

**\$9.95**

# **USA SOFTBALL PROCEDURAL MANUAL**

# **2018**

# **USA SOFTBALL™**

This copy of the USA Softball Procedural Manual became effective on January 01, **2018**. USA Softball does have the authority to make emergency changes from time to time and highly recommends that you review the official copy of the USA Softball Procedural Manual which can be found on the USA Softball website at [WWW.USASOFTBALL.COM](http://WWW.USASOFTBALL.COM). In the event a conflict in language between this printed version of the Procedural Manual and the version on the internet, the official copy of the USA Softball Procedural Manual found on the USA Softball website controls. If there is incorrect information regarding this Procedural Manual published or issued via voice, written, electronic or any other form of communication, whether by USA Softball personnel or not, the provisions and intent of the Procedural Manual found on the website will always prevail.

## **PLEASE REVIEW THIS ENTIRE DOCUMENT**

### **USA SOFTBALL CODE PREAMBLE**

#### **WARNING, DISCLOSURE AND DISCLAIMER**

One of the primary purposes of USA Softball's official playing rules (including its equipment standards) and USA Softball's Code is to promote competitive balance and to preserve the integrity of the sport of amateur softball. USA Softball's Official Playing Rules, Code and Procedural Manual would not be considered a guarantee that participants, spectators or others will be safe or free from injury or harm. There are risks and dangers incidental to the game of softball, including specifically (but not limited to) the danger of being injured by thrown bats, thrown balls, batted balls or other objects. Softball poses a risk to its participants, spectators and other persons at or near USA Softball events or practices. Softball is a vigorous team sport at times involving severe cardiovascular stress and violent physical contact. Softball involves certain risk, including but not limited to death, serious neck and spinal injuries resulting in complete or partial paralysis, brain damage and serious injury to virtually all bones, joints, muscles and internal organs, and equipment provided for the protection of the participants may be inadequate to prevent serious injury. It is further disclosed that softball involves a particularly high risk of ankle, knee, head, and neck injury. In addition, participation in USA Softball events may involve activities incidental thereto, including but not limited to, travel to and from the site activity, participation at sites that may be remote from available medical assistance, and possible reckless conduct of other participants. Participants engaging in softball and activities incidental to softball do so with knowledge of the danger involved and agree to accept any and all inherent risks of property damage, personal injury, or death. Parents, family, guests, participants and spectators assume all risk and danger of personal injury, losses, damages to person or property and all hazards arising from, incidental to or related in any way to the game of softball. **DISCLAIMER:** USA SOFTBALL, ITS OFFICIALS, AGENTS, EMPLOYEES, SPONSORS, VOLUNTEERS, CONTRACTORS, LOCAL ASSOCIATIONS AND AFFILIATES ARE NOT RESPONSIBLE FOR ANY INJURY (INCLUDING DEATH) OR LOSS OF PROPERTY TO ANY PERSON SUFFERED WHILE WATCHING, PLAYING, PRACTICING, OR IN ANY OTHER WAY AT OR INVOLVED IN THE GAME OF SOFTBALL FOR ANY REASON WHATSOEVER, INCLUDING ORDINARY NEGLIGENCE ON THE PART OF USA SOFTBALL OR ITS AGENTS, EMPLOYEES, SPONSORS, VOLUNTEERS, THE OWNERS AND LESSORS OF THE PREMISES AND ALL OTHERS WHO ARE INVOLVED AND INCLUDING THE RECKLESS CONDUCT OF OTHER PARTICIPANTS. USA SOFTBALL EXPRESSLY DISCLAIMS ANY AND ALL LIABILITY FOR ANY INJURY OR PROPERTY LOSS RELATED IN ANY WAY TO THE GAME OF SOFTBALL. This warning, disclosure and disclaimer are intended to be as broad and inclusive as permitted by applicable laws. If any portion is held invalid the remainder of the warning, disclosure and disclaimer will continue in full legal force and effect.

## **USA SOFTBALL STRATEGIC PLAN SUMMARY**

**VISION**      **USA Softball will be the standard of excellence in softball**

**MISSION**    **USA Softball is the National Governing Body of softball in the United States.**

**We develop, administer and promote the sport of softball to provide opportunities for participation and the best possible experience for those involved.**

### **VALUES**

- **Teamwork**
- **Fair Play**
- **Common Good**
- **Promotion and Education**
- **Sportsmanship & Civility**

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### **GOALS**

- **Ensure our future success as the leader in softball by improving the leadership and governance of our organization.**
- **Continue and enhance our long standing focus on the player, the quality of the game, quality of service, and overall service.**
- **Be accountable to each other and our sport in our mutual efforts to be the international leader in the sport of softball.**
- **Focus on financial and organization effectiveness that enhances our service, products and image.**
- **Craft effective external and internal connections with our players, officials, parents, affiliates and the public.**
- **Create an internationally recognized, world class venue that meets our needs, and supports our mission and vision.**

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# USA SOFTBALL PROCEDURAL MANUAL

( Adopted January 27, 1977 with amendments through 2018)

## PART 1 ADMINISTRATION

### Article 101 ELECTED OFFICERS.

#### A. **President.**

01. **Term of Office.** The president shall serve a term of two years and is eligible for re-election after being out of office for two years. The two-year term shall begin at the conclusion of the Annual Council Meeting. The president must maintain National Council member status.
02. **Removal.** A president may be removed for just cause by a two – thirds ( 2 / 3 ) vote of the Board of Directors.
03. **Duties.**
  - a. Preside at all sessions of the Board of Directors and Council.
  - b. Direct the policies of USA Softball as established by the Council and the Board of Directors.
  - c. Appoint all committees unless otherwise specified herein.
  - d. Create ad hoc committees necessary to meet the needs of the association.
  - e. Serve as an ex officio member of all committees.
  - f. Coordinate with the Executive Director and Board of Directors the negotiations and execution of all contracts and agreements on behalf of the Association.
  - g. Coordinate and approve the agenda for all meetings of the Board of Directors with the Executive Director.
  - h. Coordinate a mail, email, fax or telephonic vote from the Board of Directors for any expenditure that will exceed a budgetary line item.
  - i. Determine the site of the Board of Directors meetings.
  - j. The President 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 President by two – thirds ( 2 / 3 ) of the members of the respective bodies.
  - k. Delegate duties and authority to the Executive Director.
  - l. Perform such duties as may be necessary for the proper and efficient conduct of USA Softball.

#### B. **President Elect.**

01. **Nominations.** Candidates for president elect shall submit their names to the National Office no later than 30 days prior to the National Council meeting. Presidential candidates must have and maintain National Council member status.
02. **Election.** The president elect shall be elected by a majority vote of the Council.
03. **Term of Office.** The president elect shall serve a term of two years and will become president at end of the two year period.

04. **Removal.** A president elect may be removed for just cause by a two – thirds ( 2 / 3 ) vote of the Board of Directors.
05. **Vacancy.** If the president elect for any reason resigns, is unable to act, or is removed from office or dies, an election will be held at the next Council meeting.
06. **Duties.** Those Duties as prescribed by the President with the approval of the Board of Directors.

C. **Immediate Past President.**

01. **Term of Office.** The Immediate Past President shall serve a term of two years, beginning immediately upon the completion of their term as President.
02. **Removal.** An Immediate Past President may be removed for just cause by a two – thirds ( 2 / 3 ) vote of the Board of Directors.
03. **Duties.** If the President for any reason resigns, is unable to act, is removed from office, or dies, the Immediate Past President will assume the duties of the President.

D. **Regional Vice Presidents.**

01. **Nominations.** Candidates for Regional Vice President shall submit their name to the National Office no later than 30 days prior to the National Council Meeting. Regional Vice President Candidates must have and maintain National Council Member Status and reside within their respective regional boundaries.
02. **Election.** One Regional Vice President shall be elected in each region. The Regional Vice President shall come from the Council members of their respective region and shall be elected by a majority vote of these same Council members. Five ( 5 ) representatives, one ( 1 ) in each of the following regions ( 1, 3, 7, 8, 9 ) will be elected in even years and one ( 1 ) in each of the following regions ( 2, 4, 5, 6, 10 ) will be elected in odd years. This election will take place at the Annual Council Meeting.
03. **Term of Office.** Regional Vice Presidents shall serve a term of two years that shall begin at the end of the last Board of Directors Meeting following the conclusion of the Council meeting.
04. **Removal.** A Regional Vice President may be removed for just cause by a two – thirds ( 2 / 3 ) vote of the region's National Council members or a two – thirds ( 2 / 3 ) vote of the Board of Directors.
05. **Vacancy.** If a Regional Vice President resigns, dies, retires or is otherwise unable to continue, then the vacancy will be filled by a vote of the National Council members of their respective region or by the Board of Directors until the next regional election.
06. **Duties.**
  - a. A Regional Vice President shall represent their Region on the Board of Directors and shall chair their Regional meetings.
  - b. Regional Vice Presidents will file a quarterly report form with the President that addresses any production, ethics and/or compliance issues, or any other issues of the associations in their region.
  - c. Regional Vice Presidents will communicate with the Commissioners in their region on a regular basis.

- d. Assume the duties of the Regional Director, unless the region elects to have two separate positions.

**E. Regional Directors.**

01. **Election.** A regional director from each region shall be elected prior to or at the annual meeting. The regional director shall reside within their respective regional boundaries and come from the National Council members of the respective region and shall be elected by a majority vote of the region's National Council members, local association Junior Olympic commissioners, local association player representatives and local umpires-in-chief.
02. **Term of Office.** Regional directors shall serve a term of two years that shall begin at the conclusion of the annual Council meeting.
03. **Removal.** A regional director may be removed for just cause by a two – thirds ( 2 / 3 ) vote of that region's national Council members, local Junior Olympic commissioners, local player representatives, and local umpires-in-chief or a two – thirds ( 2 / 3 ) vote of the Board of Directors.
04. **Vacancy.** A regional director vacancy due to death, incapacitation, resignation or other reason may be filled by a vote of the Council members, local association Junior Olympic commissioners, local association player representatives and local umpires-in-chief of the affected region.
05. **Duties.** A regional director shall conduct regional business including awarding of the regional tournaments in their region. A regional director will verify that all regional's, national qualifiers, and national championships hosted by their region are listed on [www.tournamentUSAsoftball.com](http://www.tournamentUSAsoftball.com).

**Article 102 BOARD OF DIRECTORS.** The Board of Directors shall be selected regardless of race, color, age, creed, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or ancestry except as may be required by the United States Olympic Committee to ensure adequate athlete representation and female representation of the Board of Directors. The Board of Directors shall be constituted as follows: President, President Elect, Immediate Past President, three female athlete representatives and one male representative elected by the athletes, one at-large member elected annually by the Board of Directors and ten regional vice presidents.

- A. **Duties.** The duties of the Board of Directors shall include, but shall not be limited to the following:
  01. Employ, establish the salary, evaluate, and direct the Executive Director in the general affairs of the USA Softball;
  02. Shall interpret **Article 103, Executive Director** of this Procedural Manual by majority vote;
  03. Consider and make the final determination on commissioner appointments;
  04. Review and take action on any unethical behavior of USA Softball Council members;
  05. Attend to all matters concerning future directions and goals of the USA Softball;
  06. Attend to all matters concerning the annual meeting of the USA Softball;
  07. Review and take such action as the Board of Directors deems necessary or appropriate with respect to any redistricting issues;
  08. Attend to all matters concerning the USA Softball's insurance program;
  09. Attend to all matters concerning the annual budget;
  10. Attend to all business of the USA Softball between annual meetings;
  11. Prepare specifications for championship trophies and awards, review all bids,

- and make final selection of the trophy vendor.
12. Review National Championship Final hosts whose overall rating is less than seventy percent ( 70% ).
  13. Elect annually one ( 1 ) at-large member to the Board of Directors. The gender of this member shall be used to ensure twenty percent ( 20% ) female representation.
  14. Shall establish minimum bid fees for USA Softball Championships.

B. **Meetings.** The Board of Directors shall convene during the annual meeting and may hold such additional meetings as are necessary to conduct the interim business of USA Softball. All meetings are open to Council members except when in ' executive session '.

01. **Site.** The USA Softball President shall determine the site of all Board of Directors meetings.

02. **Notice.** 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 three ( 3 ) 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, by facsimile or by e-mail. Notice shall be deemed given to a Director when deposited in the United States mail or with a reputable delivery service addressed to the mailing address for such Director as shown in the official directory of the Association or such other mailing address as such Director may specify to the Executive Director in writing from time to time, or when transmitted to the facsimile number or e-mail address of such Director as shown in the official directory of the Association or such other facsimile number or e-mail address as such Director may specify to the Executive Director in writing from time to time. 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.

03. **Quorum.** A quorum shall consist of a majority of all eligible voting members of the Board of Directors. Approval of any business before the Board of Directors shall take a minimum of ten ( 10 ) affirmative votes.

04. **Proxy.** Authorization for representation of a Regional Vice President by proxy may be obtained by submitting a request for same in writing to the Executive Director at least one week prior to the date of any Board of Directors meeting. Any proxy request must be approved by a majority of the commissioners within their respective region.

- a. In order for a proxy to be approved, they must be a Council member from the Regional Vice President's own region.
- b. This written proxy is not transferable and is subject to the approval of the Board of Directors.
- c. 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.
- d. A proxy shall receive the financial benefits extended to all other territorial vice presidents.

05. **Agendas and Minutes.** Board of Directors meeting agendas shall be posted on the USA softball website portal no later than seven ( 7 ) days prior



to the meeting date. Board of Directors meeting minutes shall be posted on the USA softball website portal within 30 days following the meeting. Meeting archived minutes shall also be posted on the portal.

- C. **Budget Approval.** At the conclusion of the annual meeting, the Board of Directors shall meet and approve the final budget and it shall be sent to each Council member along with minutes of the meeting.
- D. **Special Meetings.** The president 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 president by two – thirds ( 2 / 3 ) of the members of the respective bodies.
- E. **Mail, Email or Telegraphic Vote.** When ordered by the president, a mail, email or telegraphic vote on any action that might lawfully be taken at any regular meeting of the Board of Directors may be taken. If and when a mail, email or telegraphic vote is taken, the Executive Director shall:
  - 01. Mail, email or telegraph each member of the Board of Directors a clear statement of the question to be decided.
  - 02. Request that the vote be returned at a given date.
  - 03. Close the vote on the date given.
  - 04. Notify all officers of the results of the vote immediately.
  - 05. File and upon request make available to officers copies of the mail, email or telegraphic vote.

**Article 103 EXECUTIVE DIRECTOR.** The title of the chief paid administrator is Executive Director.

- A. **Employment.** The Executive Director shall be employed under the terms of a contract of employment and may be renewed by the Board of Directors at any time, but never for more than eight years from the date of renewal.
- B. **Bond.** The Executive Director shall be bonded at the expense of the Association for the sum of \$1,000,000.00.
- C. **Removal.** The Executive Director may be removed for just cause by a two – thirds ( 2 / 3 ) vote of the Board of Directors.
- D. **Duties.**
  - 01. Manage the National Office of the Association, including the Hall of Fame, and perform such duties and exercise such authority as provided therein and as delegated by the president and/or Board of Directors.
  - 02. Hire, evaluate, discharge or discipline employees.
  - 03. Recommend the salaries of all employees subject to approval of the Board of Directors.
  - 04. Negotiate and execute all contracts and agreements on behalf of the Association except, however, any contract in excess of \$100,000.00 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.
  - 05. Prior to signing the contract for the National Meeting site, the Executive Director or their designees shall conduct an inspection of the facility to determine if suitable.
  - 06. Make the final decision on any interpretation of the Code and Procedural Manual and appoint a qualified interpreter to act in their absence.

**EXCEPTION:** In situations where an interpretation involves the **Article 103** of this Procedural Manual, the interpretation shall be determined by a majority vote of the Board of Directors.

07. Act on behalf of the Association in all matters of emergency that are not covered in the Code and the Procedural Manual.
08. Report to the Board of Directors any commissioner(s) not carrying out their duties as described in the Code and the Procedural Manual.
09. Prepare a preliminary budget request for the following year for presentation to the Board of Directors.
10. Three ( 3 ) days prior to each meeting of the Board of Directors, the Executive Director shall provide to each board member the following:
  - a. An agenda approved by the president.
  - b. A copy of the proposed budget and all necessary background information.
11. 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.
12. Receive prior authorization from the Board of Directors for any expenditure that will exceed a line item's budget. Any emergency overrun must immediately receive post expenditure authorization. Emergency authorization requests shall include an explanation regarding the nature of the emergency. The President shall obtain authorization through a mail, email, fax, or telephone vote of the Board of Directors.
13. Review with a committee consisting of the members of the National Office staff all tournament bids received by July 1 and return unsatisfactory bids to bidding cities by August 15.
14. Shall have the authority to submit Code, Procedural Manual and Playing Rules changes to the Council consistent with **Article 203 ( A )** and **( B )** of this Procedural Manual.
15. All national tournament representatives as required by the USA Softball Procedural Manual will be assigned by a committee consisting of the National Office and the president.
16. May work with the Host Organizing Committee to change the dates for tournaments for good cause.
17. Prepare and send to all commissioners a complete set of all minutes of all matters addressed and actions taken by the Board of Directors and the Equipment Testing Committee within fifteen days of the meetings of the respective groups.

E. **Executive Director Emeritus.** Upon retirement after completion of 30 years of service to USA Softball, the Board of Directors may choose to elect the Executive Director to the position of Executive Director Emeritus.

**Article 104 COUNCIL.** The Council shall be composed of the following members each of whom is entitled to one vote. Council members are selected without regard to race, color, creed, religion, sex, age, sexual orientation, gender identity, disability, veteran status, national origin or ancestry. A council member unable to attend meetings due to illness or disability will be considered an excused absence.

A. **Council Members.** The Association shall have the following classes of Council Membership.

01. Commissioners of each local association.
  02. Regional player representatives.
  03. One additional player representative for each 2,000 teams registered from a local association in the preceding year.
  04. Local Association Junior Olympic commissioners for each association with a **minimum of 100** registered Junior Olympic teams in the preceding year.
  05. Regional umpires-in-chief.
  06. Past Presidents.
  07. Executive Director(s) Emeritus.
  08. Commissioner Emeritus.
  09. Council Member Emeritus.
  10. A representative from each allied and affiliated member.
  11. Elite Athlete representatives.
- B. **Lifetime Pass.** A Council member who has served for five or more years may be given a lifetime pass to USA Softball events when they resign, if approved by the Board of Directors.
- C. **Removal.** A Council member may be removed by two-thirds ( 2/3 ) vote by the Board of Directors for just cause.
- D. **Right to Appeal.** A Council member may appeal their removal to a committee of the USA Softball President, Immediate Past President, Executive Director, Director of Membership, and one ( 1 ) Regional Vice President from their territory chosen by the removed council member. The ruling by this committee shall be final.

**Article 105 COMMISSIONERS.** A local association commissioner is the principal liaison between a local association and USA Softball.

- A. **Association Review and Nomination.** If a commissioner position should become vacated for any reason, a panel consisting of the President, or their designee, the respective Regional Director, or their designee and the USA Softball Executive Director, or their designee and the Director of Membership Services shall:
01. **Association Review.** Determine the viability of the association by conducting an Association review to include but not be limited to the following performance indicators.
    - a. All duties of the Commissioner as promulgated by the USA Softball Procedural Manual.
    - b. The Annual Registration / Assessment Report.
    - c. The Five-Year Registration reports that includes adult and Junior Olympic teams and all umpires.
  02. **Association Review Options.** Based on the findings of the review, the panel shall make a written recommendation to the Board of Directors to:
    - a. Retain the association as it currently stands.
    - b. Retain the association under recommended actions of the committee.
    - c. Merge the association with another existing local association. Remove the association as the local association member for its geographical area and appoint a substitute local association member for that geographical area.
    - d. Merge the association with another existing local association member. The Board shall consider the finding and recommendations of the review and thereafter take action pursuant to a majority vote of the Board. Such action may include retention, removal, removal and

substitution, or merger of a local association member. In such case, the Board's decision shall be final.

03. **Nomination.** The panel shall appoint a temporary commissioner who shall serve until the next meeting of the Board of Directors.

04. **Evaluation.** The temporary commissioner must serve a minimum of six ( 6 ) months prior to being reviewed by the Commissioner's Appointment Committee. The commissioner's performance will be reviewed by the Commissioner's Appointment Committee at the Council Meeting. The committee shall make a written recommendation to the Board of Directors to either make the temporary commissioner interim or permanent, or to reject the temporary commissioner.

B. **Election.** The Board of Directors, by a majority vote, shall either confirm the commissioner for interim or permanent status or reject the temporary commissioner and order another Association Review.

C. **Term.** A commissioner shall serve until they resign or are removed from office.

D. **Duties and Penalties.** The duties of a commissioner are those duties promulgated by the Board of Directors and the Executive Director and shall include but not be limited to the following:

01. Represent the best interest of USA Softball in their association.

02. Remit annually, on or before June 1, registration fees totaling \$1,500.00 or more.

03. Being responsible for all moneys and dues owed to USA Softball. Team and umpire registration fees must be remitted within 30 days of receipt. Failure to do so is grounds for suspension and removal.

04. Awarding and supervising all tournaments in their local association area.

05. Appointing deputy and/or district commissioners, an umpire-in-chief, a Junior Olympic softball commissioner, and such other persons as may be required.

06. Being responsible for the establishment of a USA Softball championship play classification code to determine team and/or player classifications to be used in the local association ( See **Article 307 ( A ) Team Classifications of Championship Play** of the Code ).

07. Coordinating an annual meeting of the local association, and filing with the Executive Director, within thirty ( 30 ) days after the meeting or prior to December 31, of the current year, a complete report of this meeting on a form supplied by the Executive Director.

08. Associations shall submit copy of appropriate IRS Form 990 by the date including extensions as required by the IRS.

09. Enforcing and abiding by the rules and regulations of USA Softball in their local association area as promulgated by the Code and this Procedural Manual.

10. Commissioners that host regional, territory, and national qualifying tournaments are responsible to see that advancing team's rosters and affidavits are forwarded to the National Championship Finals.

11. Commissioners whose association is hosting a National Championship Final must turn in all financial reports.

12. No commissioner is eligible for office in this Association or may be elected as a commissioner or receive travel or hotel remuneration to the annual meeting, unless all duties as set forth in **Article 105 ( D )** of this Procedural Manual have been fully performed.

13. Each local association shall file with the National Office, no later than May 31st of each year, a listing of all championship tournaments ( excluding sub

district, district, county ) to be held in the commissioner's association during the current year.

14. All regional, territory, national qualifying tournaments and all championship finals tournaments will use [www.tournamentUSASoftball.com](http://www.tournamentUSASoftball.com) .
15. Each local association shall have an active, up to date website maintained throughout the calendar year. At minimum, the website should include the following content areas: tournaments, local and national; contact information, local and national; registration information for adult and Junior Olympic teams/individuals and umpires; insurance; equipment standards; ACE and background check information; and a link to national USA Softball website. (Suggested details to include in each content area may be found on the Communication Committee's website review check list, which is updated annually.)
16. Each Commissioner shall ensure that a background check is preformed annually by January 1st on every council member within their association.

**E. Restricted Activities.**

01. No sporting goods manufacturer, dealer, representative or employee thereof may hold office or serve as commissioner in this Association without full disclosure and approval of the Board of Directors.
02. No person affiliated with a competing softball association is eligible for office or to serve as a local commissioner. The Board of Directors of USA Softball has the final decision regarding the definition of a competing association.
03. No local association commissioner may umpire at a state, regional or National Championship Final hosted within their own local association.
04. A commissioner may serve only in an advisory capacity with a local association or as its secretary and/or treasurer.
05. No local association commissioner may coach, be affiliated with, or be involved in the decision making of any team.

**F. Discipline.** A commissioner may be subject to certain forms of discipline, including but not limited to, reprimand, probation, or removal at any time by the Board of Directors.

**G. Removal.** A commissioner may be removed by a two – thirds ( 2 / 3 ) vote of the Board of Directors or majority vote of the Compliance and Ethics Committee.

**H. Right to Appeal.** A commissioner may appeal their removal to a committee composed as listed below. The ruling of this committee shall be final.

01. USA Softball Executive Director or their designee, a member of the National Office Staff.
02. One ( 1 ) USA Softball Council Member appointed by the President, may not be a member of the Board of Directors.
03. One ( 1 ) USA Softball Council Member chosen by the removed commissioner may not be a member of the Board of Directors nor a member of the removed commissioner's region.
04. The President or their designee, a member of the Board of Directors, shall represent the Board of Directors with no vote in the appeal.

**Article 106 ASSOCIATION AND REGISTRATION REQUIREMENTS.** A local association commissioner and association is responsible for all registration requirements, fees and dues to USA Softball.

**A. Registration Requirements.** Any local association that does not register a

combined minimum of 500 adult and Junior Olympic softball teams including payment during any given year shall be referred to the Board of Directors for possible reallocation of territory to other associations.

- B. **Affiliation Fee.** Each local association shall pay annually an affiliation fee of \$1,000.00 and shall be responsible for membership dues as set forth in **Article 106 ( C )** of this Procedural Manual. The \$1,000.00 payment may be made in two installments as follows: \$500.00 on or before January 31 and \$500.00 on or before June 30.

**NOTE:** Any affiliation fee not received by the deadline dates will incur a \$250.00 late fee.

- C. **Dues.** Local Association dues for Individual Registrations ( including insurance ), Scorekeepers, Teams and Umpires shall be recommended by the Board of Directors and ratified vote of the Commissioners.

**NOTE:** Each local association may individually register Junior Olympic and/or adult players, managers, coaches, or team officials. Every 10 persons registered individually shall be counted as one team. Each Junior Olympic team must include one adult registration. Each Association may submit their individuals, umpires, and team registrations through a compatible and USA Softball Board of Director approved registration system of their choice that best suits their Association needs.

- D. **Boundaries.** The boundaries of a local association shall be on file in the National Office, signed by the commissioner. A local association making a complaint or a request for a change of boundary of another association must first make request of the association to be affected. If the associations involved in the request do not resolve the matter they may request a hearing before the Board of Directors. The request must be filed with the National Office by October 1, and is to include full documentation of the request. The Board of Directors decision on the request shall be final.
- E. **Special Provision.** Upon application and acceptance by the Council, any territory or possession of the United States may become a member. The USA Softball Board of Directors will select the commissioner.
- F. **Corporate Entity.** Each local association shall be registered as a Not for Profit corporate entity in the state the local association is located.
- G. **Tax-Exempt.** Each local association corporate entity shall be recognized by the Internal Revenue Service as a "tax-exempt" organization.

**Article 107 EMERITUS.** A retired commissioner or council member honored for 15 or more years of service.

- A. **Commissioner Emeritus.** A retired commissioner honored for 15 or more years of service.
01. **Years of Service.** Upon completion of 15 years of service, any commissioner may be recommended by their regional director for the status of commissioner emeritus upon their retirement as an active commissioner. A commissioner over 70 needs only 10 years of service as a commissioner.
  02. **Approval.** The Board of Directors shall consider all such recommendations and a two – thirds ( 2 / 3 ) vote of approval is required to confirm a person for this position.
  03. **Entitlement.** A person who has been named commissioner emeritus is

entitled to attend the annual meeting of the Association and shall have one vote on all matters.

- B. **Council Member Emeritus.** A council member honored for 15 or more years of service.
01. **Years of Service.** Upon completion of 15 years of service, any council member may be recommended by their commissioner for the status of council member emeritus upon their retirement as an active council member. Recommendation must be made by August 31 and must be made on official nomination form.
  02. **Approval.** The Board of Directors shall consider all recommendations at the fall Board of Directors meeting prior to the Annual Council meeting and a two – thirds ( 2 / 3 ) vote of approval is required to confirm a person for this position.
  03. **Entitlement.** A person who is approved as council member emeritus is entitled to attend the annual meeting of the Association and shall have one vote on all matters. No financial reimbursement will be considered for a person of Council Member Emeritus status.

**Article 108 ATHLETE REPRESENTATIVES.** The Athlete Representative shall comprise seven positions on the USA Softball council with four positions or such additional number as to be not less than twenty percent ( 20% ) of the members of the Board of Directors and shall be elected in accordance with procedures approved by the United States Olympic Committee ( **USOC** ). The person elected to represent USA Softball on the USOC Athlete Advisory Council shall hold one of these positions.

- A. **Election.** The USA Softball shall conduct the election of athlete representatives in accordance with procedures approved by the USOC.
- B. **Eligibility.** Any softball player who meets the following standards shall be eligible to be elected as an athlete representative:
01. Within the ten ( 10 ) years before election, the softball player has represented the United States in the Olympic Games, Pan American Games an Operation Gold event, World Baseball Softball Confederation (WBSC) World Championship or other international championship recognized by WBSC; or
  02. Within the twenty-four ( 24 ) months before election, the softball player has been a member of an USA Softball Men or Women's National Team. These standards are meant to comply with the standards for athlete representatives established by the United States Olympic Committee in its Bylaws and as provided for in the Ted Stevens Olympic and Amateur Sports Act. If for any reason the above standards are determined not to conform to the requirements of the United States Olympic Committee, this **Article 108 ( B )( 02 )** of this Procedural Manual will be automatically amended to conform thereto.
- C. **Term of Office.** Athlete representatives shall be elected to a two-year term except the athlete representative to the USOC Athlete Advisory Council who shall serve a four-year term during the quadrennium. Athlete representatives shall be eligible for re-election in accordance with eligibility requirements listed in **Articles 108( A ), and 108( B )( 01 ) and 108( B )( 02 )** of this Procedural Manual.
- D. **Alternates.** Five alternates shall be elected to serve as a proxy for an athlete representative who is unable to attend a Board of Directors or Council Meeting. An alternate shall also fill the unexpired term of an athlete representative should the

person elected leave office for any reason during their term.

- E. **Removal.** An athlete representative may be removed from office for just cause by a two – thirds ( 2 / 3 ) vote of the Board of Directors. Any athlete representative who is not in attendance at two consecutive meetings of the Board of Directors shall be removed from office.

## **Article 109 JUNIOR OLYMPIC COMMISSIONERS.**

### **A. Local Junior Olympic Commissioners.**

- 01. **Selection.** A local association Junior Olympic commissioner shall be appointed by each local commissioner.
- 02. **Term of Office.** The local Junior Olympic commissioner shall serve a term of one year and be eligible for re-appointment.
- 03. **Vacancy.** If the local Junior Olympic commissioner position becomes vacant, it shall be filled by appointment by the local commissioner.
- 04. **Removal.** A local Junior Olympic softball commissioner may be removed for just cause by the local commissioner.
- 05. **Duties.** A local Junior Olympic commissioner shall represent their local association at all regional, territorial, and national meetings and shall be eligible for appointment to regional, territorial, and national committees.

### **B. Regional Junior Olympic Commissioners.**

- 01. **Election.** A regional Junior Olympic commissioner shall reside within their respective regional boundaries and come from the National Council members of the respective region and shall be elected by a majority vote of the region's National Council members, local association Junior Olympic commissioners, local association player representatives and local umpires-in-chief
- 02. **Term of Office.** The regional Junior Olympic softball commissioner shall serve a term of one year and be eligible for re-election.
- 03. **Vacancy.** If the position of regional Junior Olympic softball commissioner becomes vacant, it shall be filled by appointment of the regional director until the next regional meeting.
- 04. **Removal.** A regional Junior Olympic softball commissioner may be removed by a two – thirds ( 2 / 3 ) vote of that region's national Council members, local Junior Olympic commissioners, local player representatives and local umpires-in-chief.
- 05. **Duties.**
  - a. Regional Junior Olympic commissioners shall represent their region in all regional and territorial meetings and shall be eligible for appointment to committees.
  - b. Assist the Regional Vice President in coordinating all activities regarding the Junior Olympic program in their region.
  - c. Assist local association Junior Olympic commissioners in the development of their respective Junior Olympic programs.

## **Article 110 PLAYER REPRESENTATIVES.**

### **A. Local Associations.**



01. **Selection.** A local player representative shall be appointed by each local commissioner. The player representative must be an active rostered player.
02. **Term of Office.** Player representatives shall serve a term of one year and are eligible to be re-appointed.
03. **Vacancy.** If a player representative position becomes vacant, it shall be filled by appointment by the local association commissioner.
04. **Removal.** A local association player representative may be removed for just cause by their respective local commissioner.
05. **Duties.** Player representatives shall represent their local associations' at all regional and territorial meetings and shall be eligible for appointment to regional and territorial committees.

**B. Regional.**

01. **Election.** A regional player representative shall reside within their respective regional boundaries and shall be elected by a majority vote of the region's National Council members, local association Junior Olympic commissioners, local association player representatives and local umpires-in-chief
02. **Term of Office.** Regional player representatives shall serve a term of one year and are eligible for re-election.
03. **Vacancy.** If a regional player representative position becomes vacant, it shall be filled by appointment of the regional director until the next regional meeting.
04. **Removal.** Regional player representatives may be removed for just cause by a two – thirds ( 2 / 3 ) vote of that region's national Council members, local Junior Olympic commissioners, local player representatives and local umpires-in-chief.
05. **Duties.** Regional player representatives shall represent their region, in all regional, territorial, and national meetings and shall be eligible for appointment to committees.

**C. At-Large.**

01. **Appointment.** Each local association Commissioner shall appoint one at-large player representative for each 2,000 teams registered the preceding year.
02. **Term of office.** At-large player representatives shall serve a term of one year and are eligible for re-appointment.
03. **Vacancy.** If an at-large player representative position becomes vacant, it shall be filled by appointment by the local association commissioner.
04. **Removal.** An at-large player representative may be removed for just cause by their respective local association commissioner.
05. **Duties.** At-large player representatives shall represent their local association at all regional, territorial and national meetings and shall be eligible for appointment to committees.
06. **Competing Association.** No person affiliated with a competing softball association and/or organization is eligible for office or to serve as an at-large player representative.

**Article 111 UMPIRES-IN-CHIEF.**

**A. Local Umpire-In-Chief.**

01. **Selection.** A local association umpire-in-chief shall be appointed by each local commissioner.
02. **Term of Office.** The local association umpire-in-chief shall serve a term of one year and be eligible for re-appointment.
03. **Vacancy.** If the local association umpire-in-chief position becomes vacant, it shall be filled by appointment by the local commissioner.
04. **Removal.** A local association umpire-in-chief may be removed for just cause by their respective local commissioner.
05. **Duties.** A local association umpire-in-chief shall represent their local association at all regional and territorial meetings and shall be eligible for appointment to regional and territory committees.

**B. Regional Umpire-In-Chief.**

01. **Election.** A regional umpire-in-chief shall reside within their respective regional boundaries and shall be elected by a majority vote of the region's National Council members, local association Junior Olympic commissioners, local association player representatives and local umpires-in-chief
02. **Term of Office.** The regional umpire-in-chief shall serve a term of one year and be eligible for re-election.
03. **Vacancy.** If the regional umpire-in-chief position becomes vacant, it shall be filled by appointment of the regional director until the next regional meeting.
04. **Removal.** A regional umpire-in-chief may be removed for just cause by a two – thirds ( 2 / 3 ) vote of that region's national Council members, local Junior Olympic commissioners, local player representatives and local umpires-in-chief.
05. **Duties.**
  - a. Regional umpires-in-chief shall represent their region in all regional, territorial, and national meetings and shall be eligible for appointment to committees.
  - b. Assist their regional director Regional Vice President in coordinating all activities regarding the umpire program in their region.
  - c. Assist local umpires-in-chief in the development of their respective umpire programs.
  - d. Serve on the National Umpire Staff.
06. **Reimbursement.** The National Office shall reimburse the regional umpire-in-chief for any expenses incurred while acting in their official capacity. All other expenses are the responsibility of either the region or the local association commissioners.

**C. National Championship Final Umpire-In-Chief.**

01. **Umpire-in-Chief Assignment.** Each National Championship Final umpire-in-chief shall be assigned by the National Director of Umpires.
02. **Use of Assistant Umpires-in-Chief.** The use of an Assistant Umpire-in-Chief shall be governed as follows:

- a. If a National Championship Final has more than 40 teams and plays on more than one ( 1 ) complex; or plays on more than four ( 4 ) fields, an assistant umpire-in-chief shall be assigned by the National Director of Umpires.
  - b. If a National Championship Final has more than 100 teams, two ( 2 ) assistant umpires-in chief shall be assigned by the National Director of Umpires.
  - c. If a National Championship Final is played in more than 2 complexes, assistant umpire-in-chiefs' shall be assigned by the National Director of Umpires.
  - d. If a championship adds complexes or fields that require additional Assistant UICs within ten ( 10 ) days of the start of the championship, the additional UICs shall be paid only for those days assigned at the added complexes/fields.
- D. **National Championship Finals Umpires Selection.** Selection of umpires for the National Championship Finals shall be made as follows:
- 01. **Assignment.** An umpire may umpire in only one National Championship Final each year.
 

**EXCEPTION:** If additional umpires are necessary at the last minute due to the number of teams, an umpire can be assigned in the second tournament as a host umpire.
  - 02. **Conflict of Assignment.** The tournament umpire-in-chief should avoid assigning umpires to a National Championship Final game in which their local association is participating whenever possible.
  - 03. **Fast Pitch**
    - a. **Men's Major.** The National Director of Umpires shall select all umpires.
    - b. **Junior Olympic USA Softball Girls' Gold National Championships.** The National Director of Umpires shall select all umpires.
    - c. **All other Fast Pitch National Championships.** Shall use a minimum of three ( 3 ) outside ( at-large ) umpires to be selected from within the respective region hosting the entries.
    - d. **Deficiencies.** Should there be a deficiency in the number of team entries, the tournament director in cooperation with the host commissioner, may contact the Regional Vice President who has the authority to reduce the number of assigned at-large umpires to no less than three ( 3 ).
  - 04. **Modified Pitch.** The National Director of Umpires shall make the following assignments to the respective national championship finals:
    - a. One third of the umpires assigned to the championship will come from the previous year's UIC recommendations and / or the previous year's championship umpires.
    - b. The balance of the umpires will be assigned by the National Director of Umpires.

05. **Slow Pitch.**

- a. **Mens Class A, Class B, Class C, and Women's Open.** The National Director of Umpires selects all umpires for this championship.
- b. **Men's Class Class D and Class E.** There shall be one ( 1 ) umpires from each region as selected by the Commissioners of their respective regions for the above championships. These fifiteen ( 10 ) rotational selections shall alternate between the above championships as determined by the National Director of Umpires. Additional umpires may be added as host umpires based on the number of teams.
- c. **In all other divisions of slow pitch, including 16-Inch, Masters, Seniors and Junior Olympic.** A minimum of three ( 3 ) outside umpires shall be selected from within the respective region hosting the tournament. The tournament host is responsible for housing and game fees. All outside umpires are to be selected from within the region hosting the tournament. Should there be deficiency in the number of team entries, the tournament chairman, in cooperation with the host commissioner, may contact the regional director who shall have the authority to reduce the number of assigned outside umpires to no less than three.

**Article 112 ALLIED AND AFFILIATED MEMBERS.**

A. **Allied Members.** A non-profit association or organization may become an Allied Member of the Association upon meeting the requirements set forth in the Code and Procedural Manual with 60% affirmative vote of the Council. All applications for Allied Membership shall be submitted to the Membership Committee for a determination as to whether such organization has qualified for membership status, before submission to the Council. Organizations eligible for Allied Membership are:

01. **Armed Forces.** The Army, Air Force, Navy and Marines shall be eligible for membership under this classification.
02. **Educational Based Organizations.** Organizations comprised of member educational institutions that conduct national softball competition on a level of proficiency appropriate for the selection of amateur softball players to represent the United States in international play, shall be eligible for membership under this classification.

**NOTE:** The eligibility of organizations under this classification must be based upon the play of the athletes in competitions conducted by educational institutions sanctioned by a national accrediting body.

03. **State Parks and Recreation Organizations/Associations.** State Organizations and/or Associations, whose primary purpose is to promote Parks and Recreation activities, including softball in their respective jurisdictions.
04. **Philanthropic and Instructional Organizations.** Organizations that are philanthropic in nature or that primarily promote the instruction of the game of softball in a clinical or other setting and do not conduct any national softball competition.
05. **State Games Organizations.** The national State Games Organization is eligible for membership under this classification.
06. **Disabled Sports Organizations.** Organizations that conduct national softball competition that is designated exclusively for individuals who are physically or mentally handicapped shall be eligible for membership under this classification.
07. **Allied Member Requirements.** In order to obtain and maintain their allied membership all eligible organizations must comply with the following requirements. Allied membership will be limited to a total of thirty ( 30 ) voting members on the council. An Allied members USA Softball liaison or approved proxy must attend the National Council meeting once every three ( 3 ) years or their membership will be terminated and they will have to re-apply to become an Allied Member.

- a. **Allied Member Fee.** Each allied member shall pay annually on or before January 31, an affiliation fee of \$250.00. Allied members who have not paid their annual fee within 30 days of the due date will be removed as an Allied Member and must reapply for membership.
- b. **Allied Team Registration.** Teams that are associated with allied members of USA Softball and for which the local association the team is from does not offer a program may join USA Softball directly by paying a fee of \$10.00. The local association the team is from shall be given credit for the membership and all fees collected in excess of the normal team registration fee shall be credited to the account of the local association.

- c. **Allied Member Application.** Applications for allied membership must be received in the National Office by September 1 to be considered at the next Council Meeting.
  - d. **Allied Member Review.** An annual review will be conducted by the membership committee and all recommendations would be submitted to the Board of Directors for approval or rejection.
  
- B. **Affiliated Members.** A non-profit association or organization may become an Affiliated Member of the Association upon meeting the requirements set forth in the Code and Procedural Manual with 60% affirmative vote of the Council. All applications for Affiliated Membership shall be submitted to the Membership Committee for a determination as to whether such organizations have qualified for membership status, before submission to the Council. Organizations eligible for Allied Membership are:
  - 01. **Regional or Nationally Based Softball Organizations.** Organizations which have member affiliates in a minimum of 30 states and which conduct national softball competition on a level of proficiency appropriate for the selection of softball players to represent the United States in international play shall be eligible for membership under this classification.
  - 02. **Nationally Based Softball Promotional Organizations.** Organizations which are national in scope and which conduct player or coach clinics or camps, softball competition or which are engaged in any other activities that promote the sport of amateur softball on a national level in accordance with the objectives of the USA Softball shall be eligible for membership under this classification.
  - 03. **Other Organizations.** Organizations which are not members of a national organization eligible for membership as an Affiliated Member and which conduct softball competition, clinics, player camps, or which are engaged in any other activities that promote the sport of amateur softball on a city, county, state or regional level in accordance with the objectives of the USA Softball shall be eligible for membership under this classification.
  
  - 04. **Affiliated Member Requirements.** In order to obtain and maintain their affiliated membership all eligible organizations must comply with the following requirements. Affiliated membership will be limited to a total of thirty ( 30 ) voting members on the council. An Affiliated members USA Softball liaison or approved proxy must attend the National Council meeting once every three ( 3 ) years or their membership will be terminated and they will have to re-apply to become an Affiliated Member.
    - a. **Affiliated Member Fee.** Each affiliated member shall pay annually on or before January 31, an affiliation fee of \$250.00. Affiliated members who have not paid their annual fee within 30 days of the due date will be removed as an Affiliated Member and must reapply for membership. For all national tournaments or world tournaments organized by any affiliated member, the affiliated member shall pay USA Softball a tournament fee of \$200 per tournament. A multiple tournament rate can be negotiated with the Executive Director and must be approved by the Board of Directors.
    - b. **Insurance.** Each affiliated member shall obtain and maintain insurance for all softball programs (including tournaments and/or other activities) sponsored or organized by the affiliated member. Each

affiliated member shall ensure that USA Softball is named as an additional named insured on all such insurance policies.

- c. **Registration.** Teams participating in affiliated member programs are required to be USA Softball registered. Each affiliated member shall ensure and require that all teams participating in any affiliated members program are current in their registration with USA Softball and currently affiliated with one of USA Softball's state or metro associations. Teams that are not registered or affiliated with USA Softball and one of USA Softball's local associations shall not be eligible to play in any program sponsored by any affiliated member. USA Softball membership shall be opened and available to any such team not currently registered with USA Softball or USA Softball's local association, upon application and upon the team's satisfaction of all requirements of the applicable local association.
  - d. **Affiliated Member Review.** An annual review will be conducted by the membership committee and all recommendations would be submitted to the Board of Directors for approval or rejection.
- C. **Membership Classification Category.** In the event any dispute or issue arises as to which particular membership category, an organization falls within, then, pursuant to **Article 103** of this Procedural Manual, the **Executive Director** ( or their designee ) shall make the final decision on the type of membership that is available to any organization.
- D. **Removal.** An allied member, affiliated member or local association member may be removed pursuant to this **Article 112** by a two-thirds ( 2 / 3 ) vote of the Board of Directors.
- E. **Right to Appeal.** An allied member, affiliated member or local association member may appeal their removal pursuant to this **Article 112** to a committee of the USA Softball President, Immediate Past President, Executive Director, Director of Membership and one ( 1 ) Territory Vice President from their territory chosen by the removed member. The ruling of this committee shall be final.

### **Article 113 USA SOFTBALL HALL OF FAME.**

- A. **Purpose.** To honor those men and women who have played a major role in the growth and development of softball, one of the great sports of the United States. Also, to bring to the attention of the public, the widespread value of, and interest in, the game of softball by so honoring those who have made outstanding contributions to its' success.
- B. **Nomination Requirements.**
- 01. **Categories.**
    - a. **Players.**
      - 01. **Selection.** To be selected for the USA Softball Hall of Fame, a person must have been an active player in USA Softball who is no longer playing at the highest level. A person must receive seventy-five percent ( 75% ), nine ( 9 ) votes to be selected.
      - 02. **Evaluation.** The length of playing time is to be considered as a factor in the evaluation of candidates. No minimum playing

time is required. Fame at the national level shall be used as a gauge for candidacy, and it shall be national fame at a National Championship Final level. Factual and detailed information must be presented to the committee before a candidate can be accepted. Scrapbooks and newspaper clippings are acceptable, also letters from competent references.

03. **Prerequisites.** See prerequisites under each category for fast pitch and slow pitch. Minimum requirements for consideration include multiple All-American first or second team selections or national team experience for a minimum of three ( 3 ) years.

**NOTE:** National Championship Final averages and statistics plus number of times competing in a National Championship Final shall be used. Any special recognition at a National Championship Final shall be considered, such as leading hitter, defensive leader, stolen base leader, home run leader or Most Valuable Player ( MVP ).

- b. **Umpires.** In order to be selected as an umpire, an umpire must meet the following criteria:

01. Umpired for a period of fifteen ( 15 ) years.
02. Umpired in three ( 3 ) national championships, preferably at the higher classification.
03. Must have been retired at least three ( 3 ) years from major competition.
04. Contributions to the National Umpire Program.
05. Contributions to the success of the Umpire-in-Chief clinic.
06. Effective as a clinician of the National or International level or for the military level.
07. Effective as an instructor at National Umpire Schools.

- c. **Managers.** In order to be selected as a manager, a manager must meet the following criteria:

01. Managed for a period of fifteen ( 15 ) years.
02. Managed in five ( 5 ) national championships.
03. Must have been retired at least three ( 3 ) years from major championship play.

- d. **Sponsors.** In order to be selected as a sponsor, a sponsor must meet the following criteria:

01. Sponsored a team(s) for ten ( 10 ) years.
02. Participated in four ( 4 ) National Championship Finals.

- e. **Commissioners.** In order to be selected, a commissioner must have been a commissioner for fifteen ( 15 ) years and have served in some of the following areas:

01. Served as Regional Director.
02. Served as Chair or Vice-Chair of a national committee.
03. Hosted National Championship Finals.
04. Any special recognition received and/or other services to humanity.



- f. **Meritorious Service.** This person's contributions must have reflected an impact at the national level. The contributions must exceed the expectations of their regularly assigned position.

C. **Procedures.** Selections to the USA Softball Hall of Fame shall be as follows:

- 01. **Deadline.** Candidates must be submitted on or before September 1 of the current year.
- 02. **Nomination Forms.** Each Council Member may nominate no more than two ( 2 ) candidates each year.
- 03. **Evaluation of Candidates.** Factual and detailed information must be presented to the committee before a candidate can be accepted. Scrapbook and newspaper clippings are acceptable; also, letters from competent references. A candidate will be considered three times, but the nominee does not need to be considered in consecutive years. The candidate may change categories at any time prior to selection by notifying the national office. If a candidate is not selected in either the first or second year, the nomination will automatically be considered at the next council meeting unless the person who nominated the candidate informs the national office by September 1<sup>st</sup> to not consider the candidate that year.
- 04. **Selections.** The names of the candidates for selection to the Hall of Fame shall remain confidential and released only to the Hall of Fame committee. Voting shall be conducted by written ballot. A maximum of ten ( 10 ) individuals selected to the Hall of Fame on an annual basis, there will not be any limits on the number of selections per category type.
- 05. **Awards.** A specially designed plaque and a framed certificate shall be given to those elected to the Hall of Fame. In addition, each shall receive a Hall of Fame identification card, which shall permit the selectee and spouse to attend all USA Softball tournaments.
- 06. **Presentation.** An announcement of the year's selection shall be made at the USA Softball Council meeting with special stories sent to the home area of the selectees, as directed by the respective local commissioner.
- 07. **Induction.** Formal induction ceremonies and presentation of awards shall be made during the Annual Council Meeting Banquet.
- 08. **Removal.** The Hall of Fame committee, by three – fourths ( 3 / 4 ) vote, may with just cause, recommend removal of an individual elected to the Hall of Fame. Such recommendations, when approved by a three – fourths ( 3 / 4 ) vote of the Board of Directors, shall remove said individual from the Hall of Fame.

**PART 2**  
**BUSINESS PROCEDURES**

**Article 201 COUNCIL MEETINGS.**

A. **Annual Meeting.** The annual meeting shall begin no earlier than October 15 and conclude no later than November 20.

01. **Notice.** Notice of an annual meeting shall be sent to all Council members by the Executive Director at least 30 days before the meeting.
02. **Voting.** On all matters coming before the annual meeting, each Council member shall be entitled to one vote.
03. **Quorum.** A quorum shall consist of the president or one or more regional director(s) and at least fifty percent ( 50 % ) plus one of the Council members.
04. **Proxy.** Authorization for representation of a Council member by proxy may be obtained by submitting a request for same in writing to the Executive Director at least one week prior to the date for the annual meeting.

**NOTE:** A proxy request for either a commissioner emeritus, council member emeritus or a Past President shall not be granted.

- a. **Active Membership.** In order for a proxy to be approved, they must have been an active member of said local association ( deputy, district commissioner, board member or officer ) or allied / affiliated members ( employee, member or officer ) requesting a proxy and be listed on the commissioner's annual report on file in the National Office no later than September 1. The allied / affiliated member's proxy must include with the proxy form proof of employment, proof of membership, or proof that they are an office of their association for the current year.
  - b. **Voting Privileges.** 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.
  - c. **Financial Benefits.** A proxy shall receive the financial benefits extended to a Council member.
  - d. **Duration of Authority.** A proxy for a regional player representative or a regional UIC may be approved by the Board of Directors, upon recommendation of the regional director, provided the proxy is a representative of a local association within their region and is so listed on file with the Executive Director no later than September 1. Such proxy must also conform to all the other requirements for a Council member's proxy. A proxy must serve for the entire Council meeting. Single day or partial day proxies will not be approved.
05. **Travel.** Each year the Board of Directors shall determine whether USA Softball will be responsible, in whole or in part, for expense of transporting members of the Board of Directors, Local Commissioners, Regional Player Representatives, At-Large Player Representatives, Regional Umpires-in-Chief, Past Presidents who are no longer an active commissioner and Commissioner Emeritus to and from the annual Council Meeting to be held the following year. On or before January 15 of each year, the Executive Director shall send written notice to each person identified in this paragraph

**Article 201 A ( 05 )** informing them of whether USA Softball will be responsible in whole or in part for such expenses. If such expenses will be paid in whole or in part by USA Softball, all airline reservations must be made through the USA Softball Travel Service at least forty-five ( 45 ) days before the beginning of the annual Council Meeting. If air travel is not elected, then mileage shall be reimbursed at the rate then allowed as depreciation under the Internal Revenue Code and related regulations; provided, however, in no event shall such reimbursement exceed the cost of the lowest airfare which could have been obtained for such Council Member had air travel been elected.

06. **Other Expenses.** Each year, before the close of the annual Council Meeting for that year, the Board of Directors shall determine whether and to what extent other expenses incurred by members of the Board of Directors, Local Commissioners, Regional Player Representatives, At-Large Player Representatives, Regional Umpires-in-Chief, Past Presidents who are no longer an active commissioner and each Commissioner Emeritus who has served as an active commissioner for twenty-five ( 25 ) or more years, including but not limited to lodging expenses ( room and tax only ) incurred at the host hotel or approved hotel for such annual Council Meeting, shall be reimbursed by USA Softball, provided that such persons attended all sessions and assigned committee meetings as verified by roll call. If reimbursement of any such expenses is approved by the Board of Directors, eligible Council Members shall file a claim for reimbursement with USA Softball no later than sixty ( 60 ) days after the close of such annual Council Meeting on a form approved and in accordance with procedures established by USA Softball.
07. **Registration Fee.** Each year the Board of Directors shall determine an amount to be collected from each Council Member as a registration fee for the annual meeting to be held the following year. On or before January 15 of each year, the Executive Director shall send written notice to each Council Member informing them of the registration fee to be charged for the Council Meeting to be held that year. The registration fee shall be set in an amount necessary to cover all costs associated with the annual meeting or such lesser amount as the Board of Directors may determine in its sole discretion. The Board of Directors shall have the authority, but not the obligation, in its sole discretion to waive the registration fee of any Council Member. The Board of Directors shall have the authority, but not the obligation, in its sole discretion to charge Council Members who are not eligible for reimbursement of travel costs or other expenses pursuant to **Article 201( A )( 05 )** and **Article 201( A )( 06 )** of this Procedural Manual, a registration fee which is less than the amount charged to Council Members who are eligible for reimbursement of travel costs or other expenses pursuant to **Article 201 ( A )( 05 )** and **Article 201( A )( 06 )** of this Procedural Manual.

- B. **Special Meetings.** The president may call a special meeting of the Council when business requires or when directed to so upon written petition sent to the president by two – thirds ( 2 / 3 ) of the members of the respective bodies.

**Article 202 COMMITTEES.** Any committee which receives donations or hosts fundraising events must produce yearly balance sheets for the proceeds; which will be reviewed by the Board of Directors. These monies must be received by a 501 c entity. Standing committees shall be established and organized as follows:

- A. **Boy's and Men's Fast Pitch.** This committee shall promote the game of boy's and men's fast pitch.
- B. **Communications.** This committee shall consist of at least one ( 1 ) member from the Long Range Planning Committee and shall make recommendations to the Board of Directors ( as needed ) regarding all methods of USA Softball communications. This would include reviewing all current methods of communications and trends; including publications, internet, website, and all other technology areas for the association.
- C. **Commissioner Appointment.** This Committee shall make recommendations to the Board of Directors regarding commissioner's interim status to include but not limited to review of meeting the requirements outlined in **Article 105 ( D ) ( Duties and Penalties )** of this Procedural Manual as well as the following:
  - 01. Interview commissioner to determine status.
  - 02. Review association business plan.
  - 03. Review items association has implemented for growth.
  - 04. Review staff appointments made by commissioner.
- D. **Compliance and Ethics.** This committee shall consist of at least one member from each USA Softball territory and shall review commissioners and Council members' actions that involve conduct detrimental to the purposes and objectives of USA Softball including but not limited to:
  - 01. A conflict of interest.
  - 02. Unethical behavior.
  - 03. Non-performance of duties as set forth in this Procedural Manual, the Code, and the Commissioners Agreement.

This Committee shall have the authority to conduct hearings and impose discipline including reprimand, probation or removal. Persons disciplined by the Compliance and Ethics Committee shall have the right of appeal to the Board of Directors whose decision will be final.
- E. **Equipment Testing and Certification.** This committee shall make recommendations to the Council as to establishing standards for equipment and shall make recommendations to the Board of Directors for enforcement of the standards.
- F. **Hall of Fame.** This committee shall provide and publicize the USA Softball Hall of Fame. Its duties shall include but not be limited to the following:
  - 01. Review the requirements for our USA Softball Hall of Fame and publicize so they shall be continually before our commissioners.
  - 02. Request nominations from commissioners for Hall of Fame consideration.
  - 03. Call attention each spring through Balls and Strikes to members of our Hall of Fame Committee that any future nominations to be considered for the election at the annual Council meeting must be prepared early, with the required information and materials thoroughly enumerated.
  - 04. Committee members. The Hall of Fame Committee shall consist of 12 Council members appointed by the president for a term of four years. Members of this committee may be removed by the President for just cause. The President may appoint proxies for members unable to attend the current year's meeting.
  - 05. This Committee shall review all WBSC Hall of Fame nominations of USA Softball candidates for any further consideration.

- G. **Junior Olympic Softball.** This committee shall promote interest, participation and registration of individuals, teams and leagues in the USA Softball Junior Olympic Softball Program. Its duties shall include but not be limited to:
01. Assist in preparing and circulating USA Softball Junior Olympic Softball Program folders to promote the program.
  02. Assist the National Office in any manner possible that shall promote the Junior Olympic Softball Program.
- H. **Legislative.** This committee shall attend to all legislative matters pertaining to the total operation of USA Softball as prescribed by the Code and Procedural Manual. Its duties shall include but not be limited to the following:
01. Respond to all requests from Council members for assistance in preparation of amendments to the Code and Procedural Manual.
  02. Initiate and receive for consideration and present in proper form for action all proposed amendments to the Code and Procedural Manual.
  03. Encourage all Council members to consult and correspond with this committee relative to any problems of interpretation of the Code and Procedural Manual. This shall enable the committee, by study and research, to clarify many points now in practice that have been improved in our past operations.
- I. **Long Range Planning.** This committee shall make recommendations to the Board of Directors for future directions and goals of USA Softball.
- J. **Membership.** This committee shall consist of at least two members from each USA Softball territory and shall provide a program for increasing membership of all types in USA Softball. Its duties shall include but not be limited to the following:
01. Urge commissioners to enroll teams and umpires as early as possible in the current year, and provide a systematic plan for increasing the membership of this Association and general promotion of softball.
  02. Urge commissioners to secure the basic team fee included in the registration and entry fee of teams in leagues to insure the total registration of teams in USA Softball early in the season.
  03. Encourage commissioners to report team and umpire memberships on the correct forms promptly to the National Office with the remittance of fees.
  04. Review commissioners whose membership production is unsatisfactory and conduct hearings and make recommendations to the Board of Directors for possible discipline including reprimand, probation or removal.
- K. **Player Representatives.** This committee shall review proposed amendments to the USA Softball Code, Procedural Manual and Playing Rules; and send representatives to the various committee meetings to express the interest of the player representatives in regard to proposed legislation.
- L. **Playing Rules.** This committee shall be organized as follows:
01. **Purpose.** This committee shall review, study and formulate the Official Playing Rules governing the game of softball including but not limited to:
    - a. Slow Pitch
    - b. Fast Pitch.
    - c. Modified Pitch.

- M. **Special Programs.** This Committee shall make recommendations to the council as to programs or events for the special needs population. It will review any request for special programming submitted by a council member.
- N. **Tournament Programs and Awards.** This committee shall consist of at least twenty ( 20 ) members, at least one from each region and not less than five ( 5 ) from each territory. Its duties shall include but not be limited to:
  - 01. Reviewing standards and procedures for conducting National Championships.
  - 02. Reviewing and updating all National Championship evaluation forms.
  - 03. Recommending potential legislation in the area of National Championships.
  - 04. Meeting with all bidding cities at the National Council Meeting to review the rules and time limits on their bid presentation, the order in which the tournaments will be bid, and the order that the cities will present their bids to the council.
- O. **Tournament Review Committee.** This committee shall include the immediate Past President and two ( 2 ) council members from each territory, appointed by the President. This Committee shall review all bids and has the authority to accept or reject all bids.
- P. **Umpires.** This committee shall promote the general welfare of the umpires with USA Softball. Its duties shall include but not be limited to:
  - 01. Initiate an intensive program of enrolling new umpires and increasing membership.
  - 02. Encourage use of USA Softball registered umpires in all softball competition.
  - 03. Encourage every USA Softball affiliate to conduct spring rules clinics for umpires, managers and players.
  - 04. Review umpire uniform periodically and make recommendations to Council for possible changes.
- Q. **Ad Hoc Committees.** Those committees created by the President for special purposes. These committees shall be effective January 1 of the year through December 31, and must be re-appointed by the president.

**Article 203 Amendments to the USA Softball Code, Procedural Manual and Playing Rule Changes.**

- A. **Amendments to the USA Softball Code and Procedural Manual.** Amendments to the USA Softball Code and Procedural Manual shall be governed as follows:
  - 01. **Regular Procedure.** Except as provided in **Article 203 ( A ) ( 02 )** below, any proposed amendment to the USA Softball Code and Procedural Manual shall be proposed and acted upon only in accordance with the regular procedure outlined herein.
    - a. Amendments to the USA Softball Code and Procedural Manual proposed under **Article 203 ( A ) ( 01 )** of this Procedural Manual may be approved only at duly called Council Meetings upon a sixty percent ( 60% ) affirmative vote of those in attendance and entitled to vote at such meeting.
    - b. A proposed amendment to the Code or Procedural Manual submitted by a member of the Council or Executive Director must be in writing,

signed by the member submitting the proposal and received by the Executive Director by September 15<sup>th</sup>; however, the Chair of the Legislative Committee may submit proposed amendments to the USA Softball Code and Procedural Manual at any time before the Executive Director mails and or electronically mails written notice of all properly submitted proposed amendments as required in **Article 203 ( A ) ( 01 ) ( c )** below.

- c. At least fifteen ( 15 ) days prior to the start of the Annual Meeting, the Executive Director shall mail and/or electronically mail to each member of the Council written notice of all properly submitted proposed amendments.
  - d. Prior to the vote of the Council, the Legislative Committee shall review each proposed amendment to the USA Softball Code and Procedural Manual; and shall issue a report that details the recommendation of the Legislative Committee 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 sixty percent ( 60% ) of the Legislative Committee voted to recommend acceptance of such proposed amendment.
  - e. Revisions to proposed amendments to the USA Softball Code or Procedural Manual 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 and either: ( 1 ) sixty percent ( 60% ) of the members of the Legislative Committee vote to accept such revision during a meeting of such committee; or ( 2 ) seventy-five percent ( 75% ) of the Council Members vote to accept 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.
  - f. Upon a motion duly made, seconded and approved by a vote of seventy-five percent ( 75% ) of those in attendance and entitled to vote at an annual Council Meeting, the Council may consider any amendment to the USA Softball Code or Procedural Manual which was not proposed in the manner specified by this **Article 203 ( A ) ( 01 )** of this Procedural Manual.
  - g. Unless otherwise specified in the amendment, any amendment approved by the Council shall be effective on January 1st of the following year.
  - h. When the Council votes to approve a report of any committee other than the Legislative Committee, the Council is voting only to approve that report and is not voting to make any changes to the USA Softball Code and Procedural Manual.
02. **Emergency Procedure.** Between annual meetings of the Council, any Council member or Executive Director may submit a proposed amendment to the USA Softball Code or Procedural Manual to the Chair of the Legislative Committee and ask that an emergency be declared and the proposed amendment submitted for a vote of the Council in the manner outlined in this **Article 203 ( A ) ( 02 )** of this Procedural Manual. If the Chair of the Legislative Committee 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 Chair shall forward the proposed amendment to the President. If the President agrees with the Chair of the Legislative Committee 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 in **Article 203 ( A )( 02 )** of this Procedural Manual. The proposed amendment shall be mailed and or electronically mailed to each member of the Council. There will be a waiting period of fifteen ( 15 ) days from the date the proposed amendment was mailed and or electronically mailed for any council member that wishes to write a rebuttal to the proposed amendment. After the waiting period the national office will send a copy of the ballot and a copy of the rebuttal to the proposed amendment to all council members asking each council member to accept or reject the proposed amendment. The deadline for returning ballots shall be not less than ten ( 10 ) nor more than thirty ( 30 ) days after the rebuttals and ballots were mailed and or electronically mailed. Each ballot must be signed and or electronically signed by a Council member and received by USA Softball prior to the deadline in order to be counted. If valid ballots are received from less than or exactly fifty percent ( 50% ) of the members of the Council by the deadline, then the proposed amendment shall be deemed rejected. If valid ballots are received from more than fifty percent ( 50% ) of the members of the Council by the deadline, then the proposed amendment shall be deemed rejected unless two – thirds ( 2 / 3 ) of the ballots received vote to accept the proposed amendment.

B. **Playing Rule Changes.** Amendments to the USA Softball Rule Book shall be governed as follows:

01. **Regular Procedure.** Except as provided in **Article 203 ( B )( 02 )** below, any proposed amendment to the USA Softball Playing Rules shall be proposed and acted upon only in accordance with the regular procedure outlined herein.
  - a. Amendments to the USA Softball Playing Rules proposed under **Article 203 ( B )( 01 )** of this Procedural Manual may be approved only at duly called Council Meetings upon a sixty percent ( 60% ) affirmative vote of those in attendance and entitled to vote at such meeting.
  - b. A proposed amendment to the Playing Rules submitted by a member of the Council or Executive Director must be in writing, signed by the member submitting the proposal and received by the Executive Director by September 15<sup>th</sup>; however, the Chair of the Playing Rules Committee and the Chair of the Equipment Testing and Certification Committee may each submit proposed amendments to the USA Softball Playing Rules at any time before the Executive Director mails and or electronically mails written notice of all properly submitted proposed amendments as required in **Article 203 ( B )( 01 )( c )** of this Procedural Manual.
  - c. At least fifteen ( 15 ) days prior to the start of the Annual Meeting, the Executive Director shall mail and/or electronically mail to each member of the Council written notice of all properly submitted proposed amendments.
  - d. Prior to the vote of the Council, the Playing Rules Committee shall review each proposed amendment to the USA Softball Playing Rules and shall issue a report which details the recommendation of the Playing Rules Committee 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 sixty



- percent ( 60% ) of the Playing Rules Committee voted to recommend acceptance of such proposed amendment.
- e. Revisions to proposed amendments to the USA Softball Playing Rules may be made at any time prior to a vote of the Council if the author(s) of such proposed amendment consents to such revision and either: ( 1 ) sixty percent ( 60% ) of the members of the Playing Rules Committee vote to accept such revision during a meeting of such committee; or ( 2 ) seventy-five percent ( 75% ) of the council Members vote to accept 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.
  - f. Upon a motion duly made, seconded and approved by a vote of seventy-five percent ( 75% ) of those in attendance and entitled to vote at an annual Council meeting, the Council may consider any amendment to the USA Softball Playing Rules which was not proposed in the manner specified by **Article 203 ( B )( 01 )** of this Procedural Manual.
  - g. Unless otherwise specified in the amendment, any amendment approved by the Council shall be effective January 1st of the following year.
  - h. When the Council votes to approve a report of any committee other than the Playing Rules Committee, the Council is voting only to approve that report and is not voting to make any changes to the USA Softball Playing Rules.
02. **Emergency Procedure.** Between annual meetings of the Council, any Council member or Executive Director may submit a proposed amendment to USA Softball Playing Rules to the Chair of the Playing Rules Committee and ask that an emergency be declared and the proposed amendment submitted for a vote of the Council in the manner outlined in **Article 203 ( B )( 02 )** of this Procedural Manual. If the Chair of the Playing Rules Committee 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 Chair shall forward the proposed amendment to the President. If the President agrees with the Chair of the Playing Rules Committee 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 in **Article 203 ( B )( 02 )** of this Procedural Manual. The proposed amendment shall be mailed and or electronically mailed to each member of the Council. There will be a waiting period of fifteen ( 15 ) days from the date the proposed amendment was mailed and or electronically mailed for any council member that wishes to write a rebuttal to the proposed amendment. After the waiting period the national office will send a copy of the ballot and a copy of the rebuttal to the proposed amendment to all council members asking each council member to accept or reject the proposed amendment. The deadline for returning ballots shall be not less than ten ( 10 ) nor more than thirty ( 30 ) days after the rebuttals and ballots were mailed and or electronically mailed. Each ballot must be signed and or electronically signed by a Council member and received by the USA Softball prior to the deadline in order to be counted. If valid ballots are received from less than or exactly fifty percent ( 50% ) of the members of the Council by the deadline, then the proposed amendment shall be deemed rejected. If valid ballots are received from more than fifty percent

( 50% ) of the members of the Council by the deadline, then the proposed amendment shall be deemed rejected unless two – thirds ( 2 / 3 ) of the ballots received vote to accept the proposed amendment.

**Article 204 TRADEMARKS.** All trademarks, service marks and logos referring to or relating in any way to USA Softball, and the trade name of USA Softball, are the exclusive property of USA Softball and may not be used without the express written authority of USA Softball.

**Article 205 ASSIGNMENT OF COPYRIGHT.**

- A. The Official Rules of Softball, having been assigned to USA Softball on May 31, 1980, from the International Joint Rules Committee on Softball ( **IJRCS** ), are those rules as published by USA Softball in their annual guide and are incorporated herein by reference.
- B. The copyright number 270057, registered with the Copyright Office of the United States of America, specifies the rights, titles and interests of the Official Playing Rules that were adopted by the USA Softball Council by mail ballot on October 10, 1980, to become effective January 1, 1981.

**PART 3**  
**BID PROCEDURES**

**Article 301 BIDDING FOR A NATIONAL COUNCIL MEETING.** Bids to host the annual meeting shall be made in accordance with the following procedures:

- A. The Executive Director or their designee shall negotiate, secure and award the contract for the USA Softball Annual Council Meeting. The USA Softball Board of Directors will decide the final site of the meeting.

**NOTE:** If the Executive Director is unable to secure a contract, then letter B takes effect.

- B. The Executive Director shall negotiate and secure proposals to host the USA Softball Annual Council Meeting. These proposals will be screened and approved for presentation to the USA Softball Council by the Board of Directors. The USA Softball Council will decide the final site by a majority vote.

**EXCEPTION:** The USA Softball Annual meeting will be in Oklahoma City every three ( 3 ) years.

- C. Council meeting bids may be accepted and awarded three years in advance when satisfactory conditions are guaranteed.
- D. The Executive Director shall handle all arrangements and negotiations for hotel facilities and shall be responsible for signing all necessary contractual agreements. They shall report their recommendations to the Board of Directors for consideration and action. Prior to presenting bids to the Board of Directors, the Executive Director and/or their designee shall inspect the proposed facilities to ensure that the proposed facilities meet the required specifications for hosting the USA Softball National Council Meeting.

**Article 302 BIDDING FOR NATIONAL CHAMPIONSHIP FINALS.**

- A. **Submitting Bid.** The actual bid itself must be submitted on the official USA Softball bid form.
- B. **Photographs.** When an association bids on National Championship Finals, photographs of the field must be included with the bid.
- C. **Site Specification Form.** Prior to bidding on a national championship, a site specifications form and 8 x 10 glossy photos of the playing fields and spectator areas for the site of the proposed tournament must be on file with the National Office by July 1.
- D. **Site Inspection.** Site specifications forms may be secured from local association commissioners. The commissioner shall personally inspect the site as provided in the site specification form and certify that the requirements have been met.
- E. **Code / Procedural Manual / Contract Compliance.** Tournament hosts shall comply with all procedures as set forth by the USA Softball Code, Procedural Manual and included in the tournament contract.
- F. **Sealed Bid.** Bids must be filed with the national office by July 1.
01. The bid shall be opened and screened in the national office by a tournament review committee and the results shall be sent to the Council for review at least 15 days prior to the start of the Annual Council Meeting.

02. All national championship bids must be submitted through the respective local association commissioner in whose area the tournament shall be held.
03. All tournament bids must include all fees required from the teams, including but not limited to entry fee, gate fee, housing surcharge, or other fees.

G. **Reservation of Bid.** USA Softball reserves the right not to bid any tournament, but to place that tournament at a site approved by the USA Softball Board of Directors.

H. **Awarded at the National Meeting.**

01. The bids shall be awarded at the annual meeting by a majority vote of the Council members. Within divisions of play, the tournament with the highest number of bidders shall present their bids to the Council first; the tournament with the second highest number shall present their bids to the Council second and so on. In case of ties, a draw shall determine which tournament is to be presented first. If at any time during the voting, there are more than three bidders for a national championship and no one bidder receives a majority vote, then the two bidders with the least amount of votes shall be eliminated from the next round of voting.

**NOTE:** For the purpose of establishing a majority, votes cast for cities that have been eliminated or that have withdrawn shall not be considered a vote.

02. In any National Championship final with an East / West concept, council members will vote on those tournaments that are in the section they represent.
03. In any National Championship final with an Eastern / Northern / Southern / Western concept, council members will vote on the tournaments that are in their respective territory.
04. All Seniors Slow Pitch National Championship Finals shall be bid together and conducted at the same site.
05. All Junior Olympic Boy's Slow Pitch ( 18-Under, 16-Under, 14-Under, 12-Under and 10-Under ) National Championship Finals shall be bid together and conducted at the same site on the same weekend.
06. The Executive Director shall have the first option to place any National Championship Final in the USA Softball Hall of Fame Stadium that is not bid on at the annual Council meeting.
07. Cities bidding for the Men's Major Fast Pitch National Championship Final must have two adjacent fields to host the tournament.
08. The Junior Olympic USA Softball Girls 16-Under Gold and 18-Under Gold Fast Pitch National Championship Finals site will be determined by the executive Director.
09. All Junior Olympic Slow Pitch will be played together at one site.
10. All Co-ed Slow Pitch National Championship finals shall be bid together and conducted at the same site.
11. The Men's Masters Slow Pitch 35-Over and 45-Over will be played at the same site.
12. There will be at least one USA Softball Junior Olympic National Championship Finals in each Territory.
13. The following Championships will be placed and approved by the Executive Director.
  - a. Boy's Slow Pitch
  - b. Girls' Slow Pitch

- c. Boy's and Men's Fast Pitch
- d. Girls' 10-Under Class A Fast Pitch East / West
- e. Men's Modified Pitch
- f. Coed Slow Pitch
- g. Men's Major and Class A 16-Inch Slow Pitch
- h. Men's Senior East / West Slow Pitch
- i. Women's Slow Pitch
- j. Women's Masters 35-Over Slow Pitch
- k. Men's Masters 35- Over Masters Slow Pitch
- l. Men's 40-Over Slow Pitch
- m. Men's 45-Over Slow Pitch
- n. Men's Class A and Women's Open Slow Pitch
- o. Men's Class B Slow Pitch
- p. Fast Pitch National Invitational Tournaments (NIT)
- q. Slow Pitch National Invitational Tournaments (NIT)

- I. **Bid is Awarded.** If the bid is awarded, the successful bidder must:
  - 01. Remit one thousand ( \$1,000.00 ) to USA Softball before December 31 as the tournament deposit. Deposit applies to total amount due per team entered in the tournament.
  - 02. USA Softball may not require any change after the bid is awarded unless approved by the National Championship Final Host Organizing Committee. The contract form from the National Office should conform to the bid and no changes should be made without approval of the National Championship Final Host Organizing Committee.
  - 03. Once a tournament is awarded to a bidding city, it cannot be moved without the consent of the Board of Directors.
  
- J. **Proposed Date.** The bid shall set forth the proposed date for the National Championship Final to not be in conflict with the National Championship Final dates prescribed in **Article 309, Dates of Championship Play** of the Code.
  
- K. **Evaluating and Rating.**
  - 01. The most recent National Championship Final evaluation/rating of the bidder shall be listed on the National Championship Final bid summary sheet provided by the National Office.
  - 02. At their fall meeting, the Board of Directors shall review tournament host that received a rating less than seventy percent ( 70 % ) from the teams, the umpire-in-chief, the tournament representative or the National Office. This review shall take place at the Board of Directors ( BOD ) fall meeting, which the host or their designee shall be permitted to attend in order to speak on their behalf. After review the BOD may suspend a host's bidding privilege. Once bidding privileges have been suspended, a host must demonstrate to the BOD that all the necessary improvements or corrections have been made before they will be permitted to place another bid.
  
- L. **Tournament Programs and Awards Committee.** Each bidder shall be advised of the time and place the bid may be discussed with the Tournament Programs and Awards Committee at the annual meeting.
  
- M. **Only One Bid.** If there is only one bid for a National Championship Final, the Tournament Programs and Awards Committee shall make a recommendation to the Council based on all available data to the Committee as to accept or reject the single bid.

- N. **Presentation to Council.** Each delegation bidding for a National Championship Final shall be allowed three minutes to make presentations to the Council members. Delegations with multiple bids shall be allowed an additional one minute for each additional bid.
- O. **Hospitality.** Also, it is permissible to set up hospitality rooms and/or to hold reception or cocktail gatherings. This should be cleared in advance with the USA Softball Executive Director, so that adequate room or meeting space is available and the function does not conflict with any USA Softball scheduled activity. Room or meeting space expense is the responsibility of the bidding delegation.
- P. **Awarded Two Years in Advance.** National Championship Final bids may be accepted and awarded two years in advance when satisfactory conditions are guaranteed. New facilities must be completed prior to bid being presented.
- Q. **No Satisfactory Bid.** In the event that no satisfactory bid is received for a National Championship Final, the Executive Director shall recommend host cities for those tournaments not awarded to the Board of Directors at the Board meeting at the close of the Council meeting who shall determine the site.
- R. **Failure to Meet Obligation.** Associations failing to meet their obligations, such as filing reports and paying off their bids for previous National Championship Finals are not allowed to bid for any USA Softball tournaments until all moneys and reports are complete or written off by the Board of Directors or the commissioner is replaced.
- S. **Pre-Tournament Fact Sheet.** Host city must supply complete information for pre-tournament fact sheet at the conclusion of the council meeting in the year prior to the championship. Failure to do so without a reasonable explanation may result in host city forfeiting right to bid on a National Championship Final for a period of one year and then only with approval of the USA Softball Executive Director.
- T. **Status Report.** Commissioners, that are late in turning in financial reports upon completion of a National Championship Final, must at least turn in a preliminary Status Report and the reasons as to why the report and/or moneys are late by the deadline.
- U. **Championship Cancellation.** A National Championship shall not be cancelled without prior approval from the Executive Director.
- V. **Tournament Software.** All National Championship Finals will use [www.tournamentUSAsoftball.com](http://www.tournamentUSAsoftball.com) .

**Article 303 FAST PITCH, MODIFIED PITCH AND SLOW PITCH BIDS.** A minimum bid fee for USA Softball established by the Board of Directors based on the value of each tournament. Bid fees would be evaluated on an annual basis and changes to any bid fees would be published well in advance of the deadline for submission of bids by bidding cities. The bidders are also responsible for:

- A. **Assessment Fee.** An assessment fee of \$100.00 per team shall be paid to USA Softball ( \$25.00 for Slow Pitch and Adult Fast Pitch ).

**EXCEPTION:** Tournaments with eight ( 8 ) teams or less pay no assessments to USA Softball.

- B. **Umpire Expense.** Umpire expenses must include the following:
  - 01. Game fees for Adult Fast Pitch, Junior Olympic Fast Pitch and Modified Pitch shall be a minimum of \$30.00 per game. Game Fees for Adult Slow Pitch shall be a minimum of \$25.00 per game and Game Fees for Junior Olympic slow pitch shall be a minimum of \$21.00 per game. The number of umpires

to be assigned per game is addressed in **Article 310 ( R )** of the Code.

02. Housing accommodations.
  - a. Two umpires to a room.
  - b. An umpire who brings family, will be responsible for fifty percent ( 50 % ) of room cost.
  - c. Umpires are required to be present when the tournament starts, including pre-championship clinic.
03. Housing, local transportation for UIC and \$100.00 ( **Effective 2019, \$125.00** ) per diem/per day for the tournament umpire-in-chief. The UIC shall arrive one day prior to the scheduled opening day of the Championship.
04. Housing, local transportation and \$75.00 ( **Effective 2019, \$100** ) per diem/per day for the assistant tournament umpire-in-chief when one is assigned, see **Article 111 ( C ) ( 02 ) ( a )**, **Article 111 ( C ) ( 02 ) ( b )**, and **Article 111 ( C ) ( 02 ) ( c )**, **Umpires-In-Chief**, of this Procedural Manual.
05. The UIC and Assistant UIC( s ) ( if assigned ) may share a room if deemed necessary by the Tournament Host Committee.

C. **Administrative Expenses.** Operational and administrative expenses including:

01. Field maintenance.
02. Police.
03. Scorers, scoreboard attendants, ball chasers.
04. Statistician-Announcer.
05. Ticket sellers, collectors, ushers.
06. Advertising-Publicity.
07. Printing: tickets, programs.
08. Telephone/Telegraph.
09. Postage and office.
10. Awards must be supplied in accordance with **Article 306 ( B )**, **Championship Play Awards** of the Procedural Manual.
11. **When assigned**, USA Softball Tournament Representative, who shall arrive one day prior to the scheduled opening day of the tournament, shall receive housing, local transportation and \$100.00 ( **Effective 2019, \$125.00** ) per diem/per day.
12. [www.tournamentUSAsoftball.com](http://www.tournamentUSAsoftball.com)

**Article 304 TOURNAMENT CONTRACT.** Once a bid is awarded, arrangements shall be made for the formal signing of the tournament contracts.

- A. **Awards.** All trophies and awards for National Championship Finals in accordance with **Article 306 ( B ) ( 02 )** of this Procedural Manual must be purchased through the approved USA Softball awards provider.
- B. **Broadcast Rights.** The broadcast rights of all USA Softball National Championship Final games are exclusively those of USA Softball and any broadcast or rebroadcast of these games must be only with the expressed written permission of USA Softball.
- C. **Evaluated by Participating Teams.** All local associations conducting

National Championship Finals shall be evaluated by the participating teams. Most recent evaluation/rating of tournament bidders shall be provided to the Council at the time of bid presentations. ( Evaluation procedure shall be implemented by National Office with input from the Tournament Programs Committee ).

- D. **Execution of Contract.** The USA Softball Executive Director shall arrange through the host and commissioner to set a meeting date for formal execution of the contract by all parties.
- E. **Field Specifications.** If awarded a National Championship Final, the host organizing committee and commissioner agree their playing fields shall conform to the specifications stated in the current USA Softball Official Playing Rules.
- F. **Financial Report.** A financial report must be filed with the National Office no later than thirty days following the completion of the National Championship Final.
- G. **National Championship Finals Entry Fee.** Each team participating in a National Championship Final shall be assessed a \$100.00 fee ( \$25.00 for Slow Pitch and Adult Fast Pitch ). The assessment shall be included in the tournament entry fee ( See **Article 303 ( A )** of this Procedural Manual, **Fast Pitch, Modified Pitch and Slow Pitch Bids.** )
- H. **Tournament Site Inspection.** The Executive Director shall personally visit or designate a representative to inspect the tournament site and facilities prior to the execution of the contract if the site is hosting the tournament for the first time.
- I. **Souvenir Items.** A report, on the approved form, of all souvenir sales shall be required from the organizing committee of the tournament within 30 days following the completion of the tournament, which shall be accompanied by payment of the appropriate fee.
- J. **Souvenir Videos.** The selling of souvenir videos containing footage from any National Championship Finals are exclusively those of USA Softball and any broadcast or rebroadcast of these games must be only with the expressed written permission of USA Softball.
- K. **Tournament Results.** The National Championship Final's host is responsible for having an active website and updates the results on a daily basis.
- L. **Transmittal of Contract.** A copy of the tournament contract shall be forwarded to the host organizing committee and the respective commissioner from the area in advance of formal execution.

#### **Article 305 FINANCIAL OBLIGATIONS.**

- A. **Bid Obligation.** Local associations awarded a regional, territorial, National Tournament or a National Championship Final must fulfill all obligations as specified in the bid.
- B. **Failure to Pay Obligation.** Failure to fulfill all obligations shall result in the suspension of the local association conducting the tournament and the local association commissioner of the area where the tournament is held.
- C. **Tournament Assessment Fees.** Each team participating in USA Softball championship play beginning at the regional level shall be assessed a \$15.00 assessment fee to be paid to USA Softball. This shall be from all Regional, National Qualifiers and Territory Qualifier play. ( See **Summary of Tournament Assessment Fees** on page 41 ).
- D. **Tournament Entry Fees / Assessments.** The following is a review of all Tournament Entry Fees in relation to Tournament Assessment Fees ( See **Summary of Tournament Entry Fees** ).



**SUMMARY OF TOURNAMENT ASSESSMENT FEES**

USA SOFTBALL CODE REFERENCE	ASSESSMENT FEE PER TEAM
01. Article 313 ( K ) <b>National Qualifying Tournaments</b>	\$ 15.00
02. Article 314 ( A ) <b>Regional Tournaments</b>	\$ 15.00
03. Article 315 ( B ) <b>Territory Tournaments</b>	\$ 15.00
04. Article 318 ( D ) <b>National Invitational Tournaments</b>	\$ 25.00

USA SOFTBALL PROCEDURAL MANUAL REFERENCE	ASSESSMENT FEE PER TEAM
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01. Article 303 ( A ) <b>Junior Olympic Fast Pitch and Modified Pitch National Championship Finals</b>	\$ 100.00
02. Article 303 ( A ) <b>Adult Fast Pitch and Slow Pitch</b>	\$ 25.00

**Article 306 CHAMPIONSHIP PLAY AWARDS.** Awards shall be made to teams and individuals as follows:

A. **Regional Tournaments.** A team trophy shall be awarded to the winner and second place of a regional tournament. Individual awards are optional.

**EXCEPTION:** Awards for individual performance, other than those based on team finish, are prohibited in Junior Olympic softball tournaments.

B. **National Championship Finals.**

01. **Championship Jackets.** In all adult divisions of play, the National office shall provide National Championship Final Jackets ( with appropriate embroidery ) to each individual whose name appears on the National Championship Final roster and who is present at the tournament. One manager and one coach shall also receive a jacket.

02. **Tournament Awards.**

a. <b>CATEGORY I</b>	<b>( 06 - 16 Teams )</b>
Teams Award	First, Second, and Third Place
Individual Awards	First and Second Place – Medallion on Ribbon



Teams Awards	First, Second, Third Fourth and Two (2) Fifth Places
Individual Awards	First, Second and Third Place
Adult Division Only:	
All-American Awards	First Team Awards and Second Team Certificates
Batting Champion	Leading Hitter
Home Run Champion	Leading Home Run Hitter
MVP	Most Valuable Player

f. **CATEGORY V ( Seniors Only 01 - 05 Teams )**

Team Awards	First and Second Place
Individual Awards	Team Championship Jackets
All-American Awards	First Team Only
Batting Champion	Leading Hitter
Home Run Champion	Leading Home Run Hitter

**EXCEPTION:** No Home Run Champion will be selected in any tournament in which there is a home run limit of less than three per game. This **EXCEPTION** includes letters a, b, c, d, e and f.

03. **Individual Awards.** Individual awards shall be made to each individual whose name appears on the National Championship Final and second place roster and who is present at the tournament. The team manager and coach shall also receive an individual award.

04. **Individual Performance Awards.** Awards for individual performance other than those based on team finish, are permissible in adult divisions.

05. **All-American Team Selection.** All-American Team Selection ( The top level in all divisions of adult play ).

a. To be selected to the first or second team, a player must have participated in at least four National Championship Final games.

**EXCEPTION:** Pitchers must have been credited with a minimum of two victories for selection to the first team. In slow pitch tournaments with 20 - 32 teams, All-American selections must come from teams that play at least five games. In tournaments with more than 32 teams, All-American selections must come from teams that play at least six games.

b. Positions to be selected are as follows:

01. **Fast Pitch** Four infielders, four outfielders, three utility players, one catcher, and three pitchers.

02. **Slow Pitch.** Five infielders, four outfielders, five utility players and one pitcher.

03. **Co-ed.** Infield: two women and two men; outfield: two women and two men; utility: two women and two men; catcher: one player, pitcher: one player.

- c. Slow Pitch All-American teams are to be for first and second teams.
  - d. A selection committee shall be appointed by the host organizing committee with no more than five or less than three persons serving on the committee and who shall be in attendance and observe a majority of all games played during the tournament. The National Office representative shall be an active, working member of the selection committee and shall be charged with the responsibility of training the committee in their duties.
  - e. The selection of players shall not be predicated on the performance of players in the championship game(s), unless the committee unanimously agrees that such consideration is necessary in order to give consideration to players in similar positions that cannot be chosen on the basis of performance in games prior to the championship game(s).
  - f. Individual awards shall be presented to each player selected to the All-American first team. Players selected to the second team shall receive an engraved certificate from USA Softball.
06. **All-Tournament Team Selection.** An All-Tournament Team will be selected ( Adult Divisions and Classifications not covered under **Article 306 ( B )( 05 )** of this Procedural Manual ).
- a. To be selected to the first team or second team, a player must have participated in at least four ( 4 ) National Championship Final games.
 

**EXCEPTION:** Pitchers must have been credited with a minimum of two victories for selection to the first team. In slow pitch tournaments with 20 - 32 teams, All-Tournament selections must come from teams that played at least five ( 5 ) games. In tournaments with more than thirty-two ( 32 ) teams, All-Tournament selections must come from teams that play at least six ( 6 ) games.
  - b. Positions to be selected are as follows:
    - 01. **Fast Pitch.** Four infielders, four outfielders, three utility players, one catcher and three pitchers shall be selected.
    - 02. **Slow Pitch.** Five infielders, four outfielders, five utility players and one pitcher shall be selected.
    - 03. **Co-ed.** Infield: two men and two women; Outfield: two men and two women; Utility: two men and two women; Catcher: one player; Pitcher: one player.
  - c. A selection committee shall be constituted by the host organizing committee with no more than five or less than three persons serving on the committee. The committee shall be in attendance and observe a majority of all games played during the tournament. The USA Softball National Office representative shall be an active, working member of the selection committee and shall be charged with the responsibility of training the committee in their duties.
  - d. The selection of players shall not be predicated on the performance of players in the championship game(s), unless the committee unanimously agrees that such consideration is necessary in order to give consideration to players in similar positions that cannot be chosen on the basis of performance in games prior to the championship

games(s).

- e. Individual awards shall be presented to each player selected to the All-Tournament team.

**EXCEPTION:** No All – Tournament Team selected for the Men’s Class D and Class E / Rec Slow Pitch.

- 07. **Batting Champion.** A batting champion shall be determined at the National Championship Final on the basis of the highest batting percentage based on appearing at bat at least 15 plate appearances in the fast pitch National Championship Final and 15 plate appearances in the slow pitch National Championship Final.

- a. Masters fast pitch batting champion shall be based on the highest percentage from 12 appearances.
- b. Any player having participated in at least four complete games shall be eligible to be batting champion, if their number of hits would have been sufficient to give them the highest batting average and had they had 15 total appearances.
- c. In the Co-ed division, two batting champions shall be named – one woman and one man.
- d. Masters and Seniors Slow Pitch Divisions. The batting champion shall be based on the highest percentage from 15 appearances in tournaments with less than 24 teams.

**EXCEPTION:** No Batting Champion will be selected for the Men’s Class D or Men’s Class E / Rec Slow Pitch

- 08. Batters are to be credited with a home run for each four base award.
- 09. A home run champion shall not be selected in any tournament in which there is a home run limit of less than three.
- 10. Men’s Major Fast Pitch. Additional individual awards are as follows:
  - a. Most Valuable Player
  - b. Herb Dudley – Most Valuable Pitcher
- 11. All trophies and awards for National Championship Finals in accordance with **Article 306 ( B ) ( 02 )** must be purchased through the approved USA Softball awards provider.
- 12. The costs of all awards shall be borne by the tournament sponsor.

**EXCEPTION:** The National Office shall provide jackets in accordance with **Article 306 ( B )( 01 )**, **Championship Play Awards**, of this Procedural Manual.

- 13. Selection of all trophies shall be made by the Board of Directors.

- C. **Unauthorized Awards.** At no time shall unauthorized awards be presented including merchandise awards that can be converted into money by the recipients.
- D. **Sponsors.** There shall be no advertising or sponsor names or logos on any National Championship team or individual awards.

**Article 307 TOURNAMENT REPORTS.**

- A. **Local Association Championship.** The association commissioner at the conclusion of the tournament shall:
  - 01. File with the respective National Championship Final organizing committee:
    - a. The name of the winning team.
    - b. The roster/affidavit form(s) and team entry form(s) of the advancing team(s).
  - 02. File with the national office a completed official tournament bracket.
  - 03. File the bracket and game scores with the local commissioner sending teams to the tournament.
  
- B. **National Qualifiers.** The association host commissioner at the conclusion of the tournament shall:
  - 01. File with the respective National Championship Final organizing committee:
    - a. The name of the winning team.
    - b. The roster/affidavit form(s) and team entry form(s) of the advancing team(s).
  - 02. File with the national office:
    - a. The completed official tournament bracket.
    - b. The official entry fees and assessment reporting forms, together with payment.
  - 03. File the bracket and game scores with the local commissioner sending teams to the tournament.
  
- C. **Regional Championships.** The association host commissioner at the conclusion of the tournament shall:
  - 01. File with the National Championship Final organizing committee:
    - a. The name of the winning team.
    - b. The roster/affidavit form(s) and team entry form(s) of the advancing team(s).
  - 02. File with the national office:
    - a. The completed official tournament bracket.
    - b. The official entry fees and assessment reporting forms, together with the payment.
  - 03. File the bracket and game scores with the local commissioner sending teams to the tournament.
  
- D. **Territory Qualifiers.** At the conclusion of the tournament, the tournament director shall file with the National Office:
  - 01. The listing of the official order of finish within 24 hours of the completion of the tournament.
  - 02. The official entry fees and assessment reporting forms, together with the payment.

- E. **National Championship Finals.** The organizing committee, at the conclusion of the tournament, is responsible to file the following with the National Office:
01. Listing of the official order of finish, post tournament fact sheet, and tournament brackets within 24 hours after conclusion of championship play.
  02. Listing of first and second All-American / All-Tournament teams ( adult divisions only ) within 24 hours after conclusion of championship play.
  03. Photographs, including at least six action photos and team pictures of the champion within 30 days after conclusion of championship play.
  04. File the official entry fees and assessment reporting forms, together with the payment within 30 days after completion of tournament.
  05. The tournament organizing committee shall keep copies of score sheets for each tournament game a period of three months by the tournament organizing committee.
  06. Any statistics used for selection of All-American teams shall be copied and sent to the 15 regional directors for use in classification matters.
  07. The following evaluation forms are required to be submitted within thirty ( 30 ) days after the tournament:
    - a. Teams.
    - b. USA Softball Tournament Representative.
    - c. Umpire-In-Chief.
    - d. Tournament Director.
  08. The following reports are required to be submitted within thirty ( 30 ) days after the tournament:
    - a. Souvenir Income Statement.
    - b. Gate Receipts Report.
    - c. National Championship Income Statement ( tournament budget ).
- F. **National Office Reports.** The National Office shall publish the standings of all national championship finals indicating those teams that are subject to the Mandatory Classification Rule.

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