



# GOVERNING MANUAL

*Revised June 19, 2022*

NAGAAA Governing Manual

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**VOLUME 1 – ARTICLES OF INCORPORATION**

**Article One – Name**

1.1 The name of the organization is the North American Gay Amateur Athletic Alliance-Open Softball Division, Inc.

**Article Two – Existence**

2.1 The period of existence is perpetual

**Article Three – Purpose**

3.1 Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 I (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

3.2 To be a nonprofit organization dedicated to the promotion of amateur sports competition, particularly softball, for all persons regardless of age, sexual orientation or preference, with special emphasis on the participation of members of the LGBT Community; and to otherwise foster national and international sports competition by planning, promoting and carrying out amateur sports competition.

3.3 To establish uniform rules and regulations for amateur sports competition organized or conducted by this organization.

3.4 To organize and conduct any regional championship playoffs among member teams and organize and conduct a Gay Softball World Series; the further purpose of the corporation being to organize, promote and conduct the best possible tournaments in LGBT athletics; and to otherwise foster national and international sports competition.

3.5 To encourage the education and training of the proper skills of athletics, particularly softball, by promoting clinics, seminars and training courses.

3.6 To plan, promote and carry out other exempt activities that serve the welfare of the public at large.

3.7 To raise, collect, administer and dispense funds for the purposes set forth in the Articles of Incorporation.

3.8 To carry out all of the purposes stated solely within the scope and meaning of Section 501 I of the Internal Revenue Code of 1954 or corresponding section of future tax code.

**Article Four – Members**

4.1 The corporation shall have no members.

**Article Five – Directors**

5.1 The general management of the affairs of the corporation shall be vested in the directors of the corporation.

5.2 The term of office of the initial directors shall be until the first meeting of the incorporators and the initial board of directors.

5.3 The number of subsequent directors and their qualifications, manner of election and term of office shall be specified in the Bylaws.

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5.4 The number of directors shall not be less than three (3).

**Article Six – Disbursements**

6.1 No part of net earnings of the corporation shall inure to the benefit of, or be distributed to its members, trustees, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation; and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code; or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Article Seven – Operations**

7.1 This corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

**Article Eight – Dissolution**

8.1 Upon the dissolution of the organization, assets shall be distributed for one (1) or more exempt purposes within the meaning of the section 5011 (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**VOLUME 2 – BYLAWS**

**CHAPTER 1 – MEMBERSHIP**

1.01 **Membership:** Upon proper petition and qualification, membership in this organization shall be granted or denied by action of the Council. Petitions for membership are to be completed in the form and manner provided by the committee assigned membership duties and to the committee’s satisfaction before presentation to a regular meeting of the Council. That committee shall offer a recommendation on the petition of the prospective member to the Council.

- a. Voting for new members shall occur during the New Business section of the meeting.
- b. Approval for membership requires a majority vote of the Council in the meeting it is requested. If, by any reason, a petitioning association is denied membership, the association will not be allowed to petition for membership again until two (2) successive meetings (e.g., if rejected at the Winter Meeting, the association will not be able to apply again until the next year’s Winter Meeting).
- c. Membership dues and deadlines are outlined in the Master Dues, Fines, and Fees Schedule (Chapter 70).

1.02 **Qualifications:** For any membership petition to be considered by the Council, the committee assigned membership duties must affirm to the Council that all of the following qualifications have been met: (a) The petitioning association has operated a league for two (2) consecutive calendar years preceding the meeting of consideration of the membership petition with a minimum of four (4) teams registered in each of those years; (b)

103 The petitioning association identifies itself as a sports organization in the LGBT community of its metropolitan  
104 area; and (c) The petitioning association's representative attended the immediately two (2) preceding regular  
105 Meetings.

106 a. The two-year operating minimum criteria can be waived at the request of the committee and a two-thirds  
107 majority of the Council.  
108

109 **1.03 Interdependence of Members and NAGAAA:** Members of NAGAAA and the organization of NAGAAA are  
110 interdependent bodies, each mutually benefitting from one another and each with expectations to one another.  
111 Other than fulfilling the expectation of membership provided for in these bylaws or authorized by these bylaws, it  
112 is understood that NAGAAA has no power to compel or direct the governance or operations of Member  
113 Associations. The Board of Directors may interact with Member Associations to help mediate conflicts or resolve  
114 differences as requested. Additionally, the Board of Directors of NAGAAA shall, when receiving or engaging in  
115 communication with individual members of Member Associations, communicate through and direct issues to the  
116 Member Association's leadership.  
117

118 **1.04 Expectations of Membership:** Membership in this organization is critical to the operations and goals of  
119 this organization. Member associations, their individual members, and volunteers or staff members of the  
120 NAGAAA organization are expected to adhere to the common set of expectations.

121 a. Conduct: Each Member Association is expected to perform in and to the spirit of the NAGAAA Open  
122 Softball Division, Inc. policies and procedures.

123 b. Association Participation: Each Member Association must comply with and report the information of its  
124 activities and leadership as determined by the Board of Directors and pay all dues, fines, and fees by the  
125 date due. Member Associations are required to attend the meetings of this organization. Failure to report  
126 all required information, attend as required, and/or pay all monies due may result in suspension of voting  
127 rights and/or suspension or termination of membership, including possible other sanctions, until such  
128 time as compliance is achieved.

129 c. Athletic Participation: Each Member Association shall register the minimum number of regular season  
130 teams in a qualifying season in a calendar year and shall register the minimum number of teams for the  
131 Gay Softball World Series (GSWS). Requirements and exceptions to this requirement shall be stated in  
132 policy documents of this organization.

133 d. Legal Issues: No Member Association or individual may enter into a legal agreement using the  
134 incorporated name of this organization without the written consent of the Board of Directors. Members  
135 of this organization will adhere to the Conflict of Interest Policy of this organization. All Members  
136 Associations, voting representatives, committee chairs and members, board directors, staff, and  
137 volunteers shall return all organizational property and materials to the Commissioner within ninety (90)  
138 days after the end of term of service to the organization.

139 e. Privacy: Use of the directories of this association is limited to official NAGAAA business only.  
140 Reproduction, sale, rental, lease, or use of the directories or any of its contents by any person or group  
141 other than the Board of Directors or member associations is strictly prohibited.

142 f. Local Tournaments: Member Association Tournament Directors/League Officers utilizing NAGAAA ratings  
143 in a local tournament must verify those ratings are current and accurate. Team rosters must include the  
144 person's name, date of birth, and each rating question. All local tournaments must have a clearly defined  
145 protest process.  
146

147 **1.05 Suspension/Termination of Membership:** Member Associations and/or individual members of Member  
148 Associations may be suspended, for a time certain or indefinitely, and/or terminated from membership in this  
149 organization by a two-thirds (2/3) vote of the Council following a hearing before the Council, in a form and manner  
150 provided for by the Ethics Committee, unless provided for differently by express language in these bylaws. A  
151 period of suspension may be ordered by the Council which may include specific restorative and accountability  
152 requirements and/or other sanctions, which if not met, may result in termination of membership. Automatic

153 suspensions for failure to pay membership dues by the deadline established may be issued and repealed by the  
 154 Commissioner.  
 155

156 **1.06 Reinstatement of Membership Following Suspension or Termination:** The Council may reinstate a  
 157 suspended Member Association following a review by the committee assigned membership duties of the  
 158 complaint leading to suspension and any corrective actions taken regarding the nature of the complaint. The  
 159 Council may reinstate a suspended and/or terminated individual member of a member association following a  
 160 review by the Ethics Committee of the complaint leading to suspension and/or termination and any corrective  
 161 actions taken regarding the nature of the complaint. Member Associations or Individuals suspended for a time  
 162 certain are automatically reinstated to good standing following the expiration of the time of suspension provided  
 163 that qualifications for membership continue to be met. Terminated Member Associations shall only be eligible for  
 164 reinstatement through the process of petitioning for membership in the organization.  
 165

## 166 CHAPTER 2 – COUNCIL

167  
 168 **2.01 Authority and Purpose:** The Council shall be the legislative body of this organization. All committees,  
 169 boards, officers, staff, and volunteers are subordinate to the authority of the Council. The Council is limited in its  
 170 power only by the provisions of these bylaws, the Articles of Incorporation, and the Laws of the State of Wisconsin.  
 171 The Council is created to give policy direction to the operations of NAGAAA; act on legislative proposals  
 172 appropriate for the fulfillment of policy functions; elect officers of the organizations; create committees that assist  
 173 the officers in the operations of the organization; act on matters relating to membership; and to support and  
 174 promote the work of this organization.  
 175

176 **2.02 Composition:** The Council shall be composed of one (1) voting representative from each member  
 177 association and the voting members of the Board of Directors. The voting representative from each member  
 178 association shall furnish credentials in the form and manner provided by the committee assigned membership  
 179 duties attesting that he/she and any listed alternates represent the Member Association on the Council. Failure to  
 180 provide such attestation shall be cause for immediate revocation of voting and voice rights on the Council until  
 181 such time as remedy is made. Voting representatives, properly credentialed, remain as voting representatives,  
 182 until such time as new credentials are furnished by a member.

183 a. A voting representative or alternate voting representative from a member association shall be or have  
 184 been in the twelve months prior to the Council meeting; a board member of that association, a player  
 185 declaring that association their qualifying association, and/or an active member of that association.  
 186

187 **2.03 Parliamentary Authority:** The rules contained in the latest edition of *Robert's Rules of Order Newly*  
 188 *Revised* shall govern the organization and all its bodies in all cases to which they are applicable and in which they  
 189 are not inconsistent with these bylaws and any special rules of order the organization may adopt. Attendance by a  
 190 majority of those Council members granted the right to vote constitutes a quorum for any meeting of the Council.  
 191 All main motions shall be delivered in writing, in the form and manner provided for by the Secretary.  
 192

193 **2.04 Right of Vote:** Each voting representative of the council and the members of the Board of Directors shall  
 194 be entitled to one (1) vote. The Commissioner shall only be allowed to cast a vote in elections for officers of this  
 195 organization or, on other matters, to cast a vote to affect the outcome. No member association shall be entitled to  
 196 more than one (1) vote by its designated voting representative or alternates on any question pending before the  
 197 Council or any of the subordinate functions (e.g., committees) of this organization, not including the Board of  
 198 Directors.  
 199

200 **2.05 Right of Voice:** The right of voice at the meetings of the council is extended to the voting representatives  
 201 of each member, the board of directors, committee chairs not serving as voting representatives, staff, volunteers,  
 202 and any other person as approved by the council or by the board of directors. Committee chairs not serving as

203 voting representatives shall be given the privilege of proposing questions and matters of business to the council  
204 but shall not be allowed voting rights.  
205

206 **2.06 Meetings:** The Council will conduct two (2) Regular Meetings in a calendar year. The annual Winter  
207 Meeting will be held on or before March 31 in any year and shall not be held on the same weekend as the annual  
208 Championship game of the National Football League. The annual Summer Meeting will be held in conjunction with  
209 the GSWS in that year's host city and shall end no later than Columbus Day of any year. Special Meetings may be  
210 petitioned for by at least two (2) members of the Board of Directors or by the signatures of a majority of the  
211 members of the Council, in a form and manner provided for the Governance Committee. Said petition must  
212 include whether the meeting will be in held by physical attendance of the voting representatives or electronic  
213 means and include all items of business to be discussed at the special meeting. Only those items of business listed  
214 on the petition for the special meeting shall be considered at that meeting.  
215

216 **2.061 Notice of Meetings:** Written or printed notice stating the date, time and place of each Regular Meeting or  
217 a Special Meeting to held in physical attendance of the voting representatives, with a proposed agenda and items  
218 of businesses that have been appropriately submitted in the form and manner provided by the Governance  
219 Committee, will be delivered by electronic means to each Member Association at least thirty (30) calendar days  
220 prior to the convening of said meeting. Notice shall be delivered in the same manner for a Special Meeting to be  
221 held by electronic means at least seventy-two (72) hours prior to the convening of said meeting.  
222

223 **2.07 Deadline for Submission of Items of Business:** For all regular meetings of the Council, member  
224 associations may submit items of business for consideration by the council in the form and manner provided for by  
225 the Governance Committee no later than fourteen (14) days prior to the convening of the regular meeting. Any  
226 motion, having the effect of adding an item of business for consideration not so submitted, shall require a majority  
227 of the Council members present to allow the item to be considered. Petitions to the Ethics Committee on matters  
228 of discipline are subject to other deadline rules as authorized in the policies of this organization. The Secretary  
229 shall provide notice to the member associations of these deadlines.  
230

231 **2.08 Elections:** The Council shall elect members of the Board of Directors to specific office. Elections shall be  
232 held at the Winter Meeting. Individuals active in member associations, the Council, and any active NAGAAA official  
233 shall be eligible to nominate persons for office. Nominees shall be subject to background check. The Board of  
234 Directors shall create a policy governing the nominations and background check requirements and communicate  
235 said policy to the Council, which shall include the following provisions: 1) Nominations may be submitted beginning  
236 at the adjournment of the Summer Meeting and shall end no earlier than 11:59pm (PST) of the forty-fifth (45)  
237 calendar days prior to the convening of the following Winter Meeting.; 2) Persons nominated shall have fifteen  
238 (15) calendar days, after the close of nominations, to accept or decline the nomination.

239 a. Election of Directors: The Council shall elect the directors of this organization. Each nominee will be given  
240 the opportunity to address the Council prior to the first ballot. Votes will be conducted by secret ballot  
241 unless a nominee is unopposed for election at which time a motion for a unanimous ballot shall be in  
242 order. A majority of the votes cast, including abstentions, is required for election. If no nominee receives a  
243 majority on the first ballot, the nominee receiving the least votes shall be removed and a second ballot  
244 conducted in the same manner as the first. Ballots will continue to be conducted in the same manner as  
245 the first until such time as a nominee receives a majority of the votes cast. In the event of a tie on any  
246 ballot, the nominees engaged in the tie shall remain on the following ballot. In the event where two (2)  
247 successive ballots have been cast on which there were only two (2) nominees and neither nominee has  
248 received a majority of the votes cast, including abstentions, the third ballot cast in this manner shall be  
249 the final ballot cast where only a plurality of votes for a nominee is required to be elected, except no  
250 nominee shall be elected on any ballot cast in this manner which resulted in a tie. Any ballot recording a  
251 tie shall require a following ballot until a plurality is reached.  
252

253 **2.09 Appeals of Fines and Penalties:** The Council will hear all appeals of fines assessed, except protest fines, or  
 254 penalties assigned at the next semi-annual meeting after which the fine is incurred. Appeals shall be referred to  
 255 the Ethics Committee which shall have jurisdiction to preside over the appeal. Appeals will not be matters of  
 256 business before the council at said meeting, unless an appeal is filed by the fined or penalized entity, in the form  
 257 and manner provided for by the Ethics Committee.

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### CHAPTER 3 – COMMITTEES

261 **3.01 Committees:** The following committees are created which the Board of Directors shall engage to assist in  
 262 the execution and management of this organization. The objectives, structure, reporting, and priorities of these  
 263 committees shall be approved by the Board of Directors.

264 a. Governance

265 b. Ethics

266 c. Athletics

267

268 **3.011 Finance and Audit Committee:** The Finance and Audit Committee is a permanent committee which shall  
 269 be constituted of four members with accounting and financial experience appointed by the Commissioner. The  
 270 committee shall meet three times in a calendar year – at the Winter and Summer Council meetings and at a fall  
 271 meeting of the committee’s choosing. The committee is charged with budget management and development in  
 272 conjunction with the Board of Directors and any other duties as assigned by the Board of Directors.

273

274 **3.02 Other Committees:** The Board of Directors may create or dissolve a committee by majority vote. Creation  
 275 of the committee shall specify the objective of the committee.

276

277 **3.03 Appointments:** The Commissioner will appoint one (1) member of each committee as its chairperson and  
 278 one (1) member as the vice-chair of the committee. The Commissioner shall appoint the chair and vice-chair at the  
 279 vacancy of each of those offices and those appointees shall serve until such time as the appointee resigns or is  
 280 removed by the Commissioner. The chairperson shall be responsible for the operation of the committee.  
 281 Appointed membership on committees, excluding the chair and vice-chair, shall be appointed for a term  
 282 commencing of the annual Winter Meeting until the commencement of the next annual Winter Meeting. Members  
 283 of the committee shall be those voting representatives of the council or alternates who attend a meeting of the  
 284 committee or members appointed by the Commissioner. No member association is granted more than one (1)  
 285 vote in any committee or taskforce.

286

287 **3.04 Meetings and Quorum:** Committee meetings not held in conjunction with regular or special meetings of  
 288 the Council shall be noticed by the chair to the members at least 24 hours prior to the meeting’s convening. Notice  
 289 of Committee meetings held in conjunction with a regular or special council meeting is satisfied by the  
 290 presentation of a proposed agenda indicating such. A quorum of a committee is always present in a meeting called  
 291 in accordance with these bylaws. Committee meetings may be held by electronic or telephonic means.

292

293 **3.05 Referral to Committee:** The Commissioner shall refer all items of business to the appropriate committee.  
 294 Any item of business for which a committee recommends approval, and which obligates a fiscal expenditure by  
 295 this organization shall be referred to the Finance and Audit Committee before any action of the council on that  
 296 recommendation.

297

298 **3.06 Status of Committee Reports:** On any item of business referred to a committee which requires approval  
 299 of the Council to be enacted, the committee of referral may recommend any legal motion of action on that item.  
 300 The recommendations, if any, of any committee to which the item was referred shall be reported to the Council for  
 301 its consideration. The recommendation, if any, in the report of the last committee to which the item was referred  
 302 shall be the pending main motion before the Council during consideration of the committee report.

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## CHAPTER 4 – BOARD OF DIRECTORS

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**4.01 Authority:** The Board of Directors shall be the administrative and management body of the organization, subject to the policy direction of the Council.

**4.02 Composition and Terms of Office:** The Board of Directors shall consist of a Commissioner, Secretary, Treasurer, Business Development Director, Director of Competition, Athletic Director, and Operations Director. Directors shall serve two (2)-year terms. Each Director shall serve until his or her successor has been qualified and elected, unless such Director shall sooner be removed from office. The Commissioner, Treasurer, and Athletic Director positions shall be elected in odd numbered years. The Secretary, Director of Competition, Operations Director, and Business Development Director positions shall be elected in even numbered years.

**4.03 Removal and Vacancies:** A Director may be removed from office by a two-thirds (2/3) Council vote for illegal conduct, failure to perform the duties of office, or violation of the expectations of a member. Actions for removal shall be in the jurisdiction of the Ethics Committee and shall conform to a process provided for by the Ethics Committee. For a vacancy in any office, other than that of Commissioner, the vacancy shall be filled by nomination and election by the remaining Board of Directors for the balance of the term. For a vacancy in the office of Commissioner, the vacancy shall be filled within 30 days by nomination and election by the remaining Board of Directors, from among the current Directors who have been duly elected to office, for the balance of the term of the Commissioner. In event of a tie on any ballot, should more than two (2) nominees exist, the nominee with lowest votes cast, excluding ties, on that ballot shall be removed from future ballots and the remaining directors shall vote again on a successive ballot and repeat this process on successive ballots until such time as nominee is elected by a majority of the remaining directors. Vacancies, in offices other than the Commissioner, shall be filled as soon as practicable and the Board of Directors may not number less than three (3) officers at any time. A vacancy in any office shall be reported to the Council forthwith.

**4.04 Director's Duties:** Unless expressly provided for in these bylaws, the duties of Office for each individual Director shall be determined by the Board of Directors and listed in the policies of this organization.

- a. Commissioner: The Commissioner shall oversee all operations of the NAGAAA Board and the organization, including implementation of policies and procedures, enforcement of rules, administration of priorities and initiatives. The Commissioner shall preside over meetings of the Council and propose the agenda and schedule of meetings. The Commissioner will appoint all tournament personnel, chairs of committees, taskforces, and any other special groups. The Commissioner shall perform any other duties or functions as assigned by the Board of Directors.
- b. Secretary – The Secretary shall maintain, update, and record all official governance documents of the organization. The Secretary shall maintain and execute official communication with the Member Associations, Council voting representatives, Committees, and Board of Directors. The Secretary shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- c. Treasurer – The Treasurer shall oversee management and reporting of the organization's finances and compliance with applicable regulations. The Treasurer shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- d. Business Development Director: The Business Development Director shall oversee the marketing, sponsorship, and public relations efforts of this organization. The Business Development Director shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- e. Director of Competition: The Director of Competition shall have the responsibility for the development and implementation of the policies on and surrounding fair play, rules of the game, ratings, player eligibility and accountability, protests, member association softball operations, and shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.
- f. Athletics Director: The Athletic Director shall have responsibility for the planning, preparation, and operation of NAGAAA sanctioned tournaments and shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.

- g. Operations Director: The Operations Director shall have responsibility for the administrative and logistical management of the NAGAAA corporate body and shall perform any other duties or functions as assigned by the Commissioner or the Board of Directors.

#### CHAPTER 5 – FINANCIAL MANAGEMENT

**5.01 Fiscal Year and Budget:** The fiscal year begins on the first day of January and ends on the last day of December of the same calendar year. The Treasurer shall prepare, in consultation with the Commissioner, and present a proposed annual operating budget at each Winter Meeting. The proposed budget shall be referred to the Finance and Audit Committee which shall provide a recommendation to the Council. The budget shall be considered by and may be adopted by the Council. In the course of the fiscal year, the Board of Directors is authorized to adjust appropriations of this organization consistent with the policy direction of the Council.

**5.02 Budget Provisions:** The proposed and adopted budget shall provide estimated revenue amounts, appropriation amounts, including appropriations sufficient to fund salaries, per diems, expenses, and compensation as determined by the Board of Directors in the Master Compensation schedule. The budget shall establish and maintain a segregated budget stabilization fund of not less than \$80,000. The budget stabilization funds shall only be encumbered with the adoption of resolution authorizing such by a two-thirds (2/3) vote of the Council. Fifty percent (50%) of all net positive income, once all budget items have been accounted for, shall be appropriated to the budget stabilization fund until the fund reaches a balance of \$125,000, at which point only ten percent (10%) shall be appropriated each year.

**5.03 Compensation and Payments:** The Board of Directors shall set the compensation of all staff and volunteers serving in roles and positions designated for compensated status and list those compensation amounts in the Master Compensation Schedule. The Board of Directors shall set the monetary amount of all fines, penalties, and fees, and corresponding due dates, unless otherwise expressly specified in these bylaws, and list those amounts along with the dues of this organization and relevant association reporting deadlines in the Master Dues, Fines and Fees Schedule. Member Associations shall submit all dues, fines, fees, and other payments in their national currency which shall be accepted at a 1:1 exchange rate.

#### CHAPTER 6 – POLICIES OF THIS ORGANIZATION

**6.01 Policies:** The Council, the Board of Directors, and/or any subordinate body (e.g.: committees, etc.) of this organization may create policies and procedures not in conflict with these bylaws and/or policies created by the Council which shall be in the form and manner provided for by the Governance Committee. Any policy created shall contain and provide for the manner of amendments. Policies are the jurisdiction of the body authorizing them unless stated otherwise. Policies of this organization shall be organized in chapter 10 or higher of the governing documents and are subordinate to the bylaws.

#### CHAPTER 7 – BYLAW AMENDMENTS

**7.01 Amendments:** These Bylaws may be amended by a two-thirds (2/3) vote of the Council at any regular meeting or special meeting called for that purpose. Amendments shall be submitted in writing in the form and manner provided for by the Governance Committee. Amendments shall become effective immediately upon adoption unless a different effective date is adopted concurrently with the amendment.

## VOLUME 3 – POLICIES

### CHAPTER 10 – RULES OF THE GAME

**10.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council meeting, except that any amendment adopted at summer meeting of the Council must achieve a ninety percent (90%) vote to be effective at the Gay Softball World Series immediately following that meeting.

**10.02 USA Softball (ASA) and NAGAAA Rules:** This organization, in all its official events, shall adopt and conform to the USA Softball (ASA) Rules of Softball for Men’s Slow-Pitch, latest edition, unless explicitly stated in this chapter or elsewhere in this organization’s policy documents. No exception or modification to an USA Softball (ASA) rule may be approved except by the Council. All games shall be conducted in accordance with the governing manual of this organization.

**10.03 Exceptions:** The following rules are exceptions to the USA Softball (ASA) rules and shall apply as rules for any NAGAAA event.

- a. Any person, of any gender identity, may compete on any team.
- b. No metal cleats shall be worn by any player, manager, coach, or umpire.
- c. No base stealing will be allowed in any division.
- d. Safety bases will be used on all fields when possible. If safety bases cannot be used on one (1) or more of the total fields scheduled for use, no safety bases will be utilized unless required by field ownership and/or management.
- e. Official field dimensions for NAGAAA events utilize a 300’ (91.4 meters) outfield fence and 70’ (21.3m) base path.
- f. All batters will begin with a one (1) ball and one (1) strike count. One (1) courtesy foul shall be awarded after the second strike.
- g. The official NAGAAA pitch height shall be 6’ to 12’ (1.8m to 3.7m).
- h. Electronic scorekeeping is deemed an acceptable scorebook format.
- i. Masters Division teams will not observe a second home plate or commitment line.
- j. The following are the divisional limits for out of the park home runs: A – 4, B – 3, C – 1, D – 0, E – 0, Masters-C Division – 1, Masters-D Division – 0. Once a team has reached their maximum of out of the park home runs, any additional out-of- the-park homerun will be considered an inning-ending out in all divisions.
- k. In all divisions, no new inning may begin after 55 minutes in pool play and 60 minutes in double elimination with the exception of Championship games. The team ahead in the score shall be declared the winner and the game shall be declared completed after such innings. The start of game time is defined as the scheduled game time; or in games beginning earlier than scheduled, the time agreed to by both managers and umpire(s); or in games beginning later than scheduled, immediately once both scheduled teams have occupied the field. In all games, the umpire assigned to officiate the game has to announce that time has begun.
- l. The International Tiebreaker rule shall apply in double-elimination time-restricted games if the score is tied after seven (7) innings or 60 minutes. At the beginning of each half inning, the batting team shall begin its turn at bat with the player who is scheduled to bat last in that respective half-inning being placed on second base. A substitute may be inserted for the runner following regular substitution rules.
- m. Uniforms are required. Players competing in NAGAAA events must play in like-colored shirts or jerseys.
- n. At no time is smoking on the field or the dugout allowed by any players, coaches or managers.
- o. A team may bat up to twelve (12) players.
- p. In both the Masters-C and Masters-D Divisions, a team may utilize up to two (2) courtesy runners per inning subject to all other USA Softball rules on courtesy runners.

450 **10.04 Bat Rules:** NAGAAA will provide all bats to be used during its tournaments for all divisions, provided the  
 451 supply of bats is budget neutral. The same bats will be provided to both teams to use during competition and must  
 452 meet current USA Softball (ASA) bat rules. The Athletic Director will determine the specific bat models to be used  
 453 and announced no later than January 15 of the year in which they are to be used. No team member may use any  
 454 other bat than those provided by NAGAAA anywhere on the playing field, inclusive of the dugout. A team member  
 455 shall be ejected from the current game if a violation of this rule occurs during game play, or for the next game for  
 456 that team if the violation happens outside the game if either of the following are true:

- 457 a. That team member transports or takes an approved bat to any area of the field that is not the immediate  
 458 area surrounding the batter's box or warm-up circle for the on-deck batter as determined by the umpire.
- 459 b. That team member uses a non-approved bat on the playing field, inclusive of the dugouts, at any time the  
 460 approved bats are on the field.

461 Any ejection under this section is subject to further consequences under 10.07.

462

463 **10.05 Acts of Disqualification:** The following is a list of acts any one of which may be justification for the ejection,  
 464 suspension or termination of any individual, team, team member, or member association by the Open Division:

- 465 a. Unsportsmanlike conduct.
- 466 b. Abusive behavior toward an umpire, tournament official or participant of the current event immediately  
 467 preceding, during, or after a game. Any expense that is incurred by NAGAAA to ensure the safety of the  
 468 NAGAAA participants will be paid by the offending member association or person or persons.
- 469 c. Commission of fraud such as playing under an assumed name, falsifying an affidavit or roster, or giving  
 470 false information to tournament officials.
- 471 d. Receiving money or financial benefits in consideration of participating in softball or baseball competition.
- 472 e. Participating while knowing they do not meet the eligibility requirements of the Open Division.
- 473 f. Knowingly competing with players that are disqualified from Open Division play.
- 474 g. Accepting money (directly or indirectly) by capitalizing on athletic ability, athletic performance, or fame in  
 475 softball or baseball, such as allowing the use of the player's name to advertise, recommend, or promote  
 476 the sale of softball or baseball sporting goods or by accepting compensation for using such goods.
- 477 h. Using any bat not approved by this organization or using an approved bat in violation of rules established  
 478 by this organization.

479

480 **10.06 Non-Registered Players:** Any person entering the tournament as a player shall register following the  
 481 established process for registration before entering any game as an active player. The Athletic Director, shall, upon  
 482 confirmation that a player entered a game as an active player without that player having completed the official  
 483 tournament registration process, eject that player from that game and disqualify that player for the remainder of  
 484 the tournament. The team which rosters a player ejected and disqualified under this rule, shall be recorded a  
 485 forfeit loss in any game in which that player participated. An active player means a player who participated in the  
 486 game in an offensive or defensive role including as a courtesy runner. A player listed as a substitute on a line-up  
 487 card but who does not enter the game is not governed by this rule.

- 488 a. No team eliminated from the double elimination tournament shall be reinstated to the bracket, except  
 489 when that team is granted a forfeit win by this section and no intervening game in the bracket affecting  
 490 that team has been played between the game in which the team was eliminated and the game in which  
 491 the team with an unregistered player is recorded a forfeit loss.

492

493 **10.07 Ejections from Game:** During NAGAAA play, any time a player, coach or manager strikes another player,  
 494 coach or manager, said player, coach or manager shall be ejected from the game and shall not be allowed to sit on  
 495 the player's bench.

- 496 a. If a player is ejected from a game, the ejecting umpire will record the player's name, team name / city and  
 497 the reason for the ejection. They must provide this information to a NAGAAA official immediately who  
 498 must ensure the Athletic Director obtains this information whom shall rule on the length of ineligibility  
 499 arising from the ejection.

500

501 **10.08 Ejections at Any Time:** Any individual ejected from a game or any individual who engages in conduct  
 502 defined as act of disqualification during the time of the tournament inclusive of all tournament related events, and  
 503 is identified and recommended for disqualification by a member of the Board of Directors, the Umpire-in-Charge,  
 504 or Assistant Umpire(s)-in-Charge shall be subject to a disciplinary hearing.

- 505 a. If the ejection or recommendation for disqualification occurs before the time that protest committees are  
 506 available at the field complex(s) then the Competition Director shall convene a panel of 3 directors,  
 507 exclusive of the Commissioner, to hear the case and make a ruling subject to (c.)  
 508 b. If the ejection or recommendation for disqualification occurs while a protest committee is available to  
 509 convene, the committee shall convene, hear the case, and make a recommendation to the Athletic  
 510 Director, subject to (c.)  
 511 c. Any recommendation for sanctions under this section shall be limited only to the tournament, inclusive of  
 512 all tournament related events, and may include any sanction up to complete disqualification from that  
 513 tournament.

## 514 **CHAPTER 20 – MEMBER ASSOCIATION RESPONSIBILITIES AND PLAYER ELIGIBILITY**

515  
 516  
 517 **20.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council  
 518 meeting, except that any amendment adopted at summer meeting of the Council must achieve a ninety percent  
 519 (90%) vote to be effective at the Gay Softball World Series immediately following that meeting.

520  
 521 **20.02 Definitions:** The following definitions apply in this chapter and in common usage throughout the  
 522 Governing Manual:

- 523 a. Additional Player – a player added to a team’s regular season roster for purposes of tournament play. The  
 524 player must be from the regular season roster of another team within the same member association.  
 525 b. Metropolitan Area: In the United States, a metropolitan area is defined as the US Census Combined  
 526 Statistical Area (CSA), or Metropolitan Statistical Area (MSA) when not located in a CSA, in which the  
 527 member association is predominantly located. In Canada, a metropolitan area is defined by the Statistics  
 528 Canada Census Metropolitan Area (CMA) in which the member association is predominantly located.  
 529 c. Non-LGBT – a person who does not self-identify as Lesbian, Gay, Bisexual, or Transgender.  
 530 d. Non-qualifying Association – A member association in which a player does not maintain eligibility to  
 531 qualify and participate for a calendar year’s GSWS despite having played part or all of a qualifying season  
 532 in that association.  
 533 e. Player ID – The unique identifying number assigned to an individual player in the NAGAAA database.  
 534 f. Qualifying Association – The member association through which a player maintains eligibility to qualify  
 535 and participate in a calendar year’s GSWS by that association bearing responsibility for the player’s rating,  
 536 eligibility standards, and compliance with the NAGAAA database standards.  
 537 g. Qualifying Season – The playing season of each member association in which a player and teams qualify  
 538 for the GSWS and in which the player is evaluated and rated by the Association.  
 539 h. Sanctioned NAGAAA Tournament – a tournament sanctioned by NAGAAA, currently only the Gay Softball  
 540 World Series and the NAGAAA Cup.

## 541 **SECTION 1 – MEMBER ASSOCIATION AND PLAYER REGISTRATION RESPONSIBILITIES**

542  
 543  
 544 **20.10 Registration Declarations:** At the first registration for a season in a calendar year in which a player  
 545 registers in any association, the player must declare which NAGAAA member association is that player’s qualifying  
 546 association and any other association that player has, will, or may play in all or part of a qualifying season in that  
 547 calendar year. A player who only registers and declares in one (1) association shall consider that association that  
 548 player’s qualifying association. At any subsequent registration in that calendar year, the player shall declare to the  
 549 association in which the player is registering, that player’s qualifying association and any other association that  
 550 player has, will, or may play all or part of a qualifying season. The player shall make declaration to NAGAAA  
 551 through their qualifying association of any association(s) played in.

552

553 **20.11 Association Registration Duties:** Any association, registering a player as a non-qualifying association, shall  
 554 immediately inform, in writing via electronic mail, that player's qualifying association of the player's registration.  
 555 As applicable, the qualifying association, upon receiving the registration of a player declaring the association that  
 556 player's qualifying association or receiving the notice of the player's declaration shall request, in writing via  
 557 electronic mail, a transfer of the player in the NAGAAA database to their association for control of the player's  
 558 rating and eligibility. Any association which is declared as the qualifying association of a player, and that player fails  
 559 to register in that association, the association shall immediately transfer the player to one (1) of the players  
 560 declared non-qualifying associations as chosen by the player which shall become the player's qualifying  
 561 association.

562

563 **20.12 Transfer Timeline and Penalties:** Any and all associations, which receive a valid request for transfer of a  
 564 player in the NAGAAA database, shall perform the transfer as soon as practicable and without delay, but not later  
 565 than 30 days after the transfer request has been made or July 10<sup>th</sup>, whichever comes first, so as not to hinder the  
 566 duty of the qualifying association. All associations are expected to maintain open and timely communication  
 567 between associations to foster correct and accurate registration and declarations of players. Any association  
 568 violating the provisions in this chapter shall be required to attend the next available Registration and Database  
 569 Workshop after the violation has been noted by the Director of Competition and shall also be subject to penalties  
 570 outlined in these policies.

571

572 **20.13 Regular Season Roster:** The roster submitted by Member Associations that serves three purposes:

- 573 1. To account for each player whose primary team is in the Member Association
- 574 2. To identify each player's primary team
- 575 3. To determine each Member Association's berth allotments for the GSWS

576

577 A Regular Season Roster must have at least ten (10) players on the roster. No player may be listed on more than  
 578 one (1) Roster submitted to NAGAAA for a GSWS. A Regular Season Roster team may not be comprised of more  
 579 than twenty (20) players. Managers and/or coaches who are not eligible to play or who do not play as a player do  
 580 not count towards this requirement. Each Regular Season roster may name two (2) non-playing members in  
 581 addition to the maximum of twenty (20) players. The Board of Directors shall determine the manner and form for  
 582 submission of the rosters, deadline for submission of the rosters, and any sanctions for errors, omissions, and/or  
 583 changes.

584

585 **20.14 Standard Roster:** The GSWS / NAGAAA Cup roster submitted by Member Associations that consists of  
 586 players from a Regular Season Roster and a **maximum of four (4) pickup players**, all from the **same member**  
 587 **association**.

588

589 A Standard Season Roster must have at least ten (10) players on the roster, and may have a maximum of three (3)  
 590 non-LGBT players. No player may be listed on more than one (1) roster submitted to NAGAAA for a GSWS. A  
 591 Standard Season Roster team may not be comprised of more than twenty (20) players. Managers and/or coaches  
 592 who are not eligible to play or who do not play as a player do not count toward this requirement. Each Standard  
 593 Season Roster may name two (2) non-playing members in addition to the maximum of twenty (20) players. The  
 594 Board of Directors shall determine the manner and form for submission of the rosters, deadline for submission of  
 595 the rosters, and any sanctions for errors, omissions, and/or changes.

596

597 **20.15 RESERVED FOR FUTURE USE**

598

599 **20.16 Extended Association Roster:** The GSWS / NAGAAA Cup roster submitted by Member Associations that  
 600 consists of players from a Member Association's Regular Season Roster with a **maximum of four (4) pickup players**  
 601 from **other** Member Associations. An Extended Association Roster must have at least ten (10) players on the roster  
 602 and may have a maximum of three (3) non-LGBT players. No player may be listed on more than one (1) roster

603 submitted to NAGAAA for a GSWS. An Extended Association Roster team may not be comprised of more than  
604 twenty (20) players. Managers and/or coaches who are not eligible to play or who do not play as a player do not  
605 count toward this requirement. Each Extended Association Roster may name two (2) non-playing members in  
606 addition to the maximum of twenty (20) players. The Board of Directors shall determine the manner and form for  
607 submission of the rosters, deadline for submission of the rosters, and any sanctions for errors, omissions, and/or  
608 changes.

609  
610 **20.17 All NAGAAA Roster:** The GSWS / NAGAAA Cup roster submitted by Member Associations that consists of  
611 players from Regular Season Rosters of **multiple** Member Associations. An All NAGAAA Roster must have at least  
612 ten (10) players on the roster and may have a maximum of three (3) non-LGBT players. No player may be listed on  
613 more than one (1) Roster submitted to NAGAAA for a GSWS. An All NAGAAA Roster team may not be comprised of  
614 more than twenty (20) players. Managers and/or coaches who are not eligible to play or who do not play as a  
615 player do not count toward this requirement. Each All NAGAAA roster may name two (2) non-playing members in  
616 addition to the maximum of twenty (20) players. The Board of Directors shall determine the manner and form for  
617 submission of the rosters, deadline for submission of the rosters, and any sanctions for errors, omissions, and/or  
618 changes.

619  
620 **20.18 Masters Division Open Roster Tournament Teams:** Any Masters Division team shall be considered an  
621 Open Roster Tournament team and must adhere to either the C or D divisional guidelines. A Masters Division open  
622 roster team must have at least ten (10) players on the roster, and the roster may have a maximum of three (3)  
623 non-LGBT players. No player may be listed on more than one (1) NAGAAA Tournament or Open Roster  
624 Tournament team for that GSWS. A Masters Division Open Roster Tournament team may not be comprised of  
625 more than twenty (20) players, except that managers and/or coaches who are not eligible to play or who do not  
626 play as a player do not count toward this requirement.

627  
628 Each roster may name two (2) non-playing members in addition to the maximum of twenty (20) players. Rostered  
629 non-players are permitted on the field of play, including the dugout areas.

630  
631 A Member Association may submit an unlimited number of All NAGAAA Rosters to participate in the Masters  
632 Divisions of the GSWS.

633  
634 Any players on a Masters Division Open Roster tournament team need not have qualified for the GSWS in the  
635 same member association that is rostering the team. Any player on these rosters must have met player eligibility  
636 standards in their qualifying NAGAAA member association. The Board of Directors shall determine the manner and  
637 form for submission of the rosters, deadline for submission of the roster, and any sanctions for errors, omissions,  
638 and/or changes

639  
640 **20.19 Adding Players to a GSWS Roster from Other Associations:** A Member Association may submit up to one  
641 Extended Association Roster if the Member Association is sending only one team to the GSWS across all Divisions.  
642 This team shall be subject to the Open Roster Tournament Team rules, except that the member association may  
643 add up to four (4) players from any other Member Association, provided that all players on the team have met the  
644 player eligibility standards in their qualifying NAGAAA Member Association.

645  
646 In addition, for any A Division or B Division teams participating at the GSWS, each team is allowed to add two (2) of  
647 their four (4) total pickup players from any other Member Association, provided that all players have met the  
648 player eligibility standards in their qualifying NAGAAA Member Association.

649  
650 This rule is the sole manner in which a Member Association may add a player who qualified in another member  
651 association to their GSWS roster. This section does not apply to or restrict any Masters Division team from adding  
652 players from other Member Associations to their GSWS roster, subject to the rules governing the Masters Division  
653 Open Roster Tournament teams.

654  
655 **20.20 Preferred Supporters:** Each association may name two (2) non-playing members per the number of teams  
656 that the association is sending to the current year's GSWS. These supporters will not be added to rosters but are  
657 entitled to the same benefits that apply to players or non-players on a roster at the GSWS. Preferred Supporters  
658 are NOT permitted on the field of play, including the dugout areas. The Board of Directors shall determine the  
659 manner and form for submission of the preferred supporters, deadline for submission of all association preferred  
660 supporters, and any sanctions for errors, omissions, and/or changes pertaining to preferred employers.

661  
662 **SECTION 2 – RATINGS AND DIVISIONAL GUIDELINES**

663  
664 **20.21 Individual Player Ratings:** Each member association shall rate every player, who has declared that  
665 association as the player's qualifying association, on each of its teams using the Player Rating Guidelines and  
666 report these ratings along with regular season roster in the form and manner as determined by the Board of  
667 Directors. Only a player's qualifying association shall rate that player for the purposes of the NAGAAA database,  
668 and the qualifying association shall be responsible to ensure that the player exists only once in the database with a  
669 single Player ID attributed to the player. The qualifying association bears all responsibility for the accuracy of all  
670 data attributed and attached to the player. A qualifying association, upon discovering a duplicate player entry,  
671 shall notify the Director of Competition to have the duplications merged into one (1) player identity. In the case of  
672 a player who plays in multiple associations, the player shall be listed on a team's regular season roster in the non-  
673 qualifying association, but the non-qualifying association shall not recreate the player with a separate Player ID nor  
674 alter the rating assigned that player by the qualifying association or any data entered by any other association.

675  
676 **20.22 Team Ratings:** A team rating is defined as the sum of the highest ten (10) individual player ratings  
677 rostered on that team.

678  
679 **20.23 Divisional Guidelines:** Teams may compete in the following divisions based on their Player and Team  
680 Ratings.

- 681 a. A division – There is no maximum team or individual player rating for the A division. No team rated lower  
682 than 170 is allowed to play in the A division, except any B team granted eligibility in or required to move  
683 to A Division under the no-repeat rule of this organization shall be exempt from this minimum rating  
684 requirement.
- 685 b. B division – All teams rated 180 or lower; no players rated over 20 are allowed on a B division team.
- 686 c. C division – All teams rated 140 or lower; no players rated over 15 are allowed on a C division team.
- 687 d. D division – All teams rated 110 or lower; no players rated over 12 are allowed on a D division team.
- 688 e. E division – All teams rated 75 or lower; no players rated over 8 are allowed on an E division team

689  
690 **20.24 Amendments Affecting Divisional Guidelines:** Prior to adoption of any amendment to alter the divisional  
691 guidelines, the Director of Competition shall report to the council the number of players that will be displaced by  
692 the proposed change and the number of member associations that shall be impacted by the proposed change. No  
693 amendment is in order until such report is received.

694  
695 **20.25 Threshold for Amendments:** Any amendment to divisional guidelines requires a two-thirds (2/3) vote of  
696 the Council for adoption and is effective in the calendar year following the year the amendment was adopted,  
697 except that an amendment to divisional guidelines adopted at a winter meeting of the Council requires a ninety  
698 percent (90%) vote to be effective at a sanctioned NAGAAA Tournament in the same calendar year as the winter  
699 meeting.

700  
701 **20.26 Ratings Workshop:** All new member associations and first-time voting representatives of any member  
702 association are required to attend the ratings workshop held at their first regular meeting.

703  
704



705 **SECTION 3 – ATHLETIC PARTICIPATION AND ELIGIBILITY**

706

707 **20.30 Professional players:** Professional softball or baseball players are ineligible to qualify for any Association  
708 while pursuing their profession.

709

710 **20.31 Player age:** Players must be at least eighteen (18) years of age prior to roster submission deadline of the  
711 NAGAAA tournament in which they are registered. Masters Division players must be at least 50 years of age at any  
712 time in the calendar year of the NAGAAA tournament.

713

714 **20.32 Participation:** A player must participate in a minimum of fifty percent (50%) of their team’s regular season  
715 games; except for Masters Division, for which the minimum requirement is five (5) games. Participation is defined  
716 as a player included on their team’s game lineup card and present in or within close vicinity of their team bench or  
717 dugout.

718 a. Players on a tournament roster of a NAGAAA Cup team in “A” or “B” Division may include their  
719 participation in the NAGAAA Cup under rule 20.33(b) to meet the fifty percent (50%) participation  
720 requirement.

721

722 **20.33 Requirements for Teams:** No team may be considered a regular season roster team nor be eligible  
723 for a NAGAAA event unless the team completes at least ten (10) regular-season games against other teams  
724 within the member association. This preceding requirement may be waived by the Board of Directors in  
725 extraordinary circumstances. The games must be conducted according to the rules of USA Softball (ASA) or a  
726 similar sanctioning body.

727 a. An “A” or “B” Division team may meet its ten (10) game requirement by playing scheduled games  
728 against teams from other Associations, except for games played in any tournament.

729 b. Notwithstanding any other rule, any team competing at the NAGAAA Cup in a “A” or “B” Division shall be  
730 credited four (4) games towards this ten (10) game requirement.

731

732 **20.34 Ratings Changes Affecting Players:** Should a player’s rating change during the member association’s  
733 NAGAAA qualifying season and the rating change force the player to move to a new division or a different team,  
734 the games played on either team or in either division in the same member association qualify towards the  
735 participation requirement.

736

737 **20.35 Ineligible Players for the E Division:** Any player who receives a YES answer to Question 3 of the Player  
738 Ratings Guidelines is not eligible to be rostered on a team in or compete with a team in the E Division. Any player  
739 who receives a YES answer to Question 5 of the Player Ratings Guidelines is not eligible to be rostered on a team in  
740 or compete with a team in the E Division nor the D Division.

741

742 **CHAPTER 25 – PLAYER RATING GUIDELINES**

743

744 **25.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended at any meeting. Any  
745 amendment to this chapter requires a two-thirds (2/3) vote of the Council for adoption and is effective in the  
746 calendar year following the year the amendment was adopted, except that an amendment adopted at a winter  
747 meeting of the Council requires a ninety percent (90%) vote to be effective at a sanctioned NAGAAA Tournament  
748 in the same calendar year as the winter meeting.

749

750 **SECTION 1 – DEFINITIONS**

751

752 **25.10 Definitions:** The following definitions apply to this chapter:

753 a. Accuracy – A throw that is within one to two steps of the intended target. For pitches, a ball thrown that  
754 is called a strike or causes the batter to swing.

- 755 b. At-bat – An at-bat is charged to a player following every plate appearance except when: 1) the player hits  
756 a sacrifice fly that scores a runner, 2) the player is awarded a base on balls, or 3) the third out occurs and  
757 the batter is not entitled to run to first base. Exception #3 shall not be considered if the batter is out due  
758 to a strike being a foul ball which ends the at-bat. In the event of any discrepancy between this definition  
759 and the official scoring rules of the USA Softball (ASA) and definition contained therein, the latest version  
760 of the USA Softball (ASA) rules shall control.
- 761 c. Base Safely Reached on Error – A batter shall be credited with a base safely reached on error on the part  
762 of a defensive player(s) who is charged with an error by the scorekeeper.
- 763 d. Behind the player (for fly balls) – The area on the field starting directly to the right of the player,  
764 proceeding in a 180-degree arc behind the player and ending directly to the left of the player.
- 765 e. Cleanly Fielding the Ball – The player receives and controls the ball immediately while over his/her center  
766 of gravity (i.e., not on their knees, on the ground or off-balance) and does not cause any delay in making  
767 the next play (e.g., tags the runner, steps on the base, throws the ball to the appropriate place on the  
768 field).
- 769 f. Deliver Multiple Pitch Techniques with Accuracy – The ability to use arc, spin, location, and movement of  
770 the ball to deliver various pitches (e.g., curve, change up, cutter / reverse curve, knuckle ball) that are  
771 called strikes or cause the batter to swing.
- 772 g. Directly at the Player – A ball hit at a player that does not require the player to move his/her feet,  
773 although it may cause the player to reach in any direction to make the play.
- 774 h. Fly Ball – Any batted ball that is in the air for more than three (3) seconds but less than five (5) seconds
- 775 i. Ground Ball – Ball hit with a downward trajectory that makes contact with the ground in front of the  
776 player when hit directly at a player or in front of the bases when hit between players.
- 777 j. High Velocity – A ball hit greater than 250 feet (76.2m) in the air or a ground ball that would roll to a  
778 distance greater than 250 feet (76.2m), if not impeded.
- 779 k. High Fly Ball – Any batted ball that is in the air for five (5) seconds or more.
- 780 l. Hit – A batted ball that allows the batter to reach base safely: 1) on a fair ball which settles on the ground,  
781 clears the fence, or strikes the fence before being touched by a fielder, 2) on a fair ball which is hit with  
782 such force or such slowness or which takes an unnatural bounce that it is impossible to field with ordinary  
783 effort in time to make an out, 3) when a fair ball which has not been touched by a fielder becomes dead  
784 because of touching the person or clothing of an umpire, or 4) when a fielder unsuccessfully attempts to  
785 retire a previous runner and in the scorer's judgement, the batter-runner would not have been retired at  
786 first base by perfect fielding. A hit shall not be scored: 1) when a runner is forced out on a batted ball or  
787 would have been forced out except for a fielding error, 2) when a player fielding a batted ball retires a  
788 preceding runner with ordinary effort, 3) when a fielder fails in an attempt to retire a preceding runner,  
789 and in the scorer's judgement, the batter-runner could have been retired at first base, or 4) when a batter  
790 reaches first base safely as a result of a preceding runner being called out for interfering with a batted or  
791 thrown ball, or with a defensive player. In the event of any discrepancy between this definition and the  
792 official scoring rules of the USA Softball (ASA) and the definition contained therein, the latest version of  
793 the USA Softball (ASA) rules shall control.
- 794 m. In the Hole – A ball hit that requires a player to take 4-5 steps (12 feet (3.7m) or greater) in order to make  
795 the play.
- 796 n. Intentionally – See "on purpose".
- 797 o. Intentionally Place Hit a Ball – The batter executes getting on base and/or moving base runners for an  
798 advantage by hitting the ball to a specific place within their field of choice.
- 799 p. Line Drive – A ball that from the point of contact rises vertically less than 10% of the total horizontal  
800 distance it travels, or in the case of a throw, a ball that from the point of release rises vertically less than  
801 5% of the total horizontal distance it travels.
- 802 q. Low Velocity – A ball hit up to 150 feet (45.7m) or less in the air or a ground ball that would roll to a  
803 distance of less than 150 feet (45.7m), if not impeded.
- 804 r. Medium Velocity – A ball hit 150 to 250 feet (45.7 to 76.2 meters) in the air or a ground ball that would  
805 roll to a distance of 150 to 250 feet (45.7 to 76.2 meters), if not impeded.

- 806 s. Modified Batting Average – The percentage resulting from the sum of a player’s: 1) hits and 2) bases  
 807 safely reached on error divided by the player’s at-bats.  
 808 t. Off Center of Gravity – The player fields the ball from his/her knees, off one foot, while moving the  
 809 opposite direction from the throw or while in the air.  
 810 u. On Purpose – With intent.  
 811 v. Stopping the Ball – The player prevents the ball from continuing beyond the player and causes it to  
 812 remain in the vicinity of the player. The player is not able, however, to make the next play without delay.  
 813 w. Vicinity – Within a step in any direction laterally of the player receiving the throw.  
 814 x. Within a Few Steps – A ball hit that requires a player to take 2 – 3 steps (9 – 10 feet or 2.7 – 3 meters) in  
 815 order to make the play.

816

817 *(NOTE: In reference to the modified batting average, a batted ball resulting in a fielder’s choice is not included in*  
 818 *the definition of a hit and therefore is not included in the number of hits a player is recorded to calculate the*  
 819 *modified batting average. The USA Softball Rules and NAGAAA Governing Manual do not define a fielder’s choice.*  
 820 *A Fielder’s Choice is understood to be an outcome of a batted ball where a preceding runner was put-out (or*  
 821 *could have been in the judgement of the scorer) rather than the batter-runner. See lines 806-813 for these results*  
 822 *of a batted ball that do not constitute a hit. This note is explanatory on the definition of modified batting average*  
 823 *and is not considered a governing rule. Added by Board of Directors February 17, 2019)*

824

## 825 SECTION 2 – PLAYER RATING GUIDELINES

826

827 **25.20 Rating Guidelines:** The following are the official rating guidelines of this organization:

828

829 *Directions:*

- 830 1. Read the following Statement of Purpose: *This form is intended to be used as a tool to assist those*  
 831 *responsible for rating players so ratings may be fair and consistent across all levels of play and across*  
 832 *all leagues in the Open Division. All questions are intended to determine if a player possesses a skill or*  
 833 *skills necessary for softball.*  
 834 2. Read and understand the definitions of the various terms used in ratings in the definitions section of  
 835 this chapter.  
 836 3. Answer YES or NO for each question.  
 837 4. Many questions have multiple parts. A YES to ANY one part is a YES to the question.  
 838 5. Questions: All questions will begin with the phrase, “DOES THE PLAYER HAVE THE ABILITY TO...”

**DIRECTIONS: Review each of the following questions for every player. Does the player have the ability to perform the listed skill 60% of the time (unless otherwise identified)? If so, the player receives a YES for the question. A YES to any part of a question is a YES to that question.**

**HITTING**

Question 1

Question 2

Question 3

Question 4

Question 5

Hits a fair ball with low velocity.

Hits a fair ball with medium velocity.

Hits a fair ball with high velocity. **(20% threshold)**Hits a fair ball with high velocity. **(60% threshold)**Hits a fly ball 300' (91.4m) or more. **(5% threshold)**

*NOTE:* Players with a YES to Question 3 cannot participate in the E Division. Players with a YES to Question 5 cannot participate in the D or E Divisions. See Governing Manual Section 20.35.

*Batting against*

Question 6

Question 7

Question 8

Question 9

Modified Batting Average

E Division

≥ .800

≥ .850

≥ .900

≥ .950

D Division

≥ .600

≥ .700

≥ .800

≥ .900

C Division

≥ .500

≥ .600

≥ .700

≥ .800

B Division

≥ .400

≥ .500

≥ .600

≥ .700

A Division

≥ .300

≥ .400

≥ .500

≥ .600

*NOTE:* The following questions are linked: 1 – 4, 6 – 9, 10 – 13, 15 – 22, and 23 – 28. A YES to the highest question in a linked set earns the player all those questions (i.e., a player with YES on Q21, will also be given Q15 – Q20).

**RUNNING**

Question 10

Question 11

Question 12

Question 13

Question 14

From a stopped standing ready position, runs from home plate to first base, one base to the next, or third base to home plate (i.e., 70 feet or 21.3 meters) in less than:

4.5 seconds

4 seconds

3.5 seconds

3 seconds

Speed

Base Running

Runner successfully advances beyond what would be expected relative to the Division and game situation.

*NOTE:* Question 14 Definitions are

1. Batter reaches first, runner goes from first to third, or runner goes from second to home.
2. Batter reaches second or runner goes from first to home.

*NOTE:* Q10 – Q13 are assessed based on the player having or not having the ability to perform the listed skill. There is no percentage threshold for these questions; the player can or cannot perform the skill.

FIELDING (INFIELD)								
	Question 15	Question 16	Question 17	Question 18	Question 19	Question 20	Question 21	Question 22
Ground Ball/Line Drive Low Velocity	Cleanly fields a ball hit with low velocity directly at the player <b>OR</b> Stops the ball hit with low velocity directly at the pitcher.	Cleanly fields a ball hit with low velocity within a few steps (9 – 10 feet or 2.7-3 meters) of the player <b>OR</b> Cleanly fields a ball hit with low velocity directly at the pitcher.	Cleanly fields a ball hit with low velocity in the hole (>12 feet (3.7 meters) or 4-5 steps) away from the player.					
Ground Ball/Line Drive Medium Velocity			Cleanly fields a ball hit with medium velocity directly at the player <b>OR</b> Stops the ball hit with medium velocity directly at the pitcher.	Cleanly fields a ball hit with medium velocity within a few steps (9-10 feet or 2.7-3 meters) of the player <b>OR</b> Cleanly fields a ball hit with medium velocity directly at the pitcher.	Cleanly fields a ball hit with medium velocity in the hole (>12 feet (3.7 meters) or 4-5 steps) away from the player.			
Ground Ball/Line Drive High Velocity			Stops the ball hit with high velocity directly at the player.	Cleanly fields a ball hit with high velocity directly at the player <b>OR</b> Stops the ball hit with high velocity directly at the pitcher.	Stops a ball hit with high velocity within a few steps (9-10 feet or 2.7-3 meters) of the player <b>OR</b> Cleanly fields a ball hit with high velocity directly at the pitcher.	Cleanly fields a ball hit with high velocity within a few steps (9-10 feet or 2.7-3 meters) of the player.	Stops a ball hit with high velocity in the hole (>12 feet (3.7 meters) or 4-5 steps) away from the player.	Cleanly fields a ball hit with high velocity in the hole (>12 feet (3.7 meters) or 4-5 steps) away from the player.
Fly Ball	Catches a fly ball hit directly at the player.	Catches a fly ball hit zero up to 15 feet (4.6 meters) to the sides/front of the player.	Catches a fly ball hit >15 up to 30 feet (>4.6 up to 9.1 meters) to the sides/front of or up to 15 feet (4.6 meters) behind the player.	Catches a fly ball hit >30 up to 45 feet (>9.1 up to 13.7 meters) to the sides/front of or more than 15 up to 30 feet (4.6 up to 9.1 meters) behind the player.	Catches a fly ball hit >45 up to 60 feet (>13.7 up to 18.3 meters) to the sides/front of or more than 30 feet up to 45 feet (9.1 meters to 13.7 meters) behind the player.	Catches a fly ball hit >60 up to 75 feet (>18.3 up to 22.9 meters) to the sides/front of or more than 45 feet up to 60 feet (13.7 meters to 18.3 meters) behind of the player.	Catches a fly ball hit >75 up to 90 feet (>22.9 up to 27.4 meters) to the sides/front of or more than 60 feet up to 75 feet (18.3 meters to 22.9 meters) behind of the player.	Catches a fly ball hit >90 feet (27.4 meters) to the sides/front of or >75 feet (22.9 meters) behind of the player.
FIELDING (OUTFIELD)								
	Question 15	Question 16	Question 17	Question 18	Question 19	Question 20	Question 21	Question 22
Ground Ball Medium Velocity	Cleanly fields a ball hit with medium velocity directly at the player.	Cleanly fields a ball hit with medium velocity zero up to 15 feet (4.6 meters) of the player.	Cleanly fields a ball hit with medium velocity >15 up to 30 feet (>4.6 up to 9.1 meters) of the player.	Cleanly fields a ball hit with medium velocity >30 up to 45 feet (>9.1 up to 13.7 meters) of the player.	Cleanly fields a ball hit with medium velocity >45 up to 60 feet (>13.7 up to 18.3 meters) of the player.	Cleanly fields a ball hit with medium velocity >60 up to 75 feet (>18.3 up to 22.9 meters) of the player	Cleanly fields a ball hit with medium velocity >75 up to 90 feet (>22.9 up to 27.4 meters) of the player	
Ground Ball High Velocity		Cleanly fields a ball hit with high velocity directly at the player.	Cleanly fields a ball hit with high velocity zero up to 15 feet (4.6 meters) of the player.	Cleanly fields a ball hit with high velocity >15 up to 30 feet (>4.6 up to 9.1 meters) of the player.	Cleanly fields a ball hit with high velocity >30 up to 45 feet (>9.1 up to 13.7 meters) of the player.	Cleanly fields a ball hit with high velocity >45 up to 60 feet (>13.7 up to 18.3 meters) of the player.	Cleanly fields a ball hit with high velocity >60 up to 75 feet (>18.3 up to 22.9 meters) of the player.	Cleanly fields a ball hit with high velocity >75 up to 90 feet (>22.9 up to 27.4 meters) of the player.
Fly Ball	Catches a fly ball hit directly at the player.	Catches a fly ball hit zero up to 15 feet (4.6 meters) to the sides/front of the player.	Catches a fly ball hit >15 up to 30 feet (>4.6 up to 9.1 meters) to the sides/front of or up to 15 feet (4.6 meters) behind the player.	Catches a fly ball hit >30 up to 45 feet (>9.1 up to 13.7 meters) to the sides/front of or more than 15 up to 30 feet (4.6 up to 9.1 meters) behind the player.	Catches a fly ball hit >45 up to 60 feet (>13.7 up to 18.3 meters) to the sides/front of or more than 30 feet up to 45 feet (9.1 up to 13.7 meters) behind the player.	Catches a fly ball hit >60 up to 75 feet (>18.3 up to 22.9 meters) to the sides/front of or more than 45 feet up to 60 feet (13.7 up to 18.3 meters) behind the player.	Catches a fly ball hit >75 up to 90 feet (>22.9 up to 27.4 meters) to the sides/front of or more than 60 feet up to 75 feet (18.3 up to 22.9 meters) behind the player.	Catches a fly ball hit >90 feet (27.4 meters) to the sides/front of or >75 feet (22.9 meters) behind the player.

THROWING AND PITCHING

Question 23	Question 24	Question 25	Question 26	Question 27	Question 28
Throw 50 feet (15.2 meters) with line drive (regardless of accuracy).	Throw 50 feet (15.2 meters) with line drive <i>and</i> accuracy.	Throw 70 feet (21.3 meters) with line drive <i>and</i> accuracy.	Throw 100 feet (30.5 meters) with line drive <i>and</i> accuracy.	Throw 150 feet (45.7 meters) with line drive <i>and</i> accuracy.	Throw >200 feet (61 meters) with line drive <i>and</i> accuracy.
	Pitch a strike.	Vary the height, depth and location of the pitch while pitching a called strike or being swung at.	Deliver multiple pitch techniques while pitching a called strike or being swung at.		
Throw 70 feet (21.3 meters) (regardless of arc or accuracy).	Throw 70 feet (21.3 meters) with line drive (regardless of accuracy).	Throw 100 feet (30.5 meters) with line drive (regardless of accuracy).	Throw 150 feet (45.7 meters) with line drive (regardless of accuracy).	Throw >200 feet (61 meters) with line drive (regardless of accuracy).	Throw 150 feet (45.7 meters) with line drive and accuracy while off center of gravity (e.g., from knees, from one foot).
	Throw 100 feet (30.5 meters) (regardless of arc or accuracy).	Throw 150 feet (45.7 meters) (regardless of arc or accuracy).	Throw >200 feet (61 meters) (regardless of arc or accuracy).	Throw 100 feet (30.5 meters) with line drive and accuracy while off center of gravity (e.g., from knees, from one foot).	

**CHAPTER 30 – GAY SOFTBALL WORLD SERIES**

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**30.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council meeting, except that any amendment adopted at summer meeting of the Council must achieve a ninety percent (90%) vote to be effective at the Gay Softball World Series immediately following that meeting.

**30.02 Authority:** The actual contest between teams during the GSWS is solely under the jurisdiction of the Athletic Director. The Board of Directors may, upon request of the Athletic Director, alter and change the format and rules of the tournament as needed to accomplish play and ensure completion of the tournament in times of, including, but not limited to, nature-related incidents, acts of terror or civil emergency, and other emergency situations. Complete cancellation of the tournament may only be authorized by the Board of Directors. The Board of Directors shall outline the roles and responsibilities for all personnel of the tournament.

**30.03 Expenses:** The organization will assume all real and necessary expenses directly related to the conduct of the tournament and any other expenses assumed by the organization in the host city contract.

**30.04 Umpire Selection:** The Umpire-in-Chief (UIC) shall select umpires in a manner consistent with the rules, regulations and acts of the Open Division. Umpires may be nominated through the member association in whose geographic area they are accredited. Recommendations may come from their league commissioner, the league UIC, previous GSWS UIC or previous/current Athletic Director. The Board of Directors shall create policies for umpire selection that welcome umpires from all diverse representations of this organization and ensure competent administration and officiation of the game.

**30.05 Team Manager Responsibilities:** Team Managers will be held responsible for the conduct of their Team members at all times during the GSWS both on and around the playing field. In case of a disputed play or decision, only the Team Manager may consult game officials; other players, coaches or sponsors may not participate in the discussion. Team Managers are to report any unsportsmanlike or derogatory acts by players or spectators to the AD. Team Managers or their designated representatives must attend the pre-GSWS Managers' meeting on behalf of his/her team. If the manager named on the team's GSWS roster will not be managing the team in the GSWS, a proxy manager must be named at the Manager's Meeting. Team managers must verify the accuracy and eligibility of the GSWS roster.

**SECTION 1 – HOST CITY SELECTION**

**30.10 Host City Partnership Agreement:** The GSWS Host City Partnership Agreement is a standalone document, under the jurisdiction of the Board of Directors, which shall be signed by any potential Host City prior to and filed with the Intent to Bid. Amendments to the Host City Partnership Agreement can be authored and adopted with the consent of both parties.

**30.11 Host City Bid Process:** A potential Host City shall complete and submit an Intent to Bid form by the stated deadline and remit a non-refundable deposit, in an amount to be determined by the Board of Directors, to the NAGAAA Treasurer prior to the start of the winter meeting. The Intent to Bid shall be accompanied by a signed copy of the host city contract and a written list of all promises and guarantees that shall be made by the potential Host City in the course of their bid presentation.

**30.12 Bid Presentations:** All member associations, having properly submitted the Intent to Bid, deposit, and accompanying document(s) shall be allowed to present to their bids to the Council at the Summer Meeting two (2) years prior to the intended GSWS. There will be no hosted bid city parties. The Commissioner will set aside individual meeting rooms, at a particular time, during the Summer Meeting for a Q and A session with the bidding associations.

- a. If the state or province where the GSWS is being conducted requires insurance above and beyond what the Council has previously authorized this situation should be presented in the initial bid by the member association(s) seeking to host the GSWS.

873

874 **30.13 Bid Restrictions:** No association will hold a GSWS in another member association's metropolitan area  
 875 without permission of that member association. No organization that is not a member of the NAGAAA, Open  
 876 Division Softball, Inc. can serve as a Host City for the GSWS.

877

878 **30.14 No-Bid Authorizations:** In the event no association submits an Intent to Bid form for the GSWS, the  
 879 NAGAAA Board of Directors will select the Host City for the event. In such cases, NAGAAA assumes all  
 880 responsibilities and costs for hosting said GSWS and the Board of Directors is exempt from the restrictions listed in  
 881 this chapter.

882

883 **30.15 Host City (Bid) Selection:** The GSWS Host Cities shall be selected by majority vote of the Council before  
 884 the conclusion of the Summer Meetings but after the Q&A presentation.

885

## 886 SECTION 2 – TOURNAMENT FORMAT

887

888 **30.20 Divisions:** The GSWS shall be conducted with teams divided by the divisional guidelines of this  
 889 organization in the following divisions: "A", "B", "C", "D", "E", "Masters-C", and "Masters-D" Divisions.

890

891 a. If there are less than four (4) teams registered in the Masters-D Division, the division shall be consolidated  
 892 into the Masters-C Division. Teams originally registered for the Masters-D Division may, upon notice of  
 893 the consolidation, elect to withdraw from the tournament and receive a full refund of the team and other  
 894 required fees and deposits without penalty.

894

895 **30.21 Pool Play:** For all divisions, the pool play draw is based on team ratings, except for A and B Division pool  
 896 play assignments, the top three (3) seeds will be assigned to the top teams from NAGAAA Cup in their respective  
 897 division, if applicable. For Masters-C and Masters-D Divisions, pool play shall begin no earlier than Wednesday of  
 898 the week of the GSWS except that when more than 20 teams are registered in either Masters Division then pool  
 899 play shall begin no earlier than Tuesday of the same week. Pool play shall consist of four (4) games per team,  
 900 where possible, with a minimum of two (2) pool play games. The Athletic Director shall assign each team an equal  
 901 number of games per team as the home team and the visiting team and in the case of any odd number of games  
 902 per team, the Athletic Director shall randomly assign the team as home or the visiting team.

903

904 a. Forfeiting any pool play game will result in an automatic disqualification of the team from that year's  
 905 double elimination tournament. Appeals of an automatic disqualification may be presented to the Athletic  
 906 Director before the beginning of the double elimination games if accompanied by a non-refundable \$50  
 907 fee. If an appeal is upheld, the team will be reinstated in the GSWS with the pool play record as recorded.  
 908 If an appeal is denied, the team is disqualified.

908

909 **30.22 Double Elimination:** The Athletic Director will hold and publish the results of a double elimination bracket  
 910 draw. Seeding into Double Elimination will be determined by the results of pool play. Any teams with the same  
 911 record shall be seeded in order of their ratings, highest to lowest. If any teams are tied on ratings, the seed shall be  
 912 determined by random draw. Any team eliminated in pool play will be assigned the lowest seed in the Double  
 913 Elimination Bracket. If two teams from the same member association are drawn to play each other the first round  
 914 of the Double Elimination bracket, the lower seeded team will be dropped one seed. If two teams from the same  
 915 member association are drawn to play each other the first round of the Double Elimination bracket and both  
 916 teams occupy the lowest two seeds in that division, then the higher seed of the two shall be elevated one more  
 917 position in the seeding. The AD is authorized to schedule the tournament such that some teams may be eliminated  
 918 on the first day of Double Elimination play. For all games in double elimination, the home team shall be the higher  
 919 seeded team between the two (2) opposing teams, except that the no team that is undefeated in double-  
 920 elimination may be the away team when facing an opponent, with a recorded loss in double elimination, who is  
 921 seeded higher.

922

923 **30.23 Trophies:** Trophies will be given in all divisions and awarded after the conclusion of the Double  
 924 Elimination Tournament. Team Trophies will be given for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place winners for each division.  
 925 Individual awards will be given to the rostered members of the trophy-winning teams in each division.



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### SECTION 3 – REGISTRATION

**30.30 Player Registration:** Each member of each GSWS team shall be required to register prior to playing in the GSWS. During registration, players must verify their rating, pick up player status, select an LGBT/Non-LGBT status, review the required waiver information, declare any and all associations in which the player played during the qualifying seasons for that years' GSWS, and verify the accuracy of all information and provide their signature to complete the registration. Players will be required to present state or nationally accepted photo identification at registration for the purposes of establishing identity. No changes can be made to any player rating, either adding or deleting.

- A. **Player Fee:** Starting with the 2022 GSWS, players and non-players on a GSWS roster will be charged a fee at the time of registration.

**30.31 Registration Terms and Exceptions:** Player registration will be closed prior to the start of the first double elimination game in that player's division. The Director of Competition shall have the authority to allow late registration to a player with a travel delay demonstrated to be beyond their control.

**30.32 Director of Competition Review:** The Director of Competition shall review GSWS rosters and the ratings database for any rostering and rating of players on more than one (1) GSWS roster and/or ratings in more than one (1) association and report the violation to the Commissioner(s) of the association(s) in which the player is rostered and rated, the Commissioner of NAGAAA, the committee charged with membership related matters, and the Ethics Committee.

### SECTION 4 – TEAM ENTRIES

**30.40 Team Entry Fees:** Member associations shall reserve GSWS tournament berths by paying an entry fee as determined by the Board of Directors and by the deadline established by the board, unless exempted from the fee. Late payments of the fee are subject to fine. Cancellations of team entry, subject to the minimum berth requirement, shall result in refund of the team fee if cancelled before the deadline set by the Board of Directors. Cancellations after the deadline are not refundable.

**30.41 Host Hotel Deposits:** Each Association, except for the Host City, shall also provide a hotel deposit for each of its GSWS teams as determined by the Board of Directors and by the deadline established by the board. The hotel deposit for each team, or on a cumulative basis for an Association, shall be fully refunded to the Association only when the Association provides receipts totaling the number of nights per team in rooms booked within the official block of qualifying rooms as determined by the Board of Directors and the receipts are provided to the Treasurer by the deadline established by the Board of Directors.

**30.42 World Series Berth Allocation:** Teams may participate in the GSWS by earning a berth through one of the following:

- a. **Association Berth Allotment:** Member associations are allotted a certain number of GSWS berths. In turn, each member association shall be responsible for its own determination on utilizing its allotted GSWS berths.
- b. The top four (4) GSWS teams in the B, C, D, and E Divisions receive an automatic berth to the following year's GSWS. These berths do not count against the Member Association's berth allotment. To utilize the automatic berth, the GSWS team must: play in the next highest Division the following year and include at least four (4) players from the previous year's GSWS roster. Any B team awarded an automatic berth by this provision shall be exempt from the minimum team rating requirement for the A Division.
- c. The top three (3) NAGAAA Cup teams in the B and A Divisions receive an automatic berth to the same year's GSWS. These berths do not count against the Member Association's berth allotment. To utilize the automatic berth: the NAGAAA and the GSWS Rosters for the team must adhere to the guidelines for a Standard Roster, the players from both rosters must meet all eligibility requirements for the GSWS and

978 the GSWS roster must not include more than 4 pickup players from the same Member Association. The  
 979 first-place team in each Division will also have their GSWS fee waived.  
 980

981 **30.43 Minimum Berth Requirement:** Each Association must send at least one (1) team to the GSWS, or be  
 982 subject to a fine as determined by the Board of Directors as well as other sanctions, including, reduction of the  
 983 total berth allocation to one (1) total team for the following years' GSWS, and possible suspension or termination  
 984 of membership.  
 985

986 **30.44 Exemptions from Minimum Requirements:** A member association with eight (8) or fewer teams shall be  
 987 exempt from the penalties under the Minimum Berth Requirement under certain circumstances. To exercise this  
 988 exemption, the Association must notify the Commissioner of its intent not to participate in that year's GSWS by the  
 989 deadline established by the Board of Directors and must not have exercised this exemption in the immediately  
 990 preceding two (2) calendar years. The member association shall be required to fulfill all other obligations,  
 991 including, but not limited to, the GSWS Protest Committee(s).  
 992

993 **30.45 Association Berth Allotment:** Each member association is allotted a certain number of GSWS berths as  
 994 listed in the table below:

- 995 a. A member association may enter an unlimited number of A, Masters-C, or Masters-D Division teams  
 996 notwithstanding any other berth allotments.  
 997 b. In calculating berth allotments, all regular season teams of a member association shall be  
 998 considered in determining the number of berths allotted.  
 999 c. A member association may submit up to one All Association Roster in the E, D and C Divisions. Any  
 1000 submission of an All Association Roster in a Division precludes the submission of any other type of  
 1001 rosters in that same Division.  
 1002 d. A member association entering only one (1) A Division team may do so as on open-roster team.  
 1003 e. All Masters-C and Masters-D Division teams shall be considered open roster teams.  
 1004 f. A member association may only enter one (1) E Division team which shall be considered an open-  
 1005 rostered team  
 1006

## ASSOCIATION BERTH ALLOTMENTS

Team entries may not exceed maximum limits for each division nor the total maximum berths.

TEAMS IN MEMBER ASSOCIATION	A DIVISION	B DIVISION	C DIVISION	D DIVISION	E DIVISION	MASTERS-C DIVISION	MASTERS-D DIVISION
< 25 teams	UNLIMITED	UNLIMITED	2	2	1	UNLIMITED	UNLIMITED
25+ teams			3	3	2		

For the 2022 GSWS, any association that sends their full allotment of E, D, and C Teams in current or prior years' GSWS may have one (1) additional berth in the division of their choice. This is eliminated for the 2023 GSWS and on.

The GSWS Host City may add one (1) team in each division for only the 2022 GSWS and 2023 GSWS.

For the 2024 GSWS and on, the host city may only add one (1) team in the division of their choice.

1007  
 1008 **30.46 No-Repeat Rule:** No team awarded first, second, third, or fourth place in the B, C, D, or E Division of the  
 1009 GSWS shall be eligible to compete in the same or lower division at the following two (2) years' GSWS. Any B team,  
 1010 awarded first or second place in a GSWS, shall only be eligible to play in the A Division in the following year's  
 1011 GSWS, regardless of the team rating. The Masters-D team awarded first place of the GSWS shall not be eligible to  
 1012 compete in the same or lower division at the following year's GSWS. For the purpose of this rule, an ineligible  
 1013 returning team shall be defined as consisting of four (4) or more players from the prior-year GSWS roster of a team  
 1014 awarded first, second, third, or fourth place. This section shall not be enforced until the 2023 GSWS, and the prior  
 1015 rule of only first and second place teams moving up a division shall remain in effect for the 2022 GSWS.  
 1016

### CHAPTER 40 – NAGAAA CUP

1017  
 1018

1019 **40.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council  
1020 meeting.

1021  
1022 **40.02 Purpose:** The NAGAAA Cup is an invitational tournament that is designed to increase GSWS participation  
1023 by the A and B Divisions.

1024  
1025 **SECTION 1 – ADMINISTRATION AND TEAMS**

1026  
1027 **40.10 Administration:** The Board of Directors will determine the location and date of the NAGAAA Cup. All  
1028 teams will pay a fee for participating in the NAGAAA Cup, as determined by the Board of Directors. The Board of  
1029 Directors may, upon request of the Athletic Director, alter and change the format and rules of the tournament as  
1030 needed to accomplish play and ensure completion of the tournament in times of, including, but not limited to,  
1031 nature-related incidents, acts of terror or civil emergency, and other emergency situations. Complete cancellation  
1032 of the tournament may only be authorized by the Board of Directors. The Board of Directors shall outline the role  
1033 and responsibility for all personnel of the tournament.

1034  
1035 **40.11 Teams:** Invitations will be given to all A Division teams and the top B Division teams from the previous  
1036 year's GSWS. Teams that have been invited must have 4 members of their GSWS roster to be considered eligible  
1037 for play in the NAGAAA Cup. Teams must accept the invitation by the deadline set by the Director of Competition.  
1038 After the deadline for acceptance has passed, the NAGAAA Director of Competition will then issue invitations to  
1039 any new A Division Team that has formed that year and then the remaining B teams from the previous GSWS in  
1040 order of their finish. All teams must submit their NAGAAA Cup roster by the deadline established by the Board of  
1041 Directors.

1042  
1043 **40.12 NAGAAA Cup Roster:** Teams entered in the NAGAAA Cup should register with the same roster that they  
1044 intend to submit as a regular season roster and may add only up to four (4) pick-up players to its roster that will  
1045 not be a part of the team's regular season roster. A roster for the NAGAAA Cup must have at least ten (10) players  
1046 rostered and a maximum of three (3) non-LGBT players. No player may be listed on more than one (1) NAGAAA  
1047 Cup Roster. The roster may not be comprised of more than twenty (20) players, except that managers and/or  
1048 coaches who are not eligible to play or who do not play as a player do not count towards this requirement and  
1049 each NAGAAA Cup roster may name two (2) non- playing members in addition to the maximum of 20 players. The  
1050 Board of Directors shall determine the manner and form for submission of the rosters, deadline for submission of  
1051 the roster, and any sanctions for errors, omissions, and/or changes.

1052  
1053 **40.13 Winners and GSWS Berths:** Regardless of their overall NAGAAA Cup standing, the 3-highest placing A and  
1054 B Division teams will receive an automatic berth into that year's GSWS. GSWS team fees for the highest-placed A  
1055 and B Division teams will be waived. All other fees/deposits will still apply. Automatic berths shall not count  
1056 toward the respective association's GSWS berth allotment. A team earning a berth awarded in this sub-section  
1057 may only add up to four (4) players on its roster at the GSWS to utilize the berth as awarded or the berth shall be  
1058 forfeited. Any berth awarded in this sub-section shall be forfeited if any player from the NAGAAA Cup roster of the  
1059 team awarded the berth is listed on a regular season roster in a different member association, but only if that  
1060 member association is the player's qualifying association. A NAGAAA Cup trophy for overall first, second and third  
1061 place will be awarded.

1062  
1063 **SECTION 2 – RULES AND TOURNAMENT FORMAT**

1064  
1065 **40.20 Rules:** All USA Softball (ASA) and NAGAAA rules as listed in this manual apply to the NAGAAA Cup unless  
1066 explicitly stated in this section.

1067  
1068 **40.21 Explicit NAGAAA Cup Rules:** These rules are those that preempt USA Softball (ASA) and NAGAAA rules in  
1069 the NAGAAA Cup.

1070 a. Each team is guaranteed five (5) games.

- 1071 b. Pool play will have a mixture of A and B Division teams.  
 1072 c. Home team will be decided by a double flip for pool play games. For all games in double elimination, the  
 1073 home team shall be the higher seeded team between the two (2) opposing teams, except that no team that  
 1074 is undefeated in double-elimination may be the away team when facing an opponent, with a recorded loss  
 1075 in double elimination, who is seeded higher.  
 1076 d. Uniforms need not be like colored. However, an Arabic whole number (0-99) of contrasting color at least 6  
 1077 inches high must be worn and visible. Identical numbers are not permitted.  
 1078

1079 **40.22 Seeding Process:** For pool play games, seeds shall be determined by the ratings of the teams. In  
 1080 double elimination games, all seeds will be determined by the win-loss-tie record of the teams. The Double  
 1081 Elimination bracket shall be a combined bracket for the A and B Divisions.  
 1082

## 1083 CHAPTER 50 – PROTEST PROCEDURE

1084  
 1085 **50.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council  
 1086 meeting except that any amendment adopted at summer meeting of the Council must achieve a ninety percent  
 1087 (90%) vote to be effective at the Gay Softball World Series immediately following that meeting and the amount of  
 1088 any fines or fees shall be the jurisdiction of the Board of Directors and amended at any board meeting by majority.  
 1089

1090 **50.02 Authority:** A Protest Committee will rule on all eligible protests of player eligibility and ratings. Any  
 1091 protest on the application of the rules of play are made to the UIC and are not in the authority of any Protest  
 1092 Committee to act on. Any Protest Committee shall consist of members appointed by the Commissioner. The  
 1093 Commissioner shall not, in any circumstance, be a party to the protest or act as a member of a Protest Committee.  
 1094

1095 **50.03 Protest Committee Schedule:** Member Associations may be appointed as Protest Committee members by  
 1096 the Commissioner and be assigned times and required to fulfill their duties as part of a protest committee or face  
 1097 penalties provided for by this organization. The Director of Competition will create a Protest Committee schedule  
 1098 assigning times and locations in proportion to the number of teams that an Association sends to that year's GSWS.  
 1099 This schedule will be distributed prior to the close of the Summer Meeting for that year's GSWS. Protest  
 1100 Committee members must be present and available to hear protests at the assigned time and place. Protest  
 1101 committee members may change assigned times/places provided they initiate the change with another  
 1102 Association and notify the Protest Chair.  
 1103

1104 **50.04 Protest Chairs and Assistant Protest Chairs:** The Commissioner shall appoint one (1) Protest Chair and a  
 1105 number of Assistant Protest Chair(s) as determined by the Board of Directors. These positions shall act as chairs of  
 1106 any Protest Committee and operate as an independent judge of the matter before the committee, including, but  
 1107 not limited to, guiding the process, assisting the committee with inquiry and exploration, and informing the parties  
 1108 of the process and matters before the committee. In no way, shall a chair opine on the merits of the protest, take  
 1109 part as an advocate for or against any party, nor cast a vote on the matter before the committee. The designated  
 1110 Protest Chair will explain and distribute the procedure for protesting a player or team to the GSWS team  
 1111 representatives at the Managers' meeting held prior to the start of the GSWS, including explanations of reasons for  
 1112 denial of a protest.  
 1113

1114 **50.05 Protest Committee Composition:** The Commissioner shall appoint at least five (5) persons for each field  
 1115 complex or designated location for protests for the tournament. The Commissioner may appoint additional  
 1116 persons so that multiple protests may be heard concurrently if necessary. These persons shall be protest  
 1117 committee members. For the purposes of hearing a protest, three (3) protest member shall constitute the  
 1118 committee.

- 1119 a. No member of the protest committee shall be on the roster of a team in the division of which the protest  
 1120 is involved, a member of a regular season roster for any of the member associations involved in that  
 1121 protest, nor a party that filed said protest or is evidence to the protest, and no member association may  
 1122 have more than one (1) person represented on the protest committee.

1123  
1124 **50.06 Protest Committee Deliberations:** Protest Committee business shall only be discussed with other Protest  
1125 Committee members, the chair of the Protest Committee, the Athletic Director or their assistant(s), and/or the  
1126 NAGAAA Board of Directors. In the course of an appeal or on business matters before the Council, member  
1127 associations may be involved in post facto discussions about a protest that filed, heard, and adjudicated. Only  
1128 members of the committee, the chair, NAGAAA Board of Directors, parties involved in the protest, the Athletic  
1129 Director or their assistant(s), and witness and/or advocates as allowed by the committee shall be permitted into  
1130 the hearing of evidence and testimony before the Committee.

1131  
1132 **SECTION 1 – FILING A PROTEST**  
1133

1134 **50.10 Who Can File a Protest:** Protests may only be filed by the opposing team’s manager of record or their  
1135 proxy, named to the Director of Competition prior to the tournament, or any Open Division Director, or a member  
1136 association’s Commissioner or their proxy, submitted to the Director of Competition prior to the start of the  
1137 tournament. To be eligible to file a protest, a member association must be a member in good standing.

1138  
1139 **50.11 Protests Not Eligible:** No player can have their ratings protested, if the result of the protest would cause  
1140 their current GSWS rating to be lowered. No protests may be filed based on ratings in the A division.  
1141 a. Beginning in 2019 and thereafter, no protests may be filed based upon a player’s sex, sexuality, gender, or  
1142 gender identity.

1143  
1144 **50.12 Filing a Protest:** A protest must be filed prior to the completion of the game in question. The game umpire  
1145 will suspend the game and notify a NAGAAA official, of all protests or ejections. When filing a protest, the  
1146 protesting party must complete the Protest Form in its entirety and a protest fee must be submitted at the time of  
1147 the filing. The Protest Form will include a list of required fees for reference. The form will only include spaces for  
1148 the following required information: date, game time, name of the team protesting (OR name and title of the  
1149 person protesting if it is not a team filing the protest), name of the team being protested, division of play, name of  
1150 the player being protested (if any), ratings questions being protested (if any), nature of the protest (required ONLY  
1151 for protests other than ratings protests), and the name and signature of the person submitting the protest.

1152  
1153 **50.13 Initial Review of the Protest:** Upon initial review of the protest filing, should the protest be denied due to  
1154 an improper filing, the NAGAAA official denying the protest will provide a denial reason but may not directly assist  
1155 completing the form. Upon initial review of the protest filing, should the protest be accepted, the NAGAAA official  
1156 making that determination will notify the teams’ managers and the game will continue to conclusion.

1157 a. Any NAGAAA Official denying a protest under this review must clearly state the complete reason for  
1158 denial of the protest, including any errors and/or omissions on the part of the protesting party. Failure to  
1159 clearly state such reasons for denial shall be reported by the protesting party to the Commissioner.

1160  
1161 **50.14 Fees for Filing a Protest:** The costs, due at the time of filing, for filing a protest are as follows:  
1162 a. For protests not based on player ratings there shall be a fifty-dollar (\$50) fee to protest a player for non-  
1163 rating issues.  
1164 b. During pool play, the ratings protest filing fee is \$50.00 and \$10.00 per challenged question.  
1165 c. During double elimination, the ratings protest filing fee is \$100.00 and \$20.00 per challenged question.

1166

1167 **50.15 Refundable Filing Fees:** If a protest is upheld, any protest filing fee and challenged question fee(s) are  
 1168 returned. If a protest is denied, all fees are nonrefundable. If only a portion of the protest is upheld, monies shall  
 1169 be returned based on the sliding scale for the protest filing fee and challenged question fee as shown below:

1170

Partially Upheld Protests in Pool Play							
		#of questions challenged					
		1	2	3	4	5	6
Filing Fee		\$20	\$40	\$60	\$80	\$100	\$120
# of questions upheld	1	\$20	\$20	\$20	\$20	\$20	\$20
	2		\$40	\$40	\$40	\$40	\$40
	3			\$60	\$60	\$60	\$60
	4				\$80	\$80	\$80
	5					\$100	\$100
	6						\$120

Partially Upheld Protests in Double Elimination							
		#of questions challenged					
		1	2	3	4	5	6
Filing Fee		\$40	\$80	\$120	\$160	\$200	\$240
# of questions upheld	1	\$40	\$40	\$40	\$40	\$40	\$40
	2		\$80	\$80	\$80	\$80	\$80
	3			\$120	\$120	\$120	\$120
	4				\$160	\$160	\$160
	5					\$200	\$200
	6						\$240

1171

1172 **SECTION 2 – CONVENING AND CONDUCTING A PROTEST**

1173

1174 **50.20 Convening a Protest Committee:** When a protest is filed, the respective Protest Chair or Assistant Protest  
 1175 Chair will convene a Protest Committee to hear and rule on the protest. A chair with a conflict of interest will  
 1176 recuse themselves, and an alternate will be assigned. The Protest Chair or Assistant Protest Chair shall randomly  
 1177 select three (3) of the appointed protest members to constitute the committee and hear the protest.

- 1178 a. No member of the protest committee shall be on the roster of a team in the division of which the protest  
 1179 is involved, a member of a regular season roster for any of the member associations involved in that  
 1180 protest, nor a party that filed said protest or is evidence to the protest, and no member association may  
 1181 have more than one (1) person represented on the protest committee.

1182

1183 **50.21 Protest Hearing Process:** The Protest Committee will hear the arguments of both teams and/or parties  
 1184 involved in the protest in order to rule on a protest. During pool play, the Protest Committee will rule on protests  
 1185 as quickly as possible but, in any event, prior to the determination of seeding for double elimination play. During  
 1186 double elimination play, the Protest Committee will rule on the protest prior to the start of the next game in which  
 1187 either team is to be involved. A protest that involves player eligibility and not player ratings, must include at least  
 1188 one (1) member of the NAGAAA Board of Directors, which shall not be the Commissioner.

1189

1190 **50.22 Protest Committee Evidence and Record:** Protest Committee hearings are to be audio recorded. The  
 1191 recordings from the protest hearing(s) will be kept for one (1) year from the date of the hearing by the Director of  
 1192 Competition and then destroyed. All player ratings from the prior year and the current year will be available for all  
 1193 Protest Committee hearings.

1194

1195 **50.23 Protest Hearing Process:** A protest hearing shall be conducted in the following process:

- 1196 a. The Protest Committee chairperson will begin the proceedings by explaining the protest hearing  
 1197 procedures to each team’s Manager.

- 1198 b. The protesting party will begin the hearing by explaining the basis for the protest and presenting any  
 1199 evidence of any kind, including, but not limited to scorebooks, to support the protest.  
 1200 c. The Protest Committee has the authority to then call for a vote to move the protest forward.  
 1201 d. After the protesting party has presented its case, the protested party will be afforded the opportunity to  
 1202 present evidence of any kind, including, but not limited to scorebooks, to rebut the protesting party's  
 1203 argument.  
 1204 e. After the parties have presented their cases the Protest Committee will have the authority to interview  
 1205 players involved in the GSWS, Association officials and Members, and Open Division and GSWS officials  
 1206 and umpires.  
 1207 f. Both principal parties must be notified of and afforded an opportunity to be present.  
 1208 g. The Protest Chair shall remove all parties from the room except for the Protest Committee after the  
 1209 parties have presented their case to allow careful deliberation.  
 1210 h. When the principal parties and the Protest Committee have completed their interviews and deliberations,  
 1211 the Protest Committee shall vote by secret ballot to determine whether to uphold or deny the protest, by  
 1212 majority vote. The principal parties shall have the opportunity to observe the voting process.  
 1213 i. The votes will be tallied, and the parties will be informed of the Protest Committee's decision.  
 1214 j. The decision of the Protest Committee is final for the duration of that tournament. Both the Protesting  
 1215 Party and the Protested Party are asked to certify, by signature, that the protest hearing was completed in  
 1216 accordance and compliance with the process outlined in the policies of this organization. Should either  
 1217 party refuse to sign, the review of the process is referred to the Commissioner.  
 1218

### 1219 SECTION 3 – PENALTIES FROM A PROTEST

1220  
 1221 **50.30 Actions Arising from the Protest Committee:** If the Protest Committee changes a player's rating question,  
 1222 it will be submitted to the Director of Competition and will remain marked as "Yes" or "Y" through the following  
 1223 season. Any action taken by the Protest Committee will be reviewed by the Council through the Ethics Committee  
 1224 at the next Regular Meeting to determine if further sanctions are appropriate. The Protest Committee may make  
 1225 recommendation for any additional penalties.  
 1226

1227 **50.31 Penalties for Non-Ratings Based Protests:** A person protested on matters other than player rating and  
 1228 found in violation shall be assessed the following penalties:

- 1229 a. The player's team forfeits the protested game and any subsequent games in which the protested player  
 1230 has played prior to the resolution of the protest.  
 1231 b. The player and their team manager will be disqualified from the remainder of the current GSWS.  
 1232 c. A fine of \$500 assessed to the player's qualifying association.  
 1233

1234 **50.32 Fines for Ratings Based Protests:** A player protested on player ratings and found in violation shall have  
 1235 their qualifying association assessed the fines listed in the table:  
 1236

# of Questions Successfully Challenged	Fines Assessed for Each Successfully Challenged	Total Fine for All Questions Successfully Challenged
1	\$100.00	\$100.00
2	\$200.00	\$300.00
3	\$300.00	\$600.00
4	\$400.00	\$1,000.00
5	\$500.00	\$1,500.00
6+	\$600.00 and additional \$100/question (7+) successfully challenged	The sum of fine amount immediately to the right and each fine listed in that column.

1237  
 1238 **50.33 Penalties for Ratings Violations Causing a Team to Move Up a Division:** If a protest results in a player  
 1239 rating change that causes a team to move up a division, the protested team forfeits the protested game and the

1240 opponent is named the winner of the game. Additionally, the protested team is eliminated from the current  
 1241 tournament and the protested team's member association is fined \$500, in addition to the fines listed above in this  
 1242 section.

1243

1244 **50.34 Penalties for Ratings Violations Not Causing a Team to Move Up a Division:** If a protested player's rating  
 1245 is increased by one (1) point and does not move the player over the ratings cap for that division, the player can  
 1246 continue to play in the current tournament. The new rating for the protested player will apply for the team's  
 1247 overall rating. The result of the game stands and the team whose player was protested can continue in the  
 1248 tournament, provided that it is not their second loss in double elimination.

1249

1250 **50.35 Penalties for Specific Rating Violations:** The following provisions apply in the scenarios as outlined:

1251 a. If a protested player's rating is increased by two (2) or more points, the player will be deemed ineligible  
 1252 for the remainder of the current tournament, regardless of maintaining eligibility. In addition, the new  
 1253 rating will be accounted for in the team's overall rating. Notwithstanding the penalty, the result of the  
 1254 game stands and the team whose player was protested can continue in the tournament, provided that it  
 1255 is not their second loss in double elimination.

1256 b. If a protested player's rating exceeds the limit for that division; the player is ineligible going forward and  
 1257 can no longer play in the current GSWS. In addition, the new rating will be accounted for in the team's  
 1258 overall rating. The protested team will be declared the loser of the game. The protested team can  
 1259 continue to play in the tournament only if the new team rating falls in the divisional guidelines of the  
 1260 division entered and provided that loss recorded on the part of the protest was not the team's second  
 1261 loss in double elimination.

1262

1263 **50.36 Penalties for Numerous Rating Violations:** If a team has three (3) or more protest ratings questions  
 1264 upheld, either in one (1) game or multiple games, the protested team will forfeit the last protested game and the  
 1265 opponent is declared the winner. Additionally, the protested team is eliminated from the current tournament and  
 1266 the protested team's member association is automatically fined \$500.00 in addition to the fines imposed in this  
 1267 chapter.

1268

1269 **50.37 Dual protests:** Whenever two (2) teams shall protest each other in the same game and both teams have  
 1270 not yet had a loss in double elimination and both teams have at least one (1) protest question upheld the following  
 1271 shall apply:

1272 a. If the penalty for both Team A and Team B result in both teams being declared the loser, yet allowed to  
 1273 remain in the tournament, then the loser of the game, as determined by the real score of the game, will  
 1274 move to the loser's bracket. The winner of the game will advance to next level of the winner's bracket and  
 1275 a forfeit will be declared, thus sending the team to the loser's bracket.

1276 b. If the penalty for both Team A and Team B results in both teams being declared the loser, and one (1)  
 1277 team is ejected based on the result of the protest and the other team is allowed to continue based on the  
 1278 result of the protest, the team that is allowed to continue will move to the loser's bracket.

1279

1280 **50.38 Rating Workshop Requirements:** Mandatory attendance of member associations is required at the Rating  
 1281 Workshop held concurrently to the Winter Meetings if any of the below are true. A fine of \$100 will be assessed to  
 1282 member associations required to attend the workshop and who fail to attend.

1283 a. A team of a member association lodges two (2) or more unsuccessful ratings questions during one (1)  
 1284 single tournament.

1285 b. A member association has more than two (2) protest questions upheld during one single tournament.

1286

1287

## CHAPTER 60 – ETHICS PROCEDURE

1288

1289 **60.01 Jurisdiction:** This chapter shall be the jurisdiction of the Ethics Committee and amended by majority at  
 1290 any committee meeting, except that the amount of any fines or fees shall be the jurisdiction of the Board of  
 1291 Directors and amended at any board meeting by majority.



1292 **60.02 Authority and Applicability:** The power of this organization to discipline its member associations or teams  
 1293 and/or players of the individual member associations is retained by the Council through the processes in this  
 1294 chapter. Penalties and sanctions as assigned by this organization only apply to membership in NAGAAA and official  
 1295 events as hosted by this organization. This organization has no power to compel the suspension and/or expulsion  
 1296 of individual players or teams from local member association events nor to bar member associations from  
 1297 participating in any event or action other than official events of this organization. No member association's action  
 1298 or inaction to discipline to its member shall apply to this organization without action by the Council.  
 1299

1300 **60.03 Petition by Member Associations:** A member association and/or player may file a petition seeking  
 1301 discipline against another member association and/or individual not less than ninety (90) days prior to the next  
 1302 meeting of the Council. The petition shall include the following information to be accepted:

- 1303 a. Name(s) of the alleged violators
- 1304 b. Qualifying Association of the violators
- 1305 c. Date(s) of the alleged violations
- 1306 d. Reference to the rule(s) violated
- 1307 e. Brief Summary of the violation

1308  
 1309 **60.04 Screening of Petition:** The Commissioner and Chair of the Ethics Committee shall screen all petitions  
 1310 received and ensure that the required information is presented, and the petition is not frivolous. All attempts will  
 1311 be made to assist in correcting a petition. Any petition that is screened out shall not be forwarded to the Council  
 1312 for action, except that a report shall be made by the Chair to the Council of the petition and its nature. All petitions  
 1313 accepted shall be forwarded for action under this chapter.  
 1314

## 1315 SECTION 1 – HEARING

1316  
 1317 **60.10 Hearing Procedures:** The following procedure shall be followed in all actions, except for protests, where  
 1318 discipline may be applied:

- 1319 a. Hearing – Prior to disqualification by the Open Division or by an Association, a Team or Team member  
 1320 must be given an opportunity for a hearing by the Council or by the ruling body of the Association to  
 1321 which the team or team member belongs, except during the course of tournament play when the Protest  
 1322 Process shall apply.
- 1323 b. Notification – If the Open Division is taking the action, the Open Division Secretary will notify the Team  
 1324 manager and Team's member Association, at least 60 days prior to the scheduled hearing date,  
 1325 electronically and/or in writing of the time, place and date of the hearing. The Association is responsible  
 1326 for forwarding this information to its involved Members.
- 1327 c. Rulings – After hearing all of the evidence, the Council may take whatever action it deems necessary and  
 1328 appropriate in accordance with this Code. The Association must be advised electronically and/or in writing  
 1329 of the action taken. The Association is responsible for notifying its involved Member(s) of the ruling.
- 1330 d. Right of Appeal – A Team or Team member disqualified from Open Division play may appeal to the  
 1331 Commissioner who shall determine if a fair hearing was held and an equitable decision reached. The  
 1332 decision of the Commissioner shall be final.
  - 1333 a) Timing of Appeal – Any Disqualified Team or Team member must notify the Commissioner of his/her  
 1334 desire to appeal the decision within thirty (30) days of being notified of the disqualification. Such appeal  
 1335 must be made in writing and sent by certified or registered mail with return receipt requested.

## 1336 SECTION 2 – PENALTIES

1337  
 1338  
 1339 **60.20 Sanctions Imposed by NAGAAA:** The Council's action in hearing to set sanctions as it sees fits shall be  
 1340 recorded the Secretary. The Council may order financial sanctions, including fines and/or fees, which, per the  
 1341 bylaws, shall be set by the Board of Directors.

1342 **60.21 Penalties Imposed by NAGAAA:** After a hearing, a Team or Team member may be disqualified for a  
 1343 period of time at the discretion of the Council for violations of the rules of this organization except that the  
 1344 following acts of disqualification require a minimum of one (1) year loss of eligibility in this organization:

- 1345 a. Physical violence.
- 1346 b. Commission of fraud.
- 1347 c. Knowingly competing with disqualified players.
- 1348 d. Receiving money by capitalizing on athletic ability or promotion of softball or baseball goods.

1349  
 1350 **60.22 Discretionary Penalties for Ratings Violations:** Any or all of the following penalties may be imposed by  
 1351 the Council after a review has been completed at the following Winter Meeting:

- 1352 a. Suspension of all members and the Manager of that team from the next GSWS and/or NAGAAA Cup.
- 1353 b. Suspension of any individual determined to be involved from the next GSWS and/or NAGAAA Cup.
- 1354 c. No team from that Association allowed in that division in the next GSWS and/or NAGAAA Cup.
- 1355 d. Suspension of the Association's voting privileges.
- 1356 e. Suspension of the Association's commissioner for the next GSWS and/or any future GSWS.
- 1357 f. Permanent expulsion of the Manager.
- 1358 g. Permanent expulsion of the player(s) involved.
- 1359 h. Permanent expulsion of the Association's commissioner.
- 1360 i. Permanent expulsion of the Association.
- 1361 j. A fine.

1362  
 1363 **60.23 Discretionary Penalties for Violating the non-LGBT Roster Rule:** The following penalties may be applied  
 1364 for violations of the non-LGBT roster rule:

- 1365 a. A team in violation of the Non-LGBT player guidelines shall be subject to disciplinary action that may  
 1366 include but is not limited to, (a) Permanent suspension of the Non-LGBT player from future GSWS and  
 1367 Open Division events. (b) Disqualification and forfeiture of all the offending team's games. (c) One (1)  
 1368 year's suspension of the team's Manager. (d) A fine imposed against the team's member association.
- 1369 b. Any member association official in violation of or having assisted in a violation of this rule is subject to  
 1370 disciplinary action that may include, but is not limited to, (a) Permanent suspension as a member  
 1371 association representative to the Open Division. (b) A one (1) year's suspension of the member  
 1372 association official from participation in all Open Division activities. (c) A fine imposed against the official's  
 1373 member association. (d) Forfeiture of all games played by all of the teams representing the official's  
 1374 Association prior to the discovery of a violation.

## 1375 1376 **CHAPTER 70 – MASTER DUES, FINES, AND FEES SCHEDULE**

1377  
 1378 **70.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 1379 any board meeting with the exception of the dues for this organization which shall be set by the Council annually  
 1380 by majority vote.

1381  
 1382 **70.02 Dues:** Each Association shall pay annual dues in like amount as shall be set by the Council at the previous  
 1383 year's Summer Meeting. Dues shall be delivered to the Treasurer prior to the start of the Winter Meeting. Dues  
 1384 must be paid prior to the start of the Winter Meeting or the Association will forfeit its right to vote until all  
 1385 accounts are satisfied. Failure to pay dues shall result in fines and/or other sanctions.

1386  
 1387 **70.03 Fines:** The number of fines shall be determined by the Board of Directors and listed in the schedule. Fines  
 1388 shall be invoiced and paid before the commencement of the next council meeting following the assessment of the  
 1389 fine. Fines assessed to a Masters Division team which center on an issue connected to a player shall be assessed to  
 1390 the player's qualifying association.

1391 **70.04 Appeal of Fines:** All fines, except protest fines, shall be eligible for appeal at the next regular meeting of  
 1392 the council after the fine is assessed through the process established by the Ethics Committee. A fine may only be  
 1393 waived by a two-thirds (2/3) vote of the Council. A member association will not be required to pay such fine until  
 1394 the conclusion of the next regular meeting, if appealing the assessed fine through a properly submitted business  
 1395 item, until the outcome of the appeals process. The association shall be considered in good standing while  
 1396 appealing.

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 1398 **70.05 Schedule:** The dues, fee, and fine schedule of this organization is:  
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KEY: The Index column matches the dues, fee, or fine to the corresponding deadline in the deadline schedule. The Reference column indicates the Governing Manual reference.				
DUES SCHEDULE				
INDEX	ISSUE AREA	REFERENCE	APPLICATION	AMOUNT
A	Membership Expectation	1.04(b)	Member Dues	\$350
FEE SCHEDULE				
	ISSUE AREA	REFERENCE	APPLICATION	AMOUNT
I	GSWS	30.11	Host City Bid Fee	\$2500
--	NAGAAA Cup	-----	Host City Bid Fee	\$1500
S	GSWS	30.21(a)	Fee for appeal of pool play forfeit disqualification	\$50
J	GSWS	30.40	GSWS Team fee	\$500/team
K	GSWS	30.30	GSWS Player fee	\$30 per person
L	GSWS	30.41	GSWS Host Hotel Deposit	\$500/per team
--	NAGAAA Cup	40.10	NAGAAA Cup Team Fee	\$450/team
T	Protests	50.14(b)	Pool Play Protest Fee	\$20/question
T	Protests	50.14l	Double Elimination Protest Fee	\$40/question
T	Protests	50.14(a)	Non-Rating Protest Fee	\$50
FINE SCHEDULE				
	ISSUE AREA	REFERENCE	APPLICATION	AMOUNT
A	Membership Expectations	1.04(a)	Failure to pay dues	\$100
B	Membership Expectations	1.04(a)	Failure to update member association information	\$100
B	Membership Expectations	1.04(a)	Failure to send a delegate to Winter/Summer Meetings	\$100
E	Regular Season Rosters	20.10	Fine for filing regular season rosters after deadline	\$100
F	Regular Season Rosters	20.10	Fine for changes to submitted regular season rosters (7/16/2022 – 8/1/2022)	\$100
O	GSWS Rosters	20.11, 20.12,	Fine for GSWS Player Changes in roster interim	\$100 per player per occurrence

			period (8/2/2022 – NOON CDT 8/21/2022)	
Q	GSWS Rosters	20.11 and 20.12	Fine for GSWS Administrative Changes in pool play period. (12:01pm CDT 08/21/2022 – End of Summer Meeting)	\$100 per player
Q	GSWS Rosters	20.11, 20.12, and 20.20	Fine for GSWS Player Changes in pool play period. (12:01pm CDT 08/21/2022 – End of Summer Meetings)	\$250 per player per occurrence
J	GSWS	30.40	Fine for late payment GSWS team fee	\$100
J	GSWS Rosters	30.43	Fine for failure to send one (1) team to GSWS	\$500
T	GSWS Rosters	20.11 and 20.12	Fine for a team violating the non-LGBT rule	\$100
T	GSWS Rosters	20.11 and 20.12	Fine for an association official assisting a team in violating the non-LGBT rule	\$100
T	Protests	50.03	Fine for failure of member association to fulfill protest duty	\$100
--	Protests	20.25 and 50.38	Fine for failure of member association to attend rating workshop	\$100
T	Protests	50.31	Fine for protests upheld on non-ratings issues	\$500
T	Protests	50.32	Fine for protest(s) upheld on a single question	\$100/question
T	Protests	50.32	Fine for protest upheld on multiple questions	The sum of the fine of all questions protested and upheld and the fine for each lesser individual question protested and upheld (e.g., 5 questions upheld = \$500 + \$400 + \$300 + \$200 + \$100 = \$1500)
T	Protests	50.33	Fine for protest(s) upheld causing a team to move up a division	\$500
T	Protests	50.36	Fine for one (1) team with three (3) or more protests upheld in the duration of a single event	\$500

--	Ethics	60.22	Discretionary fine for rating violations	Amount, up to \$2500, to be determined by the Board of Directors upon application of the fine by the Ethics Committee
--	Ethics	60.23(a)	Discretionary fines for violation of the non-LGBT rule by a team	Amount, minimum \$100, to be determined by the Board of Directors upon application of the fine by the Ethics Committee
--	Ethics	60.23(b)	Discretionary fine for violation of the non-LGBT rule by member association officials.	Amount, minimum \$100, to be determined by the Board of Directors upon application of the fine by the Ethics Committee

**NOTE: This schedule shows all fees and fines as set by the Board of Directors. Some amounts may be included in the chapters of the Governing Manual for ease of reference. In the case of any discrepancy, this schedule controls the amount of the fee and/or fine.**

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**70.06 Deadlines:** The deadlines for certain and specific activities are as follows in the table:

KEY: The Index column matches the deadline to the corresponding due, fee, or fine in that schedule. The Reference column indicates the Governing Manual reference.				
<b>DEADLINE TABLE</b>				
<i>All deadlines are at 11:59pm Central on the day listed unless explicitly noted otherwise</i>				
INDEX	ISSUE AREA	REFERENCE	APPLICATION/ISSUE	DEADLINE
A	Membership Expectations	1.04(b)	Membership Dues Deadline	Prior to start of Winter Meetings
B	Membership Expectations	1.04(b)	Reporting of Member Association Changes (officers, tournaments, etc.)	Within 30 days of local change
C	Council	2.07	Deadline for Items of Business requiring Council action, not including disciplinary proceedings.	These dates will be set prior to Winter and Summer Mtgs by the Secretary
D	Council/Ethics	60.03	Deadline for petitions for disciplinary action	90 days prior to start of Winter/Summer Meetings
E	Regular Season Rosters	20.10	Deadline for submission of proper Regular Season rosters	July 15th
F	Regular Season Rosters	20.10	Period for late submission of or revision to Regular Season rosters; fine incurred	July 16 <sup>th</sup> --TO-- August 1st 11:59pm PDT
G	Regular Season Rosters	20.10	Final Deadline for Regular Season rosters – No changes (including ratings) or submissions following this deadline.	August 2 <sup>nd</sup> 12:00am PDT

H	GSWS	30.04	Deadline for nomination of umpires for GSWS	End of Winter Meetings
I	GSWS	30.21	Deadline for Host City Bid Deposit 2.5 year cycle.	Start of the Winter Meeting 8:00am CDT (2025 GSWS)
J	GSWS	30.60	GSWS Team Fee Deadline	July 15th
K	GSWS	30.60	GSWS Team Berth Reservations Deadline	July 15th
L	GSWS	30.61	GSWS Host Hotel Deposit Deadline	July 15th
M	GSWS	20.20	Deadline for proper GSWS Tournament Team Rosters	August 1st
N	GSWS	--	Deadline for submission of USA Softball (ASA) cards (1 per team)	August 1st
O	GSWS	20.11, 20.12, and 20.20	Period for late submission of adding or dropping of players. No changes to ratings permitted. No fine for admin changes.	August 2nd
				--TO--
				Aug 22nd 12:00pm CDT
P	GSWS	20.11, 20.12, and 20.20	Period for revision to GSWS Tournament Rosters; fine incurred	August 22nd 12:01pm CDT
				---TO--- End of Summer Meetings
Q	GSWS	20.11, 20.12, and 20.20	Deadline for final GSWS Tournament rosters	End of Summer Meetings
R	GSWS	20.11 and 20.12	Deadline to cancel GSWS Team berth reservation (with refund)	August 1st
S	GSWS	30.21(a)	Deadline to appeal forfeit games in pool play of GSWS	Prior to beginning of double elimination in the team's division
T	GSWS	50.14(b)	Deadline to pay Protest fees	Due at the time of filing a protest
U	GSWS	30.41 (a)	Request a refund to GSWS hotel deposit	First day of December following GSWS
V	Hall of Fame	100.04	Hall of Fame Nomination period opens	June 1st 12:01am CDT
W	Hall of Fame	100.04	Hall of Fame Nomination period closes	January 15th
X	Hall of Fame	100.05	Hall of Fame Nominations and ballots delivered to members	January 31st 12:00am CDT
Y	Hall of Fame	100.05	Hall of Fame Ballots due	March 3rd
Z	Hall of Fame	100.06	Hall of Fame Chair notifies nominators of results of election	March 17th
AA	Hall of Fame	100.08	Deadline for Hall of Fame Booster Club donations for program inclusion	August 1st
AB	Board of Directors	4.01	Deadline for Board of Directors revision of deadlines	Month end following Spring/Fall Working sessions

AC	NAGAAA Cup	40.10	Deadline for Intent to Bid for NAGAAA Cup 2024	Start of Winter Meetings
AD	NAGAAA Cup	40.11	Deadline to pay team fee for NAGAAA Cup	March 15th 11:59pm PST
AE	NAGAAA Cup	40.11	Deadline to submit rosters for NAGAAA Cup; no changes allowed following this deadline	April 1st 11:59pm PST
AF	NAGAAA Cup	40.11	Period of late submission of adding or dropping of players to NAGAAA Cup rosters.	April 2nd – April 8 <sup>th</sup> 11:50 PST
AG	NAGAAA Cup	40.11	Deadline for final NAGAAA Cup rosters.	April 9th

**NOTE: This table includes deadlines set by the Board of Directors and those set by the Council and/or committees for the ease of reference of the members. If there are any discrepancies between the language in the chapters of the Governing Manual and this table, this table shall be considered to be the correct deadline.**

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#### CHAPTER 80 – BUDGET AND FISCAL POLICY

**80.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council meeting except that the amount of any fees shall be the jurisdiction of the Board of Directors and amended at any board meeting by majority.

**80.02 Payments:** All payments of any amount to this organization shall be made in form of check, credit card, or wire transfer. Cash payments may only be accepted for the payment of protest fees.

**80.03 Revenue Sharing from Funds Not Restricted:** Any sponsorship funds collected by NAGAAA and allocated by the sponsor for member associations, shall be disbursed by the Treasurer to all member associations in good standing. The funds shall be distributed equally. Member associations will only be eligible for these funds when in compliance with any and all terms and conditions required by sponsor.

**80.04 Administrative Fee for Sponsorships:** Notwithstanding other provisions of this chapter, all corporate sponsorships shared with member associations and GSWS or NAGAAA Cup host cities will incur a five-percent (5%) fee. At the end of each fiscal year, this administrative fee will be dispersed to all participating member associations as designated by the corporate sponsors for that year and the remainder of the funds are to be disbursed equally to all non-participating member associations. The funds will be dispersed to each league at the Winter Meetings of the completed fiscal year.

**80.05 Commissions Due to Member Associations:** NAGAAA shall credit to member associations two and one-half percent (2.5%) of any corporate sponsor lead that member association provides to NAGAAA that materializes in a new corporate sponsorship. This two and one-half percent (2.5%) shall be an annual commission for as long as that corporate sponsor remains a corporate sponsor. The two and one-half percent (2.5%) shall be on sponsorship funds allocated to NAGAAA and not on sponsorships earmarked for distribution to member associations.

#### CHAPTER 81 – MASTER COMPENSATION SCHEDULE

**81.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at any board meeting.

**81.02 Salaries and Benefits:** No person shall be considered an employee eligible for full-time or part-time employment in this organization unless authorized in this chapter.

1439 **81.03 Numbers of Persons:** Unless specifically stated in the bylaws or policies of this organization, the Board of  
 1440 Directors shall determine the number of persons appointed to specific roles as needed.

1441

1442 **81.04 Meeting per diems:** A \$50 per day per diem shall be paid to the Board of Directors, Committee Chairs,  
 1443 and Parliamentarian for the duration of any regular and/or special meeting of the Council. The Umpire-in-Chief is  
 1444 granted a \$300 per diem for the duration of the summer meetings to prepare for the GSWS.

1445

1446 **81.05 Tournament per diems:** A \$50 per day per diem shall be paid to the Board of Directors, Athletic Director,  
 1447 Assistant Athletic Director(s), Protest Chair and Assistant Protest Chair(s) for every day present and working during  
 1448 the duration of the GSWS and NAGAAA Cup. A \$350 per day per diem shall be paid to the Umpire-in-Chief for the  
 1449 duration of the GSWS and NAGAAA Cup. A \$175 per day per diem shall be paid to the Assistant Umpire(s)-in-Chief  
 1450 for the duration of the GSWS and NAGAAA Cup.

1451

1452 **81.06 Umpires:** Umpires for the GSWS and NAGAAA Cup shall be paid \$30 for each game officiated. The Board  
 1453 of Directors may provide merit bonuses not to exceed \$500 to the Umpire-in-Chief and Assistant Umpire-in-  
 1454 Chief(s) as they see fit.

1455

1456 **81.07 Expenses:** The Board of Directors shall determine and pay the reasonable and necessary expenses for the  
 1457 compensated volunteers of this organization which shall include, but are not limited to, travel expenses, car rental,  
 1458 hotel and lodging.

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## 1460 **CHAPTER 85 – CONFLICT OF INTEREST POLICY**

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1462 **85.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council  
 1463 meeting.

1464

1465 **85.02 Purpose:** The purpose of this conflict of interest policy is to protect this tax-exempt organization's  
 1466 (NAGAAA Open Softball Division Inc) interest when it is contemplating entering into a transaction or arrangement  
 1467 that might benefit the private interest of an officer or director of the Organization or might result in a possible  
 1468 excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal  
 1469 laws governing conflict of interest applicable to nonprofit and charitable organizations.

1470

1471 **85.03 Definitions:** The following definitions apply to this chapter:

- 1472 a. Interested Person – Any director, principal officer, or member of a committee with governing board  
 1473 delegated powers, who has a direct or indirect financial interest, as defined below, is an interested  
 1474 person.
- 1475 b. Financial Interest – A person has a financial interest if the person has, directly or indirectly, through  
 1476 business, investment, or family: (a) An ownership or investment interest in any entity with which the  
 1477 Organization has a transaction or arrangement, (b) A compensation arrangement with the Organization or  
 1478 with any entity or individual with which the Organization has a transaction or arrangement, or (c) A  
 1479 potential ownership or investment interest in, or compensation arrangement with, any entity or  
 1480 individual with which the Organization is negotiating a transaction or arrangement. Compensation  
 1481 includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial  
 1482 interest is not necessarily a conflict of interest. Under this chapter, a person who has a financial interest  
 1483 may have a conflict of interest only if the appropriate governing board or committee decides that a  
 1484 conflict of interest exists.

1485

1486 **85.04 Annual Statements:** Each director, principal officer and member of a committee with governing board  
 1487 delegated powers shall, prior to each meeting, sign a statement which affirms such person:

- 1488 a. Has received a copy of the conflicts of interest policy,  
 1489 b. Has read and understands the policy,  
 1490 c. Has agreed to comply with the policy, and  
 1491 d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must



engage primarily in activities which accomplish one (1) or more of its tax-exempt purposes.

**85.05 Compensation:** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## SECTION 1 – PROCEDURES

**85.10 Procedures:** This organization shall follow the procedures listed in this section to determine if a conflict exists.

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

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

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

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

**85.15 Records of Proceedings:** The minutes of the governing board and all committees with board delegated powers shall contain: (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.; and (b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the

1545 proceedings.

1546

1547 **SECTION 2 – PERIODIC REVIEWS**

1548

1549 **85.20 Periodic Reviews:** To ensure the Organization operates in a manner consistent with charitable purposes  
1550 and does not engage in activities that could jeopardize its tax- exempt status, periodic reviews shall be conducted.

1551 The periodic reviews shall, at a minimum, include the following subjects:

- 1552 a. Whether compensation arrangements and benefits are reasonable, based on competent survey  
1553 information, and the result of arm’s length bargaining.
- 1554 b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the  
1555 Organization’s written policies, are properly recorded, reflect reasonable investment or payments for  
1556 goods and services, further charitable purposes and do not result in inurement, impermissible private  
1557 benefit or in an excess benefit transaction.

1558

1559 **85.21 Use of Outside Experts:** When conducting the periodic reviews as provided for in this chapter, NAGAAA  
1560 Open Division Inc., may, but need not, use outside advisors. If outside experts are used, their use shall not relieve  
1561 the governing board of its responsibility for ensuring periodic reviews are conducted.

1562

1563 **CHAPTER 90 – DRAFTING AND REVISION MANUAL**

1564

1565 **90.01 Jurisdiction:** This chapter shall be the jurisdiction of the Governance Committee and amended by majority  
1566 at any committee meeting.

1567

1568 **SECTION 1 – FORM AND STYLE OF GOVERNING DOCUMENTS**

1569

1570 **90.10 General Form:** This organization utilizes a consolidated governance manual which shall include the  
1571 Articles of Incorporation, Bylaws, and subordinate policies. All distinct policy measures shall be located within  
1572 chapters of this manual.

1573

1574 **90.11 Structure of Manual:** The manual shall be divided into four (4) volumes, each with individual chapters  
1575 which may contain individual sections and/or sub-sections. Volumes shall be denoted by Roman numeral. Chapters  
1576 and sections shall be denoted by Arabic numeral. Each chapter shall have sub-sections denoted by Arabic numeral  
1577 with at least two (2), but no more than three (3), decimal places listed and may or may not have sections listed. No  
1578 subsection shall be placed in a section if the first number to the right of the decimal point is a zero. Each sub-  
1579 section placed within a section shall have the first number to the right of the decimal point correspond to the  
1580 number of the section. Any delineation of a sub-section is limited to one (1) order which shall be indicated with a  
1581 small-case letter of the Latin alphabet. Notwithstanding this section, the Articles of Incorporation shall be  
1582 presented as filed with the State of Wisconsin. The entire governance manual shall contain line numbers, running  
1583 in continuous fashion for ease of reference.

1584

1585 **90.12 Headlines without Authority:** The table of contents of the governance manual and/or headlines of  
1586 chapters, sections, and/or sub-sections are without authority and listed for reference purposes only. The  
1587 Governance Committee shall alter the table and/or headlines to best reflect the contents as it sees fit.

1588

1589 **90.13 Pronoun Usage:** In all cases in this organization, the use of any pronoun shall apply to any gender identity.

1590

1591 **90.14 Standard Usage of Common terms:** The following terms shall be applied in the following manner:

- 1592 a. Organization – NAGAAA, Open Softball Division, Inc.
- 1593 b. Member Association – an individual member league who is recognized as a member of the organization.  
1594 Delegate or council member, not including a member of the board, may be used in place of member  
1595 association.
- 1596 c. Board – the NAGAAA Board of Directors

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## SECTION 2 – AMENDMENTS

**90.20 Amendments:** The Governance Committee shall prepare a standard form for council and committee use for amendments to the governance manual. Amendments shall be reviewed by the committee and/or parliamentarian who shall concur that the amendment conforms to the form and style of the governing manual. A non-concurrence by the committee and/or parliamentarian shall not prevent action on the amendment but shall be relayed to the Council and/or committee of jurisdiction.

**90.21 Revisions:** Upon adoption, the committee shall assist the parliamentarian and/or Secretary in preparing adopted revisions to the manual for publication.

**90.22 Notice of Revisions:** The Secretary shall provide notice to the members whenever revisions are authorized by the body of jurisdiction and published by the Secretary.

**90.23 Annotations of Changes:** The committee, in conjunction with the Secretary, shall compile and record a cross-reference log of amendments adopted to the governance manual and the minutes of the action.

1616  
1617**VOLUME IV – ADMINISTRATIVE POLICIES**

VOLUME 4			PAGE
Administrative Policies	Chapter 100	NAGAAA Hall of Fame	42
	Chapter 101	NAGAAA Archives	44
	Chapter 110	Job Descriptions of the Board of Directors	44
	Chapter 111	Job Descriptions of the Appointed Officers of the Board of Directors and This Organization	53
	Chapter 115	Nomination Process for Candidates for the Board of Directors	54
	Chapter 116	Background Check Policy for Candidates for the Board of Directors	55
	Chapter 200	Regular Season Roster Submission Policy	56
	Chapter 250	Ineligible Player Roster and Policy	57
	Chapter 300	GSWS Tournament Roster Submission Policy	57
	Chapter 305	GSWS Host Hotel Deposit and Requirements	58
	Chapter 331	GSWS Umpire Selection Policy	59
	Chapter 341	GSWS Host City Metropolitan Areas	60
	Chapter 810	Payment Terms of Sponsorship Contracts	61

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1643**CHAPTER 100 – NAGAAA HALL OF FAME**

**100.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at any board meeting.

**100.02 Purpose and Authority:** There is created the NAGAAA Hall of Fame which shall be a program of this organization. The purpose of this program is to recognize the individuals that have made a significant contribution to the NAGAAA organization, the game, and the LGBTQ+ community. The authority for this program is found in 4.01 of the Governing Manual.

**100.03 Membership and Leadership:** Membership in the Hall of Fame is achieved through election by two-thirds (2/3) vote of the living members of the Hall of Fame voting on the annual ballot or through selection by the Veterans sub-committee of the Hall of Fame. Leadership of the Hall of Fame is vested in the Chair of the Hall of Fame program as appointed. The chair shall make recommendations to the Board of Directors on policies and matters affecting the Hall of Fame, coordinate administrative operations for the Hall of Fame, and facilitate dialogue with the Council at the bi-annual Council meetings. The chair shall work collaboratively with the Hall of Fame Board Liaison. Any duty or task of this chapter may be performed by the chair or board liaison regardless of the strictures of this chapter when agreed to by both parties.

- a. Members of the former NAGAAA Women’s Division Hall of Fame shall not be considered members of this Hall of Fame. Any individual may utilize years of membership in the former Women’s Division to achieve the minimum requirement of membership for this program.

**100.04 Nomination of Members:** Nominations for membership in the Hall of Fame shall be made in the form and manner provided for by the Hall of Fame chair and in the established time period listed in this chapter. There are no restrictions on whom may make a nomination for the Hall of Fame but you may not self-nominate. Nominees must have been active in NAGAAA for at least ten (10) years to be nominated. The chairperson of the Hall of Fame

1644 shall communicate to the living members of the Hall of Fame all deadlines for nominations and issue appropriate  
 1645 reminder as they see fit.  
 1646

1647 **100.05 Election of Members:** By the date listed in this chapter, the Hall of Fame Chair shall send all legal  
 1648 nominations to the members of the Hall of Fame with a ballot for each nomination. The Chair shall work in  
 1649 conjunction with the Webmaster to make ballot access feasible for the members of the Hall of Fame. Each living  
 1650 Hall of Fame member shall vote "Yes" or "No" indicating whether or not to permit membership for the nominee.  
 1651 The ballots shall be returned by the date listed in this chapter. The Hall of Fame Chair and Board Liaison shall  
 1652 individually review, tally, and audit the ballots to determine the number of votes each nominee received and if  
 1653 election was achieved.

1654 a. At the close of the balloting process described in this section, the Chair shall appoint the Veterans  
 1655 Committee, consisting of twelve (12) living Hall of Fame members. The Chair shall forward all nominations  
 1656 (with biographical information) which received at least fifty percent (50%) of the votes of the living  
 1657 members but were not elected to the Hall of Fame to these committee members.

1658 b. Notwithstanding this section, the Veterans committee, shall be granted seven (7) days to review the  
 1659 nominations and each member shall cast a ballot of "Yes" or "No" for each nomination. The Veterans  
 1660 committee shall elect, by a two-thirds (2/3) vote of their number voting, any number of persons to the  
 1661 Hall of Fame deserving of the recognition consistent with the purposes of this program and regardless of  
 1662 nomination or election by the balance of the existing Hall of Fame members. The Chair and Board Liaison  
 1663 shall audit the results of the Veterans Committee.  
 1664

1665 **100.06 Results of Election:** No later than June 15, and beginning in 2020 and thereafter, no later than March 1,  
 1666 the Hall of Fame Chair shall notify each nominator of an elected nominee of the results of the balloting who shall  
 1667 be provided one (1) week to communicate to the nominees the results of the election. Following this notice, the  
 1668 Hall of Fame Chair shall draft a communication to the Hall of Fame and Board of Directors the identities of the  
 1669 newly elected members of the Hall of Fame. The Chair shall report the results to the members of the Hall of Fame.  
 1670 The Secretary shall report this information to the NAGAAA Council, member associations, and the general public.  
 1671

1672 **100.07 Hall of Fame Induction:** Newly elected members of the Hall of Fame shall be inducted at a dinner held in  
 1673 conjunction with the annual Gay Softball World Series (GSWS). Inductees shall receive one (1) complimentary  
 1674 ticket to the event. The Induction Dinner shall be a NAGAAA sanctioned event and subject to all policies and  
 1675 procedures of this organization.

1676 a. At the winter meeting in the year of the GSWS, the Host City shall provide to the chair a list of available  
 1677 venue options for the Hall of Fame dinner. Within sixty (60) days of the adjournment of the Winter  
 1678 Meeting, the Hall of Fame chair shall have selected a venue, prepared a draft contract for review by the  
 1679 Operations Director and execution by the Commissioner, and communicated said to the Host City and  
 1680 Board of Directors. The venue and conduct of the dinner shall conform to guidelines created and  
 1681 maintained by the Chair.

1682 b. The Chair shall be responsible for creating the program of the Induction dinner, designing and procuring  
 1683 the new inductee shirts, and general logistics and operations of the induction.  
 1684

1685 **100.08 Suspension of Rights and Privileges:** Any member of the Hall of Fame not in good standing as a member  
 1686 of NAGAAA shall be suspended of all rights and privileges as a member of the Hall of Fame, including participation  
 1687 in any NAGAAA sanctioned event until compliance is achieved and good-standing restored in the determination of  
 1688 the Hall of Fame chair and NAGAAA Treasurer.

1689 a. Not in good standing shall be liberally construed and interpreted to indicate any member who is deemed  
 1690 ineligible by this organization to participate in any NAGAAA sanctioned event for any variety of reasons.  
 1691

1692 **100.09 Deadlines:** The deadlines established for the Hall of Fame shall be incorporated into the Master Deadline  
 1693 schedule of this organization.

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## CHAPTER 101 – NAGAAA ARCHIVES

**101.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at any board meeting.

**101.02 Purpose and Authority:** There is created the NAGAAA Archives which shall be a program of this organization. The purpose of this program is to preserve and commemorate the history of the organization, its significance, and the people who founded, sustained, and contributed to its legacy. The authority for this program is found in 4.01 and 3.01(j) of the Governing Manual.

**101.03 Chair Authorized to Act:** The chair of the NAGAAA Archives, as appointed pursuant to the Bylaws, is authorized to collect, organize, store, and display artifacts and memorabilia (real and/or virtual), which are representative of the organization and events, subject to the authorized budget of this program.

## CHAPTER 110 – JOB DESCRIPTIONS OF THE BOARD OF DIRECTORS

*(NOTE: These chapters contain some revisions to Board of Directors job descriptions following changes to the Board structure approved by the Council. The Board will complete the revisions in the spring and summer of 2019 and provide a further revision.)*

**110.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at any board meeting.

**110.02 Purpose and Authority:** The purpose of this program is to list, detail, and report the job descriptions of the officers of this organization and other select offices as determined by the Board of Directors. The authority for this program is found in 4.04 of the Governing Manual.

**110.03 Members of the Board of Directors:** All elected officers of this organization are members of the Board of Directors.

### SECTION 1 – GENERAL BOARD MEMBER JOB DESCRIPTION

**110.10 General Responsibilities of All Board Members:** Every member of the Board of Directors is responsible for:

- a. Overall governance of NAGAAA by establishing and monitoring policies and programs and supporting development and effectiveness of Board of Directors.
- b. Establish strategic purpose and direction for NAGAAA by participating in regular working sessions to create operating policies and procedures and monitoring its performance.
- c. Represent NAGAAA and its programs and services to stakeholders, including delegate, member associations, players, Hall of Famers, sponsors and partners.
- d. Demonstrate fiscal responsibility and ensure the financial health of NAGAAA through conformance to up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
- e. Ensure effective performance of NAGAAA's programs through ongoing program planning and evaluation.
- f. Ensure conformance to federal, state, and local laws and agency policies and procedures.

**110.11 General Duties of All Board Members:** Every member of the Board of Directors has the following duties:

- a. Attends all board meetings, including working sessions, and votes as a member in good standing.
- b. Serves on at least one committee and attends 80% of committee meetings.
- c. Builds collegial working relationship that contributes to consensus.
- d. Contributes financially as able to NAGAAA.
- e. Attends all Council meetings, the GSWS, and NAGAAA Cup.
- f. Makes serious commitment to participate actively in Board and committee work.
- g. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.

- 1747 h. Stays informed about Board policies and committee matters, prepares themselves well for meetings, and  
 1748 reviews and comments on minutes and reports.  
 1749

1750 **110.12 General Time and Financial Commitment of Board Members:** Every member of the Board of Directors  
 1751 will have varying amounts of time required for their specific office. Each Board member should expect and be  
 1752 prepared to dedicate at least 500 hours over a calendar year to the work of the organization with a rapidly  
 1753 changing schedule. Financial support of the organization is encouraged. Membership on the Board is a serious role  
 1754 and will require significant time away from family, work, and local community.  
 1755

1756 **110.13 Benefits of Board Members:** Service on the Board of Directors is a rewarding opportunity to lead a  
 1757 significant and relevant organization to the lives of LGBTQ+ athletes. It is a privilege and honor to be a leader of  
 1758 this organization and be leaders building the foundation of future success of this organization.  
 1759

## 1760 SECTION 2 – COMMISSIONER

1761  
 1762 **110.20 Officer Title:** Commissioner  
 1763

1764 **110.21 Responsibilities:** The Commissioner is responsible and accountable for the following objectives, tasks,  
 1765 roles, and duties:

- 1766 a. Vision and Mission: The Commissioner shall communicate the mission and vision of this organization,  
 1767 coordinate and lead the strategic thinking towards the establishment of long and short-term goals, lead  
 1768 the board in developing a mission driven culture, and work to create a culture of mutual respect and  
 1769 inclusiveness.  
 1770 b. Leadership Development: The Commissioner shall recruit and develop leaders to serve on committees  
 1771 of this organization, ensure the participation of elected and appointed leaders of this organization.  
 1772 c. Management: The Commissioner shall ensure adherence to legal standards and ethical norms and be  
 1773 responsible for the management of this organization, including responsibility for compliance with the  
 1774 governing documents and internal policies of this organization.  
 1775 d. External Relations: The Commissioner shall be responsible for the external relations of this organization  
 1776 and act as the ambassador for the organization.  
 1777

1778 **110.22 Duties:** In fulfilling the responsibilities of office, the Commissioner shall perform the following duties:

- 1779 a. Preside over meetings of the council, board, host cities and committee chairs.  
 1780 b. Oversee the general operations of the NAGAAA Board and the organization.  
 1781 c. Set meeting dates and prepare agendas.  
 1782 d. Review agendas and supporting materials prior to meetings.  
 1783 e. Attend all board meetings and other meetings necessary for the operation of the organization.  
 1784 f. Appoint the Parliamentarian at each Council meeting.  
 1785 g. Negotiate and execute all contracts for this organization.  
 1786 h. Coordinate and partner with the Treasurer to create a proposed annual budget.  
 1787 i. Serve as co-signer of NAGAAA checking account.  
 1788 j. Maintain an acute working knowledge of the issues pertaining to NAGAAA.  
 1789 k. Provide leadership support and advice to the officers and leaders of this organization.  
 1790 l. Manage communications and documents for Membership Applications, Proof of Voting Rights, and GSWS  
 1791 bid intents.  
 1792 m. Attend GSWS.  
 1793 n. Other duties as prescribed by the governing documents of this organization.  
 1794 o. Other duties as determined by the Board of Directors.  
 1795

1796 **110.23 Knowledge, Skills, and Abilities:** The Commissioner should demonstrate understanding and  
 1797 competence in the following knowledge, skills, and abilities:

- 1798 a. Professional experience with leadership training.  
 1799 b. Diplomatic Skills.

- 1800 c. A natural affinity for cultivating relationships.  
 1801 d. Public Speaking.  
 1802 e. Passion for improving lives.  
 1803 f. Commitment to the mission and vision of the organization.  
 1804

1805 **110.24 Time and Financial Commitment:** The Commissioner should be prepared to dedicate significant  
 1806 amounts of time to the leadership of and planning for this organization, including significant time apart from  
 1807 family, relationships, and work. The Commissioner must have the ability to travel. Attendance at and work for  
 1808 this organization will consume roughly 2,500 – 3,000 hours per calendar year.  
 1809

1810 **110.25 Benefits:** The benefits of this office include travel opportunities across North America, increased  
 1811 networking opportunities with other athletic organizations, commercial enterprises, and non-profit organizations,  
 1812 interaction and leadership with an international organization, refining and sharpening of management and  
 1813 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.  
 1814

1815 **110.26 Programs:** The Commissioner serves *ex officio* to all NAGAAA Programs.  
 1816

1817 **110.27 Committees:** The Commissioner serves *ex officio* in all NAGAAA Committees and is the designated  
 1818 liaison of the Board to the Hall of Fame and Archives Program committees.  
 1819

## 1820 SECTION 3 – DIRECTOR OF COMPETITION

### 1821 110.30 Officer Title: Director of Competition

1822  
 1823  
 1824 **110.31 Responsibilities:** The Director of Competition is responsible and accountable for the following  
 1825 objectives, tasks, roles, and duties:

- 1826 a. Competition: The NAGAAA ratings, rules of fair play, protests, and other relevant issues of the game.  
 1827 b. Leadership: The Director of Competition is responsible for maintaining a working relationship with the  
 1828 Commissioner and other officers and knowledge of the mission and vision of this organization.  
 1829

1830 **110.32 Duties:** In fulfilling the responsibilities of office, the Director of Competition shall perform the following  
 1831 duties:

- 1832 a. Oversee operation of the NAGAAA roster and player database.  
 1833 b. Oversee the NAGAAA rating system.  
 1834 c. Attend all board meetings and other meetings necessary for the operation of the organization.  
 1835 d. Maintain an acute working knowledge of the issues pertaining to NAGAAA.  
 1836 e. Provide leadership support and advice to the officers and leaders of this organization.  
 1837 f. Attend GSWS.  
 1838 g. Other duties as prescribed by the governing documents of this organization.  
 1839 h. Other duties as determined by the Commissioner and/or the Board of Directors.  
 1840

1841 **110.33 Knowledge, Skills, and Abilities:** The Director of Competition should demonstrate understanding and  
 1842 competence in the following knowledge, skills, and abilities:

- 1843 a. Effective communication including facilitating group discussions and oral and written skills.  
 1844 b. Management of people.  
 1845 c. Policy and process development.  
 1846 d. Diplomatic Skills.  
 1847 e. Problem solving ability, including technology awareness for emerging solutions.  
 1848 f. Prioritize competing interests and goals, manage time to ensure successful completion of all work  
 1849 assignments and engage constituents to acquire feedback and insights.  
 1850 g. Maintain a thorough understanding of the NAGAAA Rating System, the Protest Process Protocols, USA  
 1851 Softball rules, NAGAAA's Delegate Toolkit and online tools.



1852 **110.34 Time and Financial Commitment:** The Director of Competition should be prepared to dedicate significant  
 1853 amounts of time to the administration and execution of NAGAAA sanctioned tournaments, including significant  
 1854 time apart from family, relationships, and work during those periods. The Director of Competition must have the  
 1855 ability to travel. Attendance at and work for this organization will consume roughly 1,500-2,000 hours per calendar  
 1856 year.

1857  
 1858 **110.35 Benefits:** The benefits of this office include travel opportunities across North America, operating and  
 1859 administering the largest LGBTQ+ single sport week-long event in the world, increased networking opportunities  
 1860 with other athletic organizations, commercial enterprises, and non-profit organizations, interaction and leadership  
 1861 with an international organization, refining and sharpening of management and organizational skills, and  
 1862 development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

1863  
 1864 **110.36 Programs:** The Director of Competition is not assigned to any program but assists as requested and  
 1865 able.

1866  
 1867 **110.37 Committees:** The Director of Competition is the designated liaison of the Board to the Competition  
 1868 committee.

1869  
 1870 **SECTION 4 – SECRETARY**

1871  
 1872 **110.40 Officer Title:** Secretary

1873  
 1874 **110.41 Responsibilities:** The Secretary is responsible and accountable for the following objectives, tasks, roles,  
 1875 and duties:

- 1876 a. **Governing Documents:** The Secretary shall maintain, update, and record all governing documents and  
 1877 official actions of this organization, including the minutes and action of the Council and Board of Directors  
 1878 with assistance from the Governance Committee.
- 1879 b. **Communication:** The Secretary shall maintain and execute all official internal communications to the  
 1880 member associations, council, committee chairs, and other relevant parties.
- 1881 c. **Marketing/Brand:** The Secretary shall ensure the organization’s website and social media are updated and  
 1882 maintained.

1883  
 1884 **110.42 Duties:** In fulfilling the responsibilities of office, the Secretary shall perform the following duties:

- 1885 a. Maintain and utilize an email system for all levels of administration.
- 1886 b. Record and develop minutes from council meetings.
- 1887 c. Update and manage Governing Manual with assistance of Governance committee.
- 1888 d. Collect member association information that is beneficial to the Board of Directors including: Officer  
 1889 Positions, tournament information, Voting Representative declaration, USA Softball membership of  
 1890 teams.
- 1891 e. Coordinate order of Board shirts with NAGAAA Apparel Vendor.
- 1892 f. Facilitate Host Hotel blocks for all meetings under the direction of the Commissioner.
- 1893 g. Communicate and interact with voting representatives and member associations.
- 1894 h. Distribute constituent emails received from NAGAAA website to appropriate officer for response.
- 1895 i. Facilitate any necessary filings of administrative changes for NAGAAA that occur.
- 1896 j. Manage NAGAAA social media outlets.
- 1897 k. Manage Survey Monkey account.
- 1898 l. Collect USA Softball proof for teams participating in GSWS and NAGAAA Cup.
- 1899 m. Produce necessary documents for meetings.
- 1900 n. Maintain a history of NAGAAA documentation through Google Drive.
- 1901 o. Participate in Board Conference Calls and Council Meetings.
- 1902 p. Assist w/preparation for Council Meetings.
- 1903 q. Develop and implement a marketing plan for expanding awareness and elevating the NAGAAA brand to all  
 1904 audiences internal and external.

- 1905 r. Prepare and distribute press releases and marketing communications that promote NAGAAA's brand and  
 1906 our events.  
 1907 s. Oversee all NAGAAA social media (Facebook, Twitter, Instagram, etc.).  
 1908 t. Update and maintain the NAGAAA website.  
 1909 u. Provide support to Board members as requested.  
 1910 v. Attend GSWS.  
 1911 w. Assist w/GSWS (as assigned by Athletic Director).  
 1912 x. Other duties as prescribed by the governing documents of this organization.  
 1913 y. Other duties as determined by the Commissioner and/or the Board of Directors.  
 1914

1915 **110.43 Knowledge, Skills, and Abilities:** The Secretary should demonstrate understanding and competence in  
 1916 the following knowledge, skills, and abilities:

- 1917 a. Good communications skills.  
 1918 b. Able to speak in front of large groups.  
 1919 c. Good organizational skills.  
 1920 d. Basic computer knowledge.  
 1921 e. Advanced knowledge of Email, Google Drive, and Microsoft Office.  
 1922 f. Ability to travel.  
 1923

1924 **110.44 Time and Financial Commitment:** The Secretary should be prepared to dedicate significant amounts of  
 1925 time to the administration and execution of the duties of the office, including significant time apart from family,  
 1926 relationships, and work. The Secretary must have the ability to travel. Attendance at and work for this organization  
 1927 will consume roughly 800-1,000 hours per calendar year.  
 1928

1929 **110.45 Benefits:** The benefits of this office include travel opportunities across North America, interaction and  
 1930 leadership with an international organization and its members, refining and sharpening of management and  
 1931 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.  
 1932

1933 **110.46 Programs:** The Secretary is not assigned to any program but assists as requested and able.  
 1934

1935 **110.47 Committees:** The Secretary is the designated liaison of the Board to the Marketing Communications and  
 1936 Governance committees.  
 1937

## 1938 SECTION 5 – TREASURER

1939 **110.50 Officer Title:** Treasurer

1940 **110.51 Responsibilities:** The Treasurer is responsible and accountable for the following objectives, tasks, roles,  
 1941 and duties:

- 1942 a. Account and Investment management  
 1943 b. Financial transaction oversight  
 1944 c. Budget development and compliance  
 1945 d. Financial Policies development and compliance  
 1946 e. Reporting of fiscal status  
 1947  
 1948  
 1949

1950 **110.52 Duties:** In fulfilling the responsibilities of office, the Treasurer shall perform the following duties:

- 1951 a. Selection and designation of financial institutions  
 1952 b. Creating and serving as legal signatory on checks  
 1953 c. Managing investments of excess and reserve funds  
 1954 d. Ensure the organizations financial activities are in compliance with G.A.A.P. (Generally Accepted  
 1955 Accounting Principles) and IRS code pertaining to 501c3 status of the organization  
 1956 e. Be knowledgeable about who has access to the organization's funds  
 1957 f. Be knowledgeable of any outstanding bills or debts owed

- 1958 g. Develop systems for keeping cash flow manageable
- 1959 h. Develop the annual budget as well as comparing the actual revenues and expenses incurred against the
- 1960 budget.
- 1961 i. Overseeing the development of and compliance with the organization's financial policies.
- 1962 j. Report regularly to the Board of key financial events, trends, concerns, and assessment of fiscal health
- 1963 k. Complete required financial reporting forms in a timely fashion and report said to the board
- 1964 l. Provide support to Board members as requested.
- 1965 m. Attend GSWS.
- 1966 n. Assist w/GSWS (as assigned by Athletic Director).
- 1967 o. Other duties as prescribed by the governing documents of this organization.
- 1968 p. Other duties as determined by the Commissioner and/or the Board of Directors.
- 1969

1970 **110.53 Knowledge, Skills, and Abilities:** The Treasurer should demonstrate understanding and competence in  
 1971 the following knowledge, skills, and abilities:

- 1972 a. Financial literacy
- 1973 b. General accounting knowledge
- 1974 c. Attention to detail
- 1975 d. Timeliness in completing tasks
- 1976 e. Neat and accurate record keeping
- 1977 f. Willingness to ask questions
- 1978 g. Trustworthiness
- 1979

1980 **110.54 Time and Financial Commitment:** The Treasurer should be prepared to dedicate significant amounts of  
 1981 time to the administration and execution of the duties of the office, including significant time apart from family,  
 1982 relationships, and work. The Treasurer must have the ability to travel. Attendance at and work for this organization  
 1983 will consume roughly 2,000-2,500 hours per calendar year.

1984  
 1985 **110.55 Benefits:** The benefits of this office include travel opportunities across North America, interaction and  
 1986 leadership with an international organization and its members, refining and sharpening of management and  
 1987 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

1988  
 1989 **110.56 Programs:** The Treasurer is not assigned to any program but assists as requested and able.

1990  
 1991 **110.57 Committees:** The Treasurer is the designated liaison of the Board to the Finance committee.

## 1992 SECTION 6 – PARTNERSHIPS

1993  
 1994  
 1995 **110.60 Officer Title:** Director of Partnerships

1996  
 1997 **110.61 Responsibilities:** The Director of Partnerships is responsible and accountable for the following  
 1998 objectives, tasks, roles, and duties:

- 1999 a. Financial/In-Kind Support: The Director of Partnerships officer shall build and maintain long-term business  
 2000 relationships with organizations who can, financially or in-kind, affect the bottom line of the  
 2001 organization's annual projected budget and offset expenses through revenue.
- 2002 b. Marketing/Brand: The Business Development officer shall ensure the organization's brand is elevated,  
 2003 and the organization's presence in the print media is positive and proactive.
- 2004

2005 **110.62 Duties:** In fulfilling the responsibilities of office, the Director of Partnerships shall perform the following  
 2006 duties:

- 2007 a. Develop and implement a strategic plan for obtaining one-time sponsorships and long-term  
 2008 partnerships at the NAGAAA level and act as an advisor to the GSWS host committee(s) on all things  
 2009 pertaining to local/GSWS sponsorships.
- 2010 b. Create a partnership packet that effectively communicates the value that can be gained from being a

- 2011 partner with NAGAAA and levels of partnerships.
- 2012 c. Coordinate requests for proposals (RFP's) for vendors and other third-party service providers when
- 2013 requested.
- 2014 d. Prepare contracts for corporate, in-kind and external vendor relationships.
- 2015 e. Provide oversight for partner brand activation, including materials, signage and advertising, onsite
- 2016 vendor placement and promotion, reporting results (ROI) to the brand teams.
- 2017 f. Conduct ongoing marketing and demographic surveys to elevate the "value" of NAGAAA to our current
- 2018 and potential sponsors and partners.
- 2019 g. Act as an advisor to member associations on all things business development, including the development
- 2020 of leads for member associations.
- 2021 h. Maintain the integrity of the NAGAAA brand.
- 2022 i. Act as an advisor to member associations on all things business development, including the development
- 2023 of leads for member associations.
- 2024 j. Attend GSWS.
- 2025 k. Assist with the GSWS (as assigned by Athletic Director).
- 2026 l. Other duties as prescribed by the governing documents of this organization.
- 2027 m. Other duties as determined by the Commissioner and/or the Board of Directors.
- 2028

2029 **110.63 Knowledge, Skills, and Abilities:** The Director of Partnerships should demonstrate understanding and

2030 competence in the following knowledge, skills, and abilities:

- 2031 a. Strong communications skills.
- 2032 b. Design and branding experience.
- 2033 c. Able to forge a relationship with print publications and media.
- 2034 d. Experience with project management software (Trello, Huddle and/or Excel).
- 2035 e. Cloud storage knowledge (Dropbox and/or Google Drive).
- 2036 f. Knowledge of social media channels, including Hootsuite.
- 2037 g. Strong marketing and communications skills (Word/PPT).
- 2038 h. Sales/development background and presentation (PPT).
- 2039 i. Online meeting platforms (FreeConferenceCall.com).
- 2040 j. Research and trend analysis (Internet, Google Analytics, Grant Station and/or Survey Monkey).
- 2041

2042 **110.64 Time and Financial Commitment:** The Director of Partnerships should be prepared to dedicate significant

2043 amounts of time to the administration and execution of the duties of the office, including significant time apart

2044 from family, relationships, and work. The Business Development officer must have the ability to travel. Attendance

2045 at and work for this organization will consume roughly 400-800 hours per calendar year.

2046

2047 **110.65 Benefits:** The benefits of this office include travel opportunities across North America, interaction and

2048 leadership with an international organization and its members, the reward of assisting member associations with

2049 marketing, PR, and sponsorship ideas, development of sales, contract negotiation and communication skills, and

2050 development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

2051

2052 **110.66 Programs:** The Director of Partnerships is not assigned to any program but assists as requested and

2053 able.

2054

2055 **110.67 Committees:** The Director of Partnerships is the designated liaison of the Board to the Sponsorship

2056 committee.

2057

## 2058 SECTION 7 – OPERATIONS DIRECTOR

2059

2060 **110.70 Officer Title:** Operations Director

2061

2062 **110.71 Responsibilities:** The Operations Director is responsible and accountable for the following objectives,

2063 tasks, roles, and duties:

- 2064 a. Governance Duties: The Operations Director shall prioritize, execute, and be accountable for the  
2065 fulfillment of the duties of this organization to its members as a body corporate.  
2066 b. Communications: The Operations Director shall maintain and execute all official internal  
2067 communications to the Board of Directors.  
2068 c. Administrative Duties: The Operations Director shall prioritize, execute, and be accountable for the  
2069 fulfillment of all administrative and logistical duties including adherence to legal standards and ethical  
2070 norms.  
2071 d. Leadership Accountability: The Operations Director shall facilitate project management and  
2072 accountability systems for the duties and responsibilities of the Board of Directors, Committee chairs,  
2073 and other leaders within this organization.  
2074 e. Membership: The Operations Director shall field and answer constituent matters from existing and  
2075 potential member associations in conjunction with committee assigned membership duties.  
2076

2077 **110.72 Duties:** In fulfilling the responsibilities of office, the Operations Director shall perform the following  
2078 duties:

- 2079 a. Under the oversight of the Commissioner, guide the general operations of the NAGAAA Board and the  
2080 organization.  
2081 b. Attend all board meetings and other meetings necessary for the operation of the organization.  
2082 c. In conjunction with the Commissioner, set meeting dates, prepare agendas, and review meeting materials  
2083 prior to meetings.  
2084 d. Coordinate all logistical duties and planning details for Council, Board, and committee meetings and  
2085 corporate activities.  
2086 e. Coordinate and partner with the Treasurer and Commissioner to create a proposed annual budget.  
2087 f. Maintain an acute working knowledge of the issues pertaining to NAGAAA.  
2088 g. Facilitate any necessary filings of administrative changes for NAGAAA that occur.  
2089 h. Implement project management and accountability systems for this organization.  
2090 i. Appoint project teams as necessary for the completion of projects and tasks.  
2091 j. Provide reports to the Board of Directors and leadership on status of projects/duties/tasks.  
2092 k. Provide leadership support and advice to the officers and leaders of this organization.  
2093 l. Receive board candidate nominations.  
2094 m. Arrange for background checks of candidates who accept nomination.  
2095 n. Attend GSWS and assist as requested by the Athletic Director.  
2096 o. Other duties as prescribed by the governing documents of this organization.  
2097 p. Other duties as determined by the Commissioner and/or the Board of Directors.  
2098 q. Aid the committee assigned membership duties in communication with existing and potential new  
2099 member associations.  
2100 r. Collect and maintain executed contracts.  
2101 s. Maintain template of Partnership Agreement.  
2102 t. Facilitate systems/processes for how the Board executes collaborative duties including monthly to-do  
2103 lists.  
2104

2105 **110.73 Knowledge, Skills, and Abilities:** The Operations Director should demonstrate understanding and  
2106 competence in the following knowledge, skills, and abilities:

- 2107 a. Proficiency and understanding of the Governing Manual, NAGAAA operations, and other relevant  
2108 governing and administrative applications for this organization.  
2109 b. Good communications skills, including written and oral skills.  
2110 c. Project management experience and demonstrable skills  
2111 d. Ability to work cooperatively with others.  
2112 e. Dispute resolution skills.  
2113 f. Good organization skills.  
2114 g. Ability to travel.  
2115 h. Commitment to the mission and vision of the organization.

2116  
 2117 **110.74 Time and Financial Commitment:** The Operations Director should be prepared to dedicate significant  
 2118 amounts of time to the planning and execution of the strategic vision for this organization, including significant  
 2119 time apart from family, relationships, and work. The Operations Director must have the ability to travel.  
 2120 Attendance at and work for this organization will consume roughly 2,000 – 2,500 hours per calendar year.

2121  
 2122 **110.75 Benefits:** The benefits of this office include travel opportunities across North America, increased  
 2123 networking opportunities with other athletic organizations, commercial enterprises, and non-profit organizations,  
 2124 interaction and leadership with an international organization, refining and sharpening of management and  
 2125 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

2126  
 2127 **110.76 Programs:** The Operations Director is not assigned to any program but assists as requested and able.

2128  
 2129 **110.77 Committees:** The Operations Director serves *ex officio* in all NAGAAA Committees for the purposes of  
 2130 logistics and administrative board direction and is the designated liaison of the Membership committee.

2131

## SECTION 8 – ATHLETIC DIRECTOR

2132

2133

2134

**110.80 Officer Title:** Athletic Director

2135

2136

**110.81 Responsibilities:** The Athletics Director is responsible and accountable for the following objectives,  
 2137 tasks, roles, and duties:

2138

a. Athletics: The Athletic Director shall have responsibility for the planning, preparation, and  
 2139 operation of NAGAAA sanctioned tournaments with emphasis on the rules of the game, official  
 2140 tournament operations communications, tournament registration, tournament discipline, game  
 2141 equipment and other relevant issues of the game.

2142

b. Communication: The Athletic Director is responsible to ensure that communication pertaining  
 2143 to NAGAAA sanctioned tournaments accurately conveys requirements, deadlines and processes that  
 2144 facilitate member city participation.

2145

c. Leadership: The Athletic Director is responsible for maintaining a working relationship with  
 2146 the Commissioner and other officers and knowledge of the mission and vision of this organization.

2147

2148

**110.82 Duties:** In fulfilling the responsibilities of office, the Athletic Director shall perform the following duties:

2149

a. Manage the operations team for each NAGAAA sanctioned tournament including but not  
 2150 limited to the UIC, Assistant Athletic Directors, Athletics Committee Members, Board Members, Host City  
 2151 Committee Members and Host City Volunteers.

2152

b. Oversee successful operation of the NAGAAA Cup and GSWS including working with the  
 2153 Commissioner to certify bids for the NAGAAA Cup and GSWS.

2154

c. Prepare communications for the member associations related to NAGAAA event issues.

2155

d. Attend all board meetings and other meetings necessary for the operation of the organization.

2156

e. Serve as co-signer of NAGAAA checking account.

2157

f. Provide advice and knowledge to the Treasurer on the fiscal conditions and cash flow of sanctioned  
 2158 tournament for the preparation of the budget.

2159

g. Maintain an acute working knowledge of the issues pertaining to NAGAAA.

2160

h. Provide leadership support and advice to the officers and leaders of this organization.

2161

i. Attend GSWS and NAGAAA Cup.

2162

J. Other duties as prescribed by the governing documents of this organization.

2163

K. Other duties as determined by the Commissioner and/or the Board of Directors.

2164

2165

**110.83 Knowledge, Skills, and Abilities:** The Athletics Director should demonstrate understanding and  
 2166 competence in the following knowledge, skills, and abilities:

- 2167 a. Effective communication including facilitating group discussions and oral and written skills.  
 2168 b. Management of people.  
 2169 c. Policy and process development.  
 2170 d. Diplomatic Skills.  
 2171 e. Problem solving ability, including technology awareness for emerging solutions.  
 2172 f. Prioritize competing interests and goals, manage time to ensure successful completion of all  
 2173 work assignments and engage constituents to acquire feedback and insights.  
 2174 g. Maintain a thorough understanding of the NAGAAA Rules of Play, Bracket and Game  
 2175 Scheduling, USA Softball rules and registration requirements.  
 2176  
 2177

2178 **110.84 Time and Financial Commitment:** The Athletics Director should be prepared to dedicate significant  
 2179 amounts of time to the administration and execution of the duties of the office, including significant time apart  
 2180 from family, relationships, and work. The Athletic Director must have the ability to travel. Attendance at and  
 2181 work for this organization will consume roughly 1,500 – 2,000 hours per calendar year.  
 2182

2183 **110.85 Benefits:** The benefits of this office include travel opportunities across North America, operating  
 2184 and administering the largest LGBTQ+ single sport week-long event in the world, increased networking  
 2185 opportunities with other athletic organizations, commercial enterprises, and non-profit organizations,  
 2186 interaction and leadership with an international organization, refining and sharpening of management  
 2187 and organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders  
 2188 and athletes.  
 2189

2190 **110.86 Programs:** The Athletics Director is not assigned to any program but assists as requested and able.  
 2191

2192 **110.87 Committees:** The Athletic Director is the designated liaison of the Board to the Athletics  
 2193 committee and the GSWS Operations team.  
 2194

## 2195 **CHAPTER 111 – JOB DESCRIPTIONS OF THE APPOINTED OFFICERS OF THE BOARD OF DIRECTORS AND THIS** 2196 **ORGANIZATION**

2197  
 2198 **111.01 Jurisdiction.** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2199 any board meeting.  
 2200

2201 **111.02 Purpose and Authority.** The purpose of this program is to list, detail, and report the job descriptions of all  
 2202 appointed, non-voting Officers of the Board and Organization  
 2203

### 2204 **SECTION 1 – EMERITUS ADVISORY COUNCIL**

2205  
 2206 **111.10 Officer Title:** Emeritus Advisory Council  
 2207

2208 **111.11 Responsibilities:** The Emeritus Advisory Council is an advisory council of previous board members to act  
 2209 as an advisor to the current Board of Directors in matters relating to the organization and for procedural  
 2210 questions during policy development.  
 2211

2212 **111.12 Time and Financial Commitment:** The Emeritus Advisory Council should be prepared to dedicate  
 2213 moderate amounts of time to the duties of the office. The Emeritus Advisory Council must have the ability to  
 2214 travel(when applicable). Attendance at and work for this organization will consume roughly 100-200 hours per  
 2215 calendar year.  
 2216

2217 **111.13 Benefits:** The benefits of this office include travel opportunities across North America, interaction and  
 2218 leadership with an international organization and its members, and development of life-long and rewarding  
 2219 relationships with LGBTQ+ leaders and athletes.

2220

2221 **111.14 Programs:** The Emeritus Advisory Council is not assigned to any NAGAAA program.

2222

2223 **111.15 Committees:** The Emeritus Advisory Council serves all committees at the request of the Commissioner.

2224

## 2225 SECTION 2 – PARLIAMENTARIAN

2226

2227 **111.20 Officer Title:** Parliamentarian

2228

2229 **111.21 Responsibilities:** The Parliamentarian is an advisor to the Commissioner during the conduct of meetings  
 2230 and to the Board of Directors and committees in matters relating to the governance of this organization and for  
 2231 procedural questions during policy development.

2232

2233 **111.22 Duties:** In fulfilling the responsibilities of office, the Parliamentarian shall perform the following duties:

2234

a. Attend Council Meetings.

2235

b. Attend Board of Directors meetings and calls as required.

2236

c. Interpret enacted policy.

2237

d. Provide advice to the chair of the Council and committee chairs.

2238

e. Rule on matters of parliamentary law and procedural practice.

2239

f. Draft policy as required.

2240

g. Communicate with member associations on behalf of the Commissioner and/or Board of Directors.

2241

2242 **111.23 Knowledge, Skills, and Abilities:** The Parliamentarian should demonstrate understanding and  
 2243 competence in the following knowledge, skills, and abilities:

2244

a. Mastered proficiency in parliamentary law, Robert's Rules of Order, Wisconsin Corporate Law, Internal Revenue Code, and other prevailing governance statutes.

2245

b. Excellent proficiency and understanding of the Governing Manual and NAGAAA operations.

2246

c. Good communications skills, including written and oral skills.

2247

d. Ability to work cooperatively with others.

2248

e. Dispute resolution skills.

2249

f. Good organization skills.

2250

g. Ability to travel.

2251

2252

2253 **111.24 Time and Financial Commitment:** The Parliamentarian should be prepared to dedicate moderate  
 2254 amounts of time to the duties of the office. The Parliamentarian must have the ability to travel. Attendance at and  
 2255 work for this organization will consume roughly 100-200 hours per calendar year.

2256

2257 **111.25 Benefits:** The benefits of this office include travel opportunities across North America, interaction and  
 2258 leadership with an international organization and its members, and development of life-long and rewarding  
 2259 relationships with LGBTQ+ leaders and athletes.

2260

2261 **111.26 Programs:** The Parliamentarian is not assigned to any NAGAAA program.

2262

2263 **111.27 Committees:** The Parliamentarian serves all committees *ex officio* at the request of the Commissioner.

2264

## 2265 CHAPTER 115 – NOMINATION PROCESS FOR CANDIDATES FOR THE BOARD OF DIRECTORS

2266

2267 **115.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2268 any board meeting.

2269



2270 **115.02 Purpose and Authority:** The purpose of this policy is to provide a process and parameters for nomination  
 2271 of candidates to the Board of Directors of this organization. The authority for this policy is granted in 2.08 of the  
 2272 Governing Manual.

2273  
 2274 **115.03 Nomination Process Oversight:** The Operations Director shall be responsible for oversight of this  
 2275 nomination process and ensuring that appropriate actions are taken by this organization, its vendors, and  
 2276 volunteers to comply with and implement this policy. In the event that the Operations Director shall be a  
 2277 candidate for any office in the nomination period, a member of the Board of Directors chosen by the board whom  
 2278 is not a nominee shall replace the Operations Director for responsibility of the process. This replacement official  
 2279 shall be empowered and required to perform all acts designated to the Operations Director as listed in this  
 2280 chapter.

2281  
 2282 **115.04 Nomination Period and Notice:** On the day of the adjournment of the Summer Meeting of the Council,  
 2283 the Secretary shall, in writing, inform the members of the Council of the opening of the nomination period for  
 2284 candidates to the Board of Directors. The Operations Director shall instruct the appropriate person or persons to  
 2285 open the on-line nomination form on this same day. The nomination period shall remain open until 11:59 PM PST  
 2286 of the forty-fifth (45) day preceding the next Winter Meeting.

2287  
 2288 **115.05 Nominator and Nominee Eligibility:** Nominations may be only made by the members of the Council. This  
 2289 includes only one (1) voting representative from each member association and the voting members of the Board of  
 2290 Directors. Nominations from any other person, including, but not limited to committee chairs, guests of the  
 2291 council, member association players or officers, or NAGAAA volunteers are not legal and shall not be considered by  
 2292 this organization. Any person in good standing in NAGAAA, regardless of any membership or activity level may be  
 2293 nominated for the Board of Directors.

2294  
 2295 **115.06 Required Information:** Nominators are required to provide the following information in the nomination:  
 2296 a. Nominator First and Last Name  
 2297 b. Nominator Phone  
 2298 c. Nominator Email  
 2299 d. Nominee First and Last Name  
 2300 e. Nominee Address, including City, State, and Zip  
 2301 f. Nominee Phone  
 2302 g. Nominee Email  
 2303 h. Nominee Member Association Affiliation (if any)  
 2304 i. Office Nominated For

2305  
 2306 **115.07 Consent to Nomination:** The Operations Director shall notify any person nominated of the nomination in  
 2307 writing and provide all needed biographical and consent forms following the close of the nomination period. Any  
 2308 person nominated for office and whom is eligible to that office shall consent in writing, in the form and manner  
 2309 provided for by the Board of Directors, to accept the nomination, to agree to and abide by the Board Member  
 2310 Expectations if so elected, and to undergo the mandatory background check process as appropriate. This consent  
 2311 shall be delivered to nominee via electronic mail and shall be returned to the Operations Director by the nominee  
 2312 by the thirtieth (30) day preceding the Winter Meeting. Any consent not signed nor completed fully shall constitute  
 2313 a non-consent to the nomination. Any nominee desiring to not consent to nomination is requested to make such a  
 2314 declaration in writing to the Operations Director via electronic mail at the earliest possible date. Upon the deadline  
 2315 for this consent or declination of nomination to be submitted, the Operations Director shall inform the Board of  
 2316 Directors of the list of nominees for each office, which shall be considered candidates for that office henceforth  
 2317 until the election is completed.

2318  
 2319 **CHAPTER 116 – BACKGROUND CHECK POLICY FOR CANDIDATES FOR THE BOARD OF DIRECTORS**

2320  
 2321 **116.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2322 any board meeting.

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**116.02 Purpose and Authority:** The purpose of this policy is to provide a policy and process governing the background check of candidates for candidates to the Board of Directors of this organization. Nothing in this policy shall be construed to bar the election of any candidate that the Council may choose to elect. The authority for this policy is granted in 2.08 of the Governing Manual.

**116.03 Background Process Oversight:** A member, herein the “designee”, of the Board of Directors shall be designated by the Board and be responsible for oversight of this background check policy and process and ensuring that appropriate actions are taken by this organization, its vendors, and volunteers to comply with and implement this policy.

**116.04 Required Checks and Applicability:** Any person, regardless of office or incumbency, who has consented to be a candidate for office shall be subject to a criminal felony background check through a county criminal search and a national criminal search. Additionally, any person, regardless of office or incumbency, who has consented to their nomination for a specific office which has financial signatory powers as designated by the Board of Directors (currently the Commissioner, Operations Director, and Treasurer) shall be subject to a civil process check of bankruptcy actions of any kind (ex: Ch. 7, Ch. 11, etc.) in the preceding one (1) year from the date of the background check.

**116.05 Process Considerations:** The designee shall ensure that the required background checks are performed by the vendor and collect the report from the vendor. Should there be a record of a felony conviction or a bankruptcy within the last year on a candidate(s) for fiscal signatory offices, the designee shall inform the Commissioner of this record. If the Commissioner is a nominee for the office for which a nominee has a record of this activity, the designee shall inform the next non-elected Board member of this record. The designee and Commissioner, or next non-elected Board member, shall together engage the nominee in conversation regarding the circumstances of the record and inform the nominee of the duty to disclose this information to the Council prior to election if so determined. It shall be the decision, jointly, of the designee and Commissioner, or next non-elected Board member, to determine if the record must be disclosed.

**116.06 Duty to Disclose:** It is the duty of the Board of Directors to disclose the record in question of any nominee if so decided by the designee and Commissioner, or next non-elected Board member. This disclosure shall be made by the designee to the Council prior to any election for that office and the nominee shall be afforded the opportunity to provide context and/or personal disclosure of the record prior to the disclosure by the designee. The act of disclosure by the Board shall be conducted appropriately conveying only known facts, honoring the dignity of all persons involved, and without personal comment or opinion as the nature of the record.

**116.07 Nomination Declined at Any Time:** Any nominee may decline their nomination to office at any time, including after consenting to the nomination, in writing to the designee. Such a declination shall immediately halt any background check or disclosure.

**116.08 Records Confidential:** The records received by this organization as a result of this policy shall be strictly confidential and destroyed immediately after the election for which they have been obtained is completed and a nominee elected.

## CHAPTER 200 – REGULAR SEASON ROSTER SUBMISSION POLICY

**200.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at any board meeting.

**200.02 Purpose and Authority:** The purpose of this chapter is to list the requirements for submission of the regular season rosters. The authority for this program is found in 20.10 of the Governing Manual.

2375 **200.03 Submission of the Rosters:** Each member association shall submit, by the deadline listed in Chapter 70,  
 2376 the following information for each team and each player in the member association's qualifying season, excluding  
 2377 players who played in that association in a non-qualifying status. The Commissioner or highest elected leadership  
 2378 of each member association is responsible for ensuring that this expectation of NAGAAA membership is met.  
 2379 a. Teams: Each team of the regular qualifying season shall be reported by its known name and shall report  
 2380 its manager and their contact information.  
 2381 b. Rosters: Each player of a team shall be reported on the player's team roster and be identified by the  
 2382 player's preferred first name, legal last name as it appears on a government issued identification and their  
 2383 birthyear (yyyy)  
 2384 c. Ratings: Each player shall have the rating assigned by the member association submitted along with the  
 2385 regular season roster. No rating for any player may be changed in any way at any time by any association  
 2386 following the deadline listed in Chapter 70.  
 2387

2388 **200.04 Manner of Submission:** The regular season rosters shall be submitted through the NAGAAA delegate  
 2389 toolkit. Member associations are encouraged to begin this process of submission well in advance of the deadline  
 2390 and seek the assistance of the Director of Competition for help in entering this data. Any entry made into the  
 2391 toolkit may be revised at any time without penalty before the deadline for submission of the rosters.  
 2392

2393 **200.05 Sanctions:** All sanctions for errors, omissions, or failure to comply with the required submission of rosters  
 2394 shall be listed in Chapter 70.  
 2395

## 2396 **CHAPTER 250 – INELIGIBLE PLAYER ROSTER AND POLICY**

2397  
 2398 **250.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2399 any board meeting.  
 2400

2401 **250.02 Purpose and Authority:** The purpose of this chapter is to codify the responsibilities for the ineligible  
 2402 player list (formerly the banned player list) and create standard definitions for use. The authority for this program  
 2403 is found in 4.01 of the Governing Manual.  
 2404

2405 **250.03 Definitions:** The following definitions apply to this chapter and the Governing Manual in their plain  
 2406 meaning:

2407 a. Good-Standing: A member is in "good-standing" when they are not suspended or expelled from  
 2408 participation in NAGAAA sanctioned events by action of the Council or for failure to meet all financial  
 2409 requirements.  
 2410

2411 **250.04 Maintenance of the Ineligible List:** Following any action which would require any person to be placed on  
 2412 the ineligible list, the Director of Competition shall report the information listed in this section to the Webmaster  
 2413 who shall update the list accordingly. The Webmaster shall maintain the ineligible list in a secure area of the  
 2414 NAGAAA delegate toolkit with access controlled as authorized by the Director of Competition. The Webmaster  
 2415 shall cause the list to be updated when a player is removed from suspension or expulsion and keep archived all  
 2416 information from the list on the player so removed.

2417 a. Information to be collected: This information is needed for each person placed on the ineligible list; full  
 2418 legal name of the person, date of suspension or expulsion, member association of the person (as  
 2419 available), period of suspension or expulsion, and reason for suspension or expulsion.  
 2420

## 2421 **CHAPTER 300 – GSWS TOURNAMENT ROSTER SUBMISSION POLICY**

2422  
 2423 **300.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2424 any board meeting.  
 2425

2426 **300.02 Purpose and Authority:** The purpose of this chapter is to list the requirements for submission of rosters to  
 2427 NAGAAA. The authority for this program is found in 20.13 – 20.18 of the Governing Manual.

2428  
 2429 **300.03 Submission of the Rosters:** Each member association shall submit by the deadline listed in Chapter 70 the  
 2430 following information for each team that it is entering in the Gay Softball World Series, excluding players who  
 2431 played in that association in a non-qualifying status. The Commissioner or highest elected leadership of each  
 2432 member association is responsible for ensuring that this expectation of NAGAAA membership is met.

- 2433 a. Teams: Each team shall be reported by its known name and shall report its manager and their contact  
 2434 information.  
 2435 b. Rosters: Each player of a team shall be reported on the player's team roster and be identified by the  
 2436 player's preferred first name, legal last name as it appears on a government issued identification. And  
 2437 their birthyear (yyyy)  
 2438

2439 **300.04 Manner of Submission:** The GSWS Tournament rosters shall be submitted through the NAGAAA delegate  
 2440 toolkit. Member associations are encouraged to begin this process of submission well in advance of the deadline  
 2441 and seek the assistance of the Director of Competition for help in entering this data. GSWS rosters may not be  
 2442 submitted after the deadline listed in Chapter 70.  
 2443

2444 **300.05 Classes Corrections/Changes:** There are created two (2) different classes of changes that may be made to  
 2445 a GSWS roster for which each class will have a corresponding different sanction or penalty.

- 2446 a. GSWS Administrative Changes: This class is defined as any correction to a rostered member's name or  
 2447 date of birth entry.  
 2448 b. GSWS Player Changes: This class is defined as any correction to a roster wherein a rostered member is  
 2449 deleted or added.  
 2450

2451 **300.06 Changes Prohibited:** The following changes to a GSWS roster are prohibited:

- 2452 a. Any change to a player's rating is a change to a regular season roster and is governed by Chapter 200. A  
 2453 player rating change following the deadline listed in Chapter 70 is prohibited.  
 2454 b. Following the submission of a GSWS roster, there can be no change made to that roster that would cause  
 2455 the team rating to increase above the team rating that was submitted before the deadline.  
 2456

2457 **300.07 USA Softball (ASA) Cards:** Every team that is entered in the GSWS must present a USA Softball (ASA)  
 2458 member card. Such cards may be purchased from local member associations or through NAGAAA. The Board of  
 2459 Directors shall publicize the manner of obtaining said cards to each member association. Cards are required by the  
 2460 deadline listed in Chapter 70.  
 2461

2462 **300.08 Entry Fees and Berth Reservations:** Each team must pay its entry fee by the deadline listed in Chapter 70.  
 2463 Member Associations must reserve berths in each division by the deadline listed in Chapter 70 and may cancel any  
 2464 berth reservation before the deadline listed in Chapter 70 for a full refund of fees paid.  
 2465

2466 **300.09 Sanctions:** All sanctions for errors, omissions, or failure to comply with the required submission of rosters  
 2467 shall be listed in Chapter 70 and clearly delineate the sanctions for each class of changes authorized in this section.  
 2468 Each correction of either class of correction shall be counted individually, and the sanction applied to each count.

- 2469 a. The Director of Competition and/or Commissioner may provide for exceptions to the deadlines and rules  
 2470 of the GSWS rosters without penalty on a case by case basis for the purposes of overcoming a hardship on  
 2471 the part of that team for circumstances that are beyond the natural control of the team and significantly  
 2472 impair or negate the ability of the team to participate in the GSWS. This rule shall be known as the  
 2473 "hardship rule".  
 2474

## 2475 **CHAPTER 305 – GSWS HOST HOTEL DEPOSIT AND REQUIREMENTS**

2476  
 2477 **305.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2478 any board meeting.  
 2479

2480 **305.02 Purpose and Authority:** The purpose of this policy is to establish the required number of room nights  
 2481 reserved per team for the GSWS, the amount of the required deposit, the deadline for payment of that deposit,  
 2482 and the process for reimbursement of the deposit and conditions thereof. The authority for this policy is granted in  
 2483 30.41 of the Governing Manual.  
 2484

2485 **305.03 Requirements of Teams:** Each team of any member association entering the GSWS shall provide a **\$500**  
 2486 deposit payable to the Treasurer by July 15 to satisfy the host hotel requirement. Each team paying such a deposit  
 2487 must occupy a room at the tournament rate and provide evidence of 15 room nights of occupation at a host hotel  
 2488 of the GSWS as designated by NAGAAA. This requirement is not in effect on any team whose member association  
 2489 is the host association for that year's GSWS or any member association's team who primary metropolitan area is  
 2490 within ninety (90) miles of the metropolitan area of the GSWS host member association.  
 2491

2492 **305.04 Evidence of Occupation of Rooms:** The Treasurer may determine that a member association has met the  
 2493 requirement of room nights by submission of receipts from the member association indicating that said rooms  
 2494 were occupied. These receipts must be submitted to the Treasurer via email or postal mail after the GSWS but no  
 2495 later than 30 days preceding the Winter Meeting immediately following the GSWS. In lieu of the submission of  
 2496 receipts, the Treasurer may make a determination that the requirement is met by utilizing a master list from the  
 2497 host hotel indicating that occupation of rooms occurred. The Treasurer shall notify each member association, via  
 2498 the Secretary, prior to the GSWS if receipts will be needed or if the host hotel shall provide a master list of room  
 2499 occupants.  
 2500

2501 **305.05 Reimbursement of Deposit:** The Treasurer shall return the appropriate deposit amount to each member  
 2502 association which has met the required number of room nights per team by check to the member association  
 2503 representative in attendance at the Winter Meeting following the GSWS.  
 2504

#### 2505 **CHAPTER 331– GSWS UMPIRE SELECTION POLICY**

2506  
 2507 **331.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2508 any board meeting.  
 2509

2510 **331.02 Purpose and Authority:** The purpose of this policy is to ensure the selection of umpires consistent with  
 2511 the rules, regulations, and acts of this organization. The authority for this policy is granted in 30.04 of the  
 2512 Governing Manual.  
 2513

2514 **331.03 Umpire Reviews:** The UIC shall annually review umpires at the GSWS. Performance reviews of umpires  
 2515 shall be the domain of the UIC and shared with the NAGAAA Board of Directors as necessary by either party.  
 2516 Performance Reviews will be completed as follows: All first- and second-year umpires will be evaluated with a  
 2517 detailed evaluation form. All umpires with three (3) plus years of experience will be verbally counseled when areas  
 2518 of improvement exist. The verbal conversation will be documented and submitted with the final group of  
 2519 evaluations for that year's GSWS Report. Any umpire who receives an overall "needs improvement" evaluation,  
 2520 and/or is involved in an unprofessional encounter/incident with a player/manger will be automatically suspended  
 2521 for the following GSWS. A longer suspension may be assigned depending on the egregious nature of the incident.  
 2522 The final decision will be made jointly by the UIC staff and Athletic Director. Any umpire not so suspended is  
 2523 considered in good standing.  
 2524

2525 **331.035 UIC Appointment:** The Commissioner shall appoint the UIC by November 1<sup>st</sup> of a calendar for the GSWS of  
 2526 the following year.  
 2527

2528 **331.04 Umpire Nomination:** The UIC shall seek nominations of umpires for the GSWS by November 1<sup>st</sup> from the  
 2529 commissioners or authorized representatives of member associations. Such nominations shall be delivered by  
 2530 January 1<sup>st</sup> to the UIC.  
 2531

2532 **331.05 Umpire Selection:** The UIC shall, by May 31<sup>st</sup>, select and invite umpires to officiate the GSWS after  
 2533 considering the nominations of the members and the reviews of the umpire from previous years. Umpires will be  
 2534 awarded a position in that year's GSWS based on their order of response to an invitation (i.e. first to respond, first  
 2535 awarded). In order to assure consistency and experience with GSWS umpires, the UIC will issue two invitations.

- 2536 a. First, by February 15, umpires in good standing with five plus (5+) years of GSWS experience will be  
 2537 invited for the upcoming GSWS. Eighty percent (80%) of the allotted umpire slots will be filled from this  
 2538 umpire pool receiving the first invitation and those responding affirmatively to the invitation. After this  
 2539 80% threshold has been met, a wait list will be started of those umpires whom responded to the  
 2540 invitation but were not awarded a position.
- 2541 b. Second, on March 1, umpires in good standing and with less than five (5) years of GSWS experience and  
 2542 all newly recommended umpires will be invited. The remaining twenty percent (20%) of the allotted  
 2543 umpire slots will be filled from this umpire pool receiving the second invitation and those responding  
 2544 affirmatively to the invitation. After the 20% threshold has been met, all names of those umpires from the  
 2545 second pool whom responded to the invitation but were not awarded a position will be added to the wait  
 2546 list started from first umpire pool.
- 2547 c. If on March 15, there are any open umpire slots and no wait list, then umpires from either pool may fill  
 2548 the slots at the discretion of the UIC.

2549 Umpire selection shall represent the diversity of NAGAAA, including international membership.

2550

2551 **331.06 Notification to Umpires:** The UIC shall inform all nominated umpires of the status of their nomination by  
 2552 April 1<sup>st</sup>. The UIC shall inform the Secretary of invited and selected umpires by May 31<sup>st</sup>. Selected umpires must  
 2553 provide the UIC staff with a copy of their current year USA Softball (ASA) or Softball Canada certification by July 1<sup>st</sup>  
 2554 in order to be eligible to umpire in the upcoming GSWS. It is the individual umpire's responsibility to confirm their  
 2555 certification has been received and accepted by the UIC staff.

2556

#### 2557 **CHAPTER 341 – GSWS HOST CITY METROPOLITAN AREAS**

2558

2559 **341.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2560 any board meeting.

2561

2562 **341.02 Purpose and Authority:** The purpose of this policy is to establish the metropolitan areas of each member  
 2563 association solely for the purposes of hosting the GSWS. The authority for this policy is granted in 30.13 of the  
 2564 Governing Manual.

2565

2566 **341.03 Metropolitan Areas of the Member Associations:** The current metropolitan areas of each member  
 2567 association are listed in the table below. Member associations are identified by the predominant city of each or  
 2568 their common name:

2569

MEMBER CITY	METROPOLITAN AREA
ATLANTA, GA	Atlanta-Athens-Clarke-Sandy Springs, GA CSA
AUSTIN, TX	Austin-Round Rock, TX MSA
BIRMINGHAM, AL	Birmingham-Hoover-Talladega, AL CSA
BOSTON, MA	Boston-Worcester-Providence, MA-RI-NH-CT CSA
CHICAGO, IL	Chicago-Naperville, IL-IN-WI CSA
COLUMBUS, OH	Columbus-Marion-Zanesville, OH CSA
DALLAS, TX	Dallas-Fort Worth, TX-OK CSA
DENVER, CO	Denver-Aurora, CO CSA
DES MOINES, IA	Des Moines-Ames-West Des Moines, IA CSA
FORT LAUDERDALE, FL	Miami-Fort Lauderdale-Port St. Lucie, FL CSA
HOUSTON, TX	Houston-The Woodlands, TX CSA
INDIANAPOLIS, IN	Indianapolis-Carmel-Muncie, IN CSA
IOWA CITY, IA	Cedar Rapids-Iowa City, IA CSA

KANSAS CITY, MO	Kansas City-Overland Park-Kansas City, MO-KS CSA
KNOXVILLE, TN	Knoxville-Morristown-Sevierville, TN CSA
LAS VEGAS, NV	Las Vegas-Henderson, NV-AZ CSA
LONG BEACH, CA	Los Angeles-Long Beach, CA CSA
LOS ANGELES, CA	Los Angeles-Long Beach, CA CSA
LOUISVILLE, KY	Louisville-Elizabethtown-Bardstown, KY CSA
MADISON, WI	Madison-Janesville-Beloit, WI CSA
MEMPHIS, TN	Memphis-Forrest City, TN-MS-AR CSA
MID-ATLANTIC	Virginia Beach-Norfolk, VA-NC CSA
MILWAUKEE, WI	Milwaukee-Racine-Waukesha, WI CSA
NASHVILLE, TN	Nashville-Davidson-Murfreesboro, TN CSA
NEW ORLEANS, LA	New Orleans-Metairie-Hammond, LA-MS CSA
NEW YORK, NY	New York-Newark, NY-NJ-CT-PA CSA
OKLAHOMA CITY, OK	Oklahoma City-Shawnee, OK CSA
ORLANDO, FL	Orlando-Deltona-Daytona Beach, FL CSA
PALM SPRINGS, CA	Riverside-San Bernardino-Ontario, CA MSA
PHILADELPHIA, PA	Philadelphia-Reading-Camden, PA-NJ-DE-MD CSA
PHOENIX, AZ	Phoenix-Mesa-Scottsdale, AZ MSA
PORTLAND, OR	Portland-Vancouver-Salem, OR-WA CSA
PROVIDENCE	Providence-Warwick, RI-MA MSA
SACRAMENTO, CA	Sacramento-Roseville, CA CSA
SAN ANTONIO, TX	San Antonio-New Braunfels, TX MSA
SAN DIEGO, CA	San Diego-Carlsbad, CA MSA
SAN FRANCISCO, CA	San Jose-San Francisco-Oakland, CA CSA
SAN JOSE, CA	San Jose-San Francisco-Oakland, CA CSA
SEATTLE, WA	Seattle-Tacoma, WA CSA
ST. LOUIS, MO	St. Louis-St. Charles-Farmington, MO-IL CSA
SOUTHERN NEW ENGLAND	Hartford-West Hartford, CT CSA
TAMPA, FL	Tampa-St. Petersburg-Clearwater, FL MSA
TORONTO, ON	Toronto (Mississauga, Brampton) CMA
TULSA, OK	Tulsa-Muskogee-Bartlesville, OK CSA
TWIN CITIES	Minneapolis-St. Paul, MN-WI CSA
VANCOUVER, BC	Vancouver (Surrey) CMA
WASHINGTON, D.C.	Washington-Baltimore-Arlington, DC-MD-VA-WV-PA CSA

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## CHAPTER 810 – PAYMENT TERMS OF SPONSORSHIP CONTRACTS

**810.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at any board meeting.

**810.02 Purpose and Authority:** The purpose of this policy is to create enforceability of payments provisions in sponsorship contracts, ensure said provisions are included in sponsorship contracts, and assist with budget development and cash flow of the organization by creating certainty around receivables. The authority for this policy is granted in 4.01 of the Governing Manual.

**810.03 Terms of Payment:** All sponsorship contracts or any contract with an amount due to NAGAAA shall have a payment due date for the full balance or a schedule of payments with due dates for each payment included in the contract before it may be executed by this organization.

2585 **810.04 Invoices:** The Treasurer shall be provided a copy of the payment terms or payment schedule for each  
2586 executed sponsorship contract and shall invoice the sponsor according to that schedule and a reminder for any  
2587 amount that is past due 30, 60, or 90+ days



