shall be zero (with the forfeiting team's opposition taking five points).
- 9.2 In the event of teams being tied on points at the end of the season, the following criteria will be applied:
- 9.2.1 Record of head-to-head games between the teams concerned (the team, or teams, with the best record against the other teams concerned is the ranked highest).
 - 9.2.2 The teams shall be ranked in the order of number of games forfeited head to head (ie if one team has forfeited more than the other, they rank lower than the other(s))
 - 9.2.3 If the teams concerned are tying for a winning, promotional or relegation position, there will be a **play-off game** (see below). If not, see 9.2.4.
 - 9.2.3.1 A week for play-off games will be built into the season's fixtures, with the normal day of the week set for each division. If the play-off week ends up being required as a catch-up week for the division concerned, any play-off games will be played in the following week. Games will take place at the usual league venue if possible. Otherwise the committee will find and agree on a suitable alternative venue.
 - 9.2.3.2 The Umpire in Chief will assign an umpire (or umpires) for the game, and the game will be subject to BSA standing orders. However the home team will be decided by coin toss.
 - 9.2.3.3 Each team will provide one men's and one ladies' ball for the game.
 - 9.2.3.4 No extra ringers will be granted for these play-off games.
 - 9.2.3.5 If one team is unable to field a side, they will forfeit the game.
 - 9.2.3.6 If both teams are unable to field a side, or if bad weather prevents the game from being played, refer to 9.2.4
 - 9.2.4 The teams shall be ranked in order of runs conceded in head to head games only (the team with the least runs conceded wins).
 - 9.2.5 If teams are still tied, they shall be ranked in order of runs conceded across all the season's fixtures (the team with the least runs conceded wins).
 - 9.2.6 If teams are still tied, the rankings will be decided by coin toss, at which a rep for each team and a committee member must be present.

9.3 PROMOTION

9.3.1 Promotion is awarded to the top two teams in each division, with the exception of the top division.

9.3.1.1 A team that has qualified in second place may apply to the committee to remain in their original division. This application will only be reviewed by the committee if another team has agreed to take their promotion place, and teams must be approached by their TLS, from highest to lowest, as defined in 9.5.1 below.

9.3.1.1.1 Teams wishing to make such an application must do so by the end of October that year.

9.3.1.2 A team may only decline promotion once in a three-year period.

9.3.1.3 A team that has achieved a promotion position, but does not want to accept the promotion and cannot find a team to replace them, will have to accept whatever position is allocated to them.

9.4 RELEGATION

9.4.1 The bottom two teams in each division shall be relegated, except in the bottom division.

9.5 SEEDING

9.5.1 All teams are seeded at the end of the season, which shall correspond to their team league standing (TLS) going forward to the following year. The promoted/relegated teams are seeded with the other teams from highest to lowest as follows:

- Lower division winners
- Lower division runners up
- Upper division second-to-last
- Lower division third place
- Upper division bottom

9.5.2 Any team or club registering on or before the registration date shall be offered a league position in accordance with their TLS.

9.5.3 Once the registration date of the 15th March has passed, the committee reserves the right to allocate any vacant position according to the following procedure:

9.5.3.1 The team with the next highest seeding below the vacant position shall be allocated the position.

- 9.5.3.2 Should the next highest team not wish to accept this position, the position shall be offered to the next subsequent team below them, and so on through the TLS until a team accepts the position.
- 9.5.4 Any team joining for the first time shall be offered the first available TLS at the bottom of the league until all places are allocated.
- 9.5.5 Any existing team who has failed to re-affiliate by the registration date, and so lost their TLS, must subsequently affiliate as a new team and shall therefore be offered the first available TLS at the bottom of the league until all places are allocated.
- 9.5.6 Positions will be allocated to teams in the order in which they satisfy the affiliation criteria.

10 UMPIRING

10.1 Definition

10.1.1 A BASU-qualified umpire is someone who has met the qualification criteria as defined by BASU.

10.1.2 A BLU-qualified umpire is someone who fulfils one of the following criteria, and has confirmed the qualification by passing an on-field assessment within the last two years.

10.1.2.1 Has passed a 1-day BLU slow-pitch softball umpire course within a valid timeframe. First qualification lasts two years, subsequent re-qualifications last four years.

10.1.2.2 Has taken a BASU course in the last two years, failed the BASU grading but passed as a BLU. First qualification lasts two years, subsequent re-qualifications last four years.

10.1.2.3 Has previously qualified as a BASU but that qualification has expired within the last two years.

10.1.3 Impersonation of a qualified umpire shall be deemed a **category 3** offence.

10.2 Every team affiliated with the BSA shall be responsible for supplying at least one qualified umpire (BASU or BLU) to umpire games as allocated by the Fixtures Officer. The responsibility is as follows:

10.2.1 First division teams shall umpire third division games

10.2.2 Second division teams shall umpire first division games.

10.2.3 Third division teams shall umpire second division games.

10.2.4 Teams new to the BSA do not have to provide an umpire in their first season.

10.2.5 The Umpire in Chief may rearrange the umpiring duties as outlined in 10.2.1 to 3 to cover the umpiring requirements of the league.

10.2.6 A team representative may call upon any qualified umpire from any other team to umpire their allotted game, given sufficient notice.

10.2.7 Failure to supply a qualified umpire is a **category 3** offence (double-headers counts as one offence)

10.3 Each umpire shall be paid their fee before the start of the game. Each team shall pay equal amounts to each umpire. The Umpire(s) shall be paid fees according to their level of qualification:

10.3.1 An umpire who is BASU qualified shall be paid the fee of £16.00 (sixteen pounds), split between the two teams.

10.3.2 An umpire who is BLU-qualified shall be paid the fee of £10.00 (ten pounds) split between the two teams.

10.3.3 If more than one umpire officiates a game, the maximum combined fee for those umpires is £20 (twenty pounds), i.e. £10 per team.

10.3.4 Failure to pay a qualified umpire shall be a **category 3** offence.

10.4 A list of all qualified umpires will be available on request from the Umpire-in-Chief or Communications Officer

10.5 The responsibilities of the umpire(s):

10.5.1 Shall wear a blue cap

10.5.2 Shall collect the *official score card* from the storage area within the Watsons Pavilion.

10.5.3 Shall ensure the team captains complete the *official score card* as per section 14.

10.5.4 Shall be ready to start the game between 18:30 and 18:50 hours, once the teams are also ready.

10.5.5 Shall complete the umpire section of the *official score card* at the end of the game as per section 14 of these *Standing Orders* and Rules.

10.5.6 Shall return the *official score card* to the collection point in the cricket club bar.

10.6 In the event of no umpire being present:

10.6.1 An umpire shall be requested from a field where there are two umpires (if applicable).

10.6.2 A non-participating qualified individual from a different team should be requested.

10.6.3 In both situations, the umpire stepping in at the last minute will be paid normal umpiring fees from the teams they are umpiring.

10.6.4 If no qualified umpire can be found, the game should be rescheduled.

10.6.5 In all circumstances, the following information shall be recorded on the official score card:

10.6.5.1 The name of the team who was responsible for supplying a qualified umpire for the game.

10.6.5.2 The name(s) of the agreed stand-in umpire (or 'shared' where umpiring duties are alternated).

10.6.5.3 The team captains shall then inform the Results Officer and the Umpire-in-Chief within 24 hours.

10.7 The Umpire-In-Chief or Deputy Umpire-In-Chief can intervene in any game where they consider a change of umpire may be required. This could be due to, but is not restricted to, difficult and disruptive teams, inexperienced teams or umpires, or due to an injury to the umpire. They can either umpire the game themselves or appoint another umpire to take over the game.

11 EQUIPMENT

11.1 It is the responsibility of the home team:

11.1.1 To collect the bases in good time before the game.

11.1.2 To supply two 11" and two 12" legal, white or yellow optic, slow-pitch softballs.
Failure to do so is a **category 3 offence**.

11.1.3 To return the bases in good order at the end of the game.

11.2 It is the responsibility of both teams.

11.2.1 To ensure their team members have one legal softball glove or mitt for each player.

11.2.2 To ensure all players are wearing legal footwear. The preferred footwear is a pair of official softball (not fast-pitch) cleats. However, the use of rubber moulded stud football boots is allowed. All types of plastic or metal studs, whether fixed or screw-in, are illegal. All other footwear is at the discretion of the umpire so long as the footwear complies with ISF Rule 3 Section 5.

11.2.3 To wear the minimum standard of uniform, which shall be a common-coloured t-shirt for each player on the team.

11.3 Banned bats – BSA follow the ASA list of banned bats.

NB. Please also refer to section 14 on making use of the *official score card*

12 PLAYING RULES

12.1 All ISF Rules are in force; contravention of which is deemed a **category 3 offence. The following BSA exceptions apply:**

- 12.1.1 Teams may begin a match with just nine players (5 of one sex, 4 of the other). If one of the teams does not have nine players by 18:50, the game is forfeit and the points go to the opposition.
- 12.1.2 If neither team is ready by 18:50 hours, the first team to meet the minimum requirements (nine players) shall be declared the winners. In the event of neither team having the required number by 19:10 hours, a double forfeit shall apply.
- 12.1.3 Bases do not have to be spiked or pegged down.
- 12.1.4 Marked out pitches: the playing field shall be laid out and marked as specified under the ISF Rule 2 with the following exceptions:
 - 12.1.4.1 All sections containing references to boundary fencing, ground fencing, home run restrictions or limitations are not applicable.
- 12.1.5 Team uniform guidelines are not in force but are superseded by local BSA rules. (See 11.2)
- 12.1.6 The runs ahead rule (the mercy rule): ISF Rule 5 Section 5, shall apply in full. If both teams want to continue on an unofficial basis, they may do so, but no further runs can be officially scored.
- 12.1.7 **Ringers:** players who are rostered to another BSA team.
 - 12.1.7.1 A team may use up to two ringers per game, and a maximum of five per season.
 - 12.1.7.1.1 If a team uses a ringer on a double-header night, this will only count as one of the possible five ringer allocations.
 - 12.1.7.2 It is the responsibility of the team captain to notify the Communications Officer of any additional team member as described in **Section 2.4** of these *Standing Orders*.
 - 12.1.7.3 Any ringers listed in the substitutes, even if not played, will still count towards total tally of ringers played per game / per season.
 - 12.1.7.4 Unrostered players listed on the official score card for a match (even if only listed as substitutes), are classed as ringers. To not count as a ringer, they must be rostered within the 7 days following the match.
 - 12.1.7.5 Ringers can only play catcher, pitcher or right field

- 12.1.7.6 Division 1 players cannot be ringers for division 3 teams
- 12.1.7.7 All ringers must be marked with an ® (the letter “R” in a circle) against their name on the *official score card*
- 12.1.7.8 One or two ringers are allowed in a 5 and 5 or a 5 and 4 line-up. Just one ringer can be used in a 6 and 6 line-up and only if that ringer is the pitcher.
- 12.1.7.9 If more than the permitted number of ringers are played in the same game, the team forfeits the game 7-0 and gets no points.
- 12.1.7.10 If a team exceeds the 5 ringers permitted in a season and they play further ringers, then that game will be deemed a forfeit against the offending team.

12.2 COURTESY RUNNERS

- 12.2.1 The batter must bat and reach first base (and no further) before he or she can be replaced with a courtesy runner.
 - 12.2.1.1 If dead ball is called and the batter is awarded further bases, the courtesy runner may claim these.
- 12.2.2 A batter can only be replaced *after* 1st base if they've suffered an injury during that play.
- 12.2.3 The replaced batter cannot be a courtesy runner for another player in that innings.
- 12.2.4 Any player on the line-up of the *official score card*, including substitutes, may be used as a courtesy runner.
- 12.2.5 They must be of the same sex as the runner they are replacing.
- 12.2.6 A courtesy runner can only be used with the permission of the opposition captain. The defensive team may refuse a courtesy runner before he or she replaces the runner.
- 12.2.7 A team can have unlimited courtesy runners. However, a player may only be a courtesy runner for one other player in the same innings. If a player runs for a second player in the same innings, he or she will be called out and removed from the base.
- 12.2.8 A courtesy runner who is up to bat whilst on a base will be called out and cannot be replaced.

- 12.3 In all cases where any doubt occurs on whether a BSA rule applies, the umpire present shall have the final say. The team may still follow the protests and disputes procedures as directed under section 7.**
- 12.4 An incident form must be filled out for any injury that requires first aid and/or later medical attention as a direct result of an incident during a BSA league fixture, tournament or BSA training. This is the responsibility of the captain, or their delegate if required.**

13 CANCELLING & TERMINATING GAMES

13.1 TEAMS CANCELLING GAMES

13.1.1 No team(s) may reschedule a fixture. If a team cannot play a scheduled fixture, they must cancel and forfeit the points, notifying the opposing captain and umpire by 6:30pm the night *before* the match (an email at 6:29pm is acceptable).

13.1.1.1 If both teams inform each other that they have to forfeit simultaneously, each scores zero points and each are responsible for informing the umpire.

13.1.1.2 Failure to inform the opposing team or umpire according to the above terms is a **category 3 offence**.

13.1.1.3 Failure to inform the umpire according to the above will mean that the umpiring fee is still payable, either by the forfeiting team or split between both if both teams forfeit and neither informs the umpire.

13.2 POSTPONEMENTS/NON-STARTERS ON GAME DAY

13.2.1 Postponements may be made by the Management Committee, due to bad weather or extreme circumstances, as deemed necessary.

13.2.1.1 Bad weather - matches will not be called off before 2pm. The decision to cancel a game due to bad weather shall be made as follows:

13.2.1.2 Bad weather – if there is rain before 4pm, decisions will be made between 2pm and 4pm by the grounds man.

13.2.1.2.1 The Communications Officer will contact the grounds man, to ascertain the situation and will then inform BSA committee, all umpires and all captains due to play that evening. This will be done by email, to the addresses supplied on the team rosters.

13.2.1.2.2 If games have been called off before 4pm, but it clears up after 4pm, games will remain cancelled.

NB – Individuals should check the situation with their team captain. Team captains should contact the Communications Officer directly.

It is the captain's responsibility to make sure that all their team has been informed when games are cancelled. The home team captain should also check that the umpire knows the game is called off too.

13.2.1.3 If it rains after 4pm, everyone should still turn up ready to play.

13.2.1.3.1 All the umpires will get together and make a joint decision as to whether games should be played or not.

13.2.1.4 Games that have been postponed due to bad weather shall be rescheduled for an alternative date by the Fixture Officer. This will become the new official fixture date, subject to the rules in this section (13).

13.2.2 Teams must have a minimum of nine players to start – see 12.1.1 and 12.1.2.

13.2.3 Teams must finish the game with the required number of players (at least 9 if starting with 10 players and at least 11 if starting with 12). Failure to finish the game with this number of players will result in a forfeit and the points awarded to the opposition.

13.2.3.1 If a team has to forfeit due to injury (ie not having enough players to continue as per above) they still earn the two points for turning up to the game.

13.2.4 An ejected player must be replaced. If not, the offending team is obliged to forfeit.

13.2.5 Payment to the umpire(s) will still be due on a terminated/forfeited game.

13.2.6 Forfeited games may not be appealed.

13.3 TERMINATION OF GAMES DURING PLAY

13.3.1 Lightning- at the first sight of lightning, the umpire shall stop the game and all players must return to the clubhouse.

13.3.1.1 If after 15 minutes there's no further lightning then games will resume.

13.3.1.2 If after 30 minutes there's still lightning then games will be abandoned. See below for if the game is regulation or has to be replayed.

13.3.2 The decision to terminate a game during play, due to other bad weather, failing light, or whatsoever reason, shall be accorded to the Umpire under the ISF Rule 5 Section 3 Article C and E.

13.3.2.1 A game shall be regulation if five or more innings have been completed or, if after the away team has batted in the 5th, the home team is still ahead of the away team. The score shall stand.

13.3.2.1.1 Regulation game: If the game is terminated part way through the top of an innings, or part way through the bottom of an innings and the team second at bat has scored fewer runs, the score shall revert back to the last complete innings.

- 13.3.2.2 If a regulation game is tied, the score shall revert back to the last complete innings to achieve a result, until the game is no longer a regulation game.
- 13.3.2.3 If the terminated game is *not* a regulation game, it shall be replayed from the beginning. Original line-ups may be changed when the game is replayed.
 - 13.3.2.3.1 It is the responsibility of the home team representative to organise the following. Failure to do so will result in a forfeit by the home team.
 - 13.3.2.3.1.1 To book a field through the Fixtures Officer.
 - 13.3.2.3.1.2 To inform the away team representative of where and when the rescheduled game is to take place.
 - 13.3.2.3.1.3 To contact the umpiring team to umpire the terminated game.
 - 13.3.2.3.2 Umpire fees for the rescheduled game will be required as stated in **Section 10.4** of these *Standing Orders* and Rules.
 - 13.3.2.3.3 Should the umpiring team representative be unable to umpire a rescheduled game, it is the responsibility of the umpiring team to find a replacement, and shall follow the same guidelines as stated in Section 10.2.
 - 13.3.2.3.4 Failure to play the rescheduled game shall be deemed a forfeiture by the offending team(s).

14 OFFICIAL SCORE CARD

14.1 The *official score card* of the BSA should have the following features:

- 14.1.1 Shall be A4 card, printed in indelible ink, with the title 'Official Score Card'
- 14.1.2. Shall display the logo of the BSA.
- 14.1.3 Shall have a reminder to PRINT all information in ink.
- 14.1.4 Shall have an area for the date and an area for the pitch number to be entered.

14.2 The score card shall contain the following area to be completed by each team for their respective area (home or away):

- 14.2.1 An area to enter the team name
- 14.2.2 An area to list the full names of the team line-up, in the order in which they will bat.
 - 14.2.2.1 Any ringers should be indicated by means of an R in a circle by their name, and this should be highlighted to the opposing captain.
- 14.2.3 An area to enter any substitutes they will be playing at the bottom of the line-up.
- 14.2.4 An area to mark any home runs scored by a player during the match.
- 14.2.5 An area for one male and one female MVP from each team for the game, to be chosen by the opposing team captains.

14.3 The score card shall contain the following areas to be completed by the umpire(s):

- 14.3.1 An area for the match results including the score for each inning.
- 14.3.2 An area for the umpire to print his name, print the name of the team that he represents, to sign his name
- 14.3.3 Mark each team's dress and conduct.

15 RULES FOR PLAYING AS A CLUB

15.1 Roster requirements see 2.1.3

15.2 Any player from the '2nd' team playing for both teams in the same week has to be declared a ringer for one of the games

15.3 Changes to the core '1st' team players see 2.8.3