



# GOVERNING MANUAL

*Revised – February 17<sup>th</sup>, 2019*

# 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 (c) (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 (c) 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 501(c) (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.

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) The petitioning association identifies itself as a sports organization in the LGBT community of its metropolitan area; and (c) The petitioning association’s representative attended the immediately preceding regular Meeting.

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

102 **1.03 Interdependence of Members & NAGAAA:** Members of NAGAAA and the organization of NAGAAA are  
103 interdependent bodies, each mutually benefitting from one another and each with expectations to one another.  
104 Other than fulfilling the expectation of membership provided for in these bylaws or authorized by these bylaws, it  
105 is understood that NAGAAA has no power to compel or direct the governance or operations of Member  
106 Associations. The Board of Directors may interact with Member Associations to help mediate conflicts or resolve  
107 differences as requested. Additionally, the Board of Directors of NAGAAA shall, when receiving or engaging in  
108 communication with individual members of Member Associations, communicate through and direct issues to the  
109 Member Association's leadership.

110  
111 **1.04 Expectations of Membership:** Membership in this organization is critical to the operations and goals of  
112 this organization. Member associations, their individual members, and volunteers or staff members of the  
113 NAGAAA organization are expected to adhere to the common set of expectations.

- 114 a. **Conduct:** Each Member Association is expected to perform in and to the spirit of the NAGAAA Open  
115 Softball Division, Inc. policies and procedures.
- 116 b. **Association Participation:** Each Member Association must comply with and report the information of its  
117 activities and leadership as determined by the Board of Directors and pay all dues, fines, and fees by the  
118 date due. Member Associations are required to attend the meetings of this organization. Failure to report  
119 all required information, attend as required, and/or pay all monies due may result in suspension of voting  
120 rights and/or suspension or termination of membership, including possible other sanctions, until such  
121 time as compliance is achieved.
- 122 c. **Athletic Participation:** Each Member Association shall register the minimum number of regular season  
123 teams in a qualifying season in a calendar year and shall register the minimum number of teams for the  
124 Gay Softball World Series (GSWS). Requirements and exceptions to this requirement shall be stated in  
125 policy documents of this organization.
- 126 d. **Legal Issues:** No Member Association or individual may enter into a legal agreement using the  
127 incorporated name of this organization without the written consent of the Board of Directors. Members  
128 of this organization will adhere to the Conflict of Interest Policy of this organization. All Members  
129 Associations, voting representatives, committee chairs & members, board directors, staff, and volunteers  
130 shall return all organizational property & materials to the Commissioner within ninety (90) days after the  
131 end of term of service to the organization.
- 132 e. **Privacy:** Use of the directories of this association is limited to official NAGAAA business only.  
133 Reproduction, sale, rental, lease, or use of the directories or any of its contents by any person or group  
134 other than the Board of Directors or member associations is strictly prohibited.

135  
136 **1.05 Suspension/Termination of Membership:** Member Associations and/or individual members of Member  
137 Associations may be suspended, for a time certain or indefinitely, and/or terminated from membership in this  
138 organization by a two-thirds (2/3) vote of the Council following a hearing before the Council, in a form and manner  
139 provided for by the Ethics Committee, unless provided for differently by express language in these bylaws. A  
140 period of suspension may be ordered by the Council which may include specific restorative and accountability  
141 requirements and/or other sanctions, which if not met, may result in termination of membership. Automatic  
142 suspensions for failure to pay membership dues by the deadline established may be issued and repealed by the  
143 Commissioner.

144  
145 **1.06 Reinstatement of Membership Following Suspension or Termination:** The Council may reinstate a  
146 suspended Member Association following a review by the committee assigned membership duties of the  
147 complaint leading to suspension and any corrective actions taken regarding the nature of the complaint. The  
148 Council may reinstate a suspended and/or terminated individual member of a member association following a  
149 review by the Ethics Committee of the complaint leading to suspension and/or termination and any corrective  
150 actions taken regarding the nature of the complaint. Member Associations or Individuals suspended for a time  
151 certain are automatically reinstated to good-standing following the expiration of the time of suspension provided

152 that qualifications for membership continue to be met. Terminated Member Associations shall only be eligible for  
 153 reinstatement through the process of petitioning for membership in the organization.

## 154 CHAPTER 2 - COUNCIL

155  
 156  
 157 **2.01 Authority & Purpose:** The Council shall be the legislative body of this organization. All committees,  
 158 boards, officers, staff, and volunteers are subordinate to the authority of the Council. The Council is limited in its  
 159 power only by the provisions of these bylaws, the Articles of Incorporation, and the Laws of the State of Wisconsin.  
 160 The Council is created to give policy direction to the operations of NAGAAA; act on legislative proposals  
 161 appropriate for the fulfillment of policy functions; elect officers of the organizations; create committees that assist  
 162 the officers in the operations of the organization; act on matters relating to membership; and to support and  
 163 promote the work of this organization.

164  
 165 **2.02 Composition:** The Council shall be composed of one (1) voting representative from each member  
 166 association and the voting members of the Board of Directors. The voting representative from each member  
 167 association shall furnish credentials in the form and manner provided by the committee assigned membership  
 168 duties attesting that he/she and any listed alternates represent the Member Association on the Council. Failure to  
 169 provide such attestation shall be cause for immediate revocation of voting and voice rights on the Council until  
 170 such time as remedy is made. Voting representatives, properly credentialed, remain as voting representatives,  
 171 until such time as new credentials are furnished by a member.

- 172 a. A voting representative or alternate voting representative from a member association shall be or have  
 173 been in the twelve months prior to the Council meeting: a board member of that association, a player  
 174 declaring that association their qualifying association, and/or an active member of that association.

175  
 176 **2.03 Parliamentary Authority:** The rules contained in the latest edition of *Robert's Rules of Order Newly*  
 177 *Revised* shall govern the organization and all its bodies in all cases to which they are applicable and in which they  
 178 are not inconsistent with these bylaws and any special rules of order the organization may adopt. Attendance by a  
 179 majority of those Council members granted the right to vote constitutes a quorum for any meeting of the Council.  
 180 All main motions shall be delivered in writing, in the form and manner provided for by the Secretary.

181  
 182 **2.04 Right of Vote:** Each voting representative of the council and the members of the Board of Directors shall  
 183 be entitled to one (1) vote. The Commissioner shall only be allowed to cast a vote in elections for officers of this  
 184 organization, or, in the event of a tie on any matter, to cast a vote to break said tie. No member association shall  
 185 be entitled to more than one (1) vote by its designated voting representative or alternates on any question  
 186 pending before the Council or any of the subordinate functions (e.g.: committees, etc.) of this organization, not  
 187 including the Board of Directors.

188  
 189 **2.05 Right of Voice:** The right of voice at the meetings of the council is extended to the voting representatives  
 190 of each member, the board of directors, committee chairs not serving as voting representatives, staff, volunteers,  
 191 and any other person as approved by the council or by the board of directors. Committee chairs not serving as  
 192 voting representatives shall be given the privilege of proposing questions and matters of business to the council  
 193 but shall not be allowed voting rights.

194  
 195 **2.06 Meetings:** The Council will conduct two (2) Regular Meetings in a calendar year. The annual Winter  
 196 Meeting will be held on or before March 31 in any year and shall not be held on the same weekend as the annual  
 197 Championship game of the National Football League. The annual Summer Meeting will be held in conjunction with  
 198 the GSWS in that year's host city and shall end no later than Columbus Day of any year. Special Meetings may be  
 199 petitioned for by at least two (2) members of the Board of Directors or by the signatures of a majority of the  
 200 members of the Council, in a form and manner provided for the Governance Committee. Said petition must  
 201 include whether the meeting will be in held by physical attendance of the voting representatives or electronic

202 means, and include all items of business to be discussed at the special meeting. Only those items of business listed  
 203 on the petition for the special meeting shall be considered at that meeting.  
 204

205 **2.061 Notice of Meetings:** Written or printed notice stating the date, time and place of each Regular Meeting or  
 206 a Special Meeting to held in physical attendance of the voting representatives, with a proposed agenda and items  
 207 of businesses that have been appropriately submitted in the form and manner provided by the Governance  
 208 Committee, will be delivered by electronic means to each Member Association at least thirty (30) calendar days  
 209 prior to the convening of said meeting. Notice shall be delivered in the same manner for a Special Meeting to be  
 210 held by electronic means at least seventy-two (72) hours prior to the convening of said meeting.  
 211

212 **2.07 Deadline for Submission of Items of Business:** For all regular meetings of the Council, member  
 213 associations may submit items of business for consideration by the council in the form and manner provided for by  
 214 the Governance Committee no later than fourteen (14) days prior to the convening of the regular meeting. Any  
 215 motion, having the effect of adding an item of business for consideration not so submitted, shall require a majority  
 216 of the Council members present to allow the item to be considered. Petitions to the Ethics Committee on matters  
 217 of discipline are subject to other deadline rules as authorized in the policies of this organization. The Secretary  
 218 shall provide notice to the member associations of these deadlines.  
 219

220 **2.08 Elections:** The Council shall elect members of the Board of Directors to specific office. Elections shall be  
 221 held at the Winter Meeting. Individuals active in member associations, the Council, and any active NAGAAA official  
 222 shall be eligible to nominate persons for office. Nominees shall be subject to background check. The Board of  
 223 Directors shall create a policy governing the nominations and background check requirements and communicate  
 224 said policy to the Council, which shall include the following provisions: 1) Nominations may be submitted beginning  
 225 at the adjournment of the Summer Meeting and shall end no earlier than 11:59pm (PST) of the forty-fifth (45)  
 226 calendar days prior to the convening of the following Winter Meeting.; 2) Persons nominated shall have fifteen  
 227 (15) calendar days, after the close of nominations, to accept or decline the nomination.

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

242 **2.09 Appeals of Fines & Penalties:** The Council will hear all appeals of fines assessed, except protest fines, or  
 243 penalties assigned at the next semi-annual meeting after which the fine is incurred. Appeals shall be referred to  
 244 the Ethics Committee which shall have jurisdiction to preside over the appeal. Appeals will not be matters of  
 245 business before the council at said meeting, unless an appeal is filed by the fined or penalized entity, in the form  
 246 and manner provided for by the Ethics Committee.  
 247

### 248 **CHAPTER 3 - COMMITTEES**

249  
 250 **3.01 Committees:** The following committees are created which the Board of Directors shall engage to assist in  
 251 the execution and management of this organization. The objectives, structure, reporting, and priorities of these  
 252 committees shall be approved by the Board of Directors.

- 253 a. Governance  
 254 b. Ethics  
 255 c. Athletics  
 256

257 **3.011 Finance & Audit Committee:** The Finance & Audit Committee is a permanent committee which shall be  
 258 constituted of four members with accounting and financial experience appointed by the Commissioner. The  
 259 committee shall meet three times in a calendar year – at the Winter and Summer Council meetings and at a fall  
 260 meeting of the committee’s choosing. The committee is charged with budget management and development in  
 261 conjunction with the Board of Directors and any other duties as assigned by the Board of Directors.  
 262

263 **3.02 Other Committees:** The Board of Directors may create or dissolve a committee by majority vote. Creation  
 264 of the committee shall specify the objective of the committee.  
 265

266 **3.03 Appointments:** The Commissioner will appoint one (1) member of each committee as its chairperson and  
 267 one (1) member as the vice-chair of the committee. The Commissioner shall appoint the chair and vice-chair at the  
 268 vacancy of each of those offices and those appointees shall serve until such time as the appointee resigns or is  
 269 removed by the Commissioner. The chairperson shall be responsible for the operation of the committee.  
 270 Appointed membership on committees, excluding the chair & vice-chair, shall be appointed for a term  
 271 commencing of the annual Winter Meeting until the commencement of the next annual Winter Meeting. Members  
 272 of the committee shall be those voting representatives of the council or alternates who attend a meeting of the  
 273 committee or members appointed by the Commissioner. No member association is granted more than one (1)  
 274 vote in any committee or taskforce.  
 275

276 **3.04 Meetings & Quorum:** Committee meetings not held in conjunction with regular or special meetings of the  
 277 Council shall be noticed by the chair to the members at least 24 hours prior to the meeting’s convening. Notice of  
 278 Committee meetings held in conjunction with a regular or special council meeting is satisfied by the presentation  
 279 of a proposed agenda indicating such. A quorum of a committee is always present in a meeting called in  
 280 accordance with these bylaws. Committee meetings may be held by electronic or telephonic means.  
 281

282 **3.05 Referral to Committee:** The Commissioner shall refer all items of business to the appropriate committee.  
 283 Any item of business for which a committee recommends approval and which obligates a fiscal expenditure by this  
 284 organization shall be referred to the Finance & Audit Committee before any action of the council on that  
 285 recommendation.  
 286

287 **3.06 Status of Committee Reports:** On any item of business referred to a committee which requires approval  
 288 of the Council to be enacted, the committee of referral may recommend any legal motion of action on that item.  
 289 The recommendations, if any, of any committee to which the item was referred shall be reported to the Council for  
 290 its consideration. The recommendation, if any, in the report of the last committee to which the item was referred  
 291 shall be the pending main motion before the Council during consideration of the committee report.  
 292

## 293 CHAPTER 4 - BOARD OF DIRECTORS

294  
 295 **4.01 Authority:** The Board of Directors shall be the administrative & management body of the organization,  
 296 subject to the policy direction of the Council.  
 297

298 **4.02 Composition & Terms of Office:** The Board of Directors shall consist of a Commissioner, Secretary,  
 299 Treasurer, Business Development Director, Director of Competition, Athletic Director, and Operations Director.  
 300 Directors shall serve two (2)-year terms. Each Director shall serve until his or her successor has been qualified and  
 301 elected, unless such Director shall sooner be removed from office. The Commissioner, Treasurer, and Athletic  
 302 Director positions shall be elected in odd numbered years. The Secretary, Director of Competition, Operations  
 303 Director, and Business Development Director positions shall be elected in even numbered years.



- 304 a. For the purposes of establishing the offices of Athletic Director and Operations Director the following shall  
 305 apply: A) The Operations Director shall be first elected at the Summer Meeting in 2018 for a term to  
 306 begin upon election and terminate at the Winter Meeting in 2020. B) The Athletic Director shall be first  
 307 elected at the Winter Meeting in 2019 for a term year term consistent with this section. C) This paragraph  
 308 authorizes the Secretary to repeal references to Member-at-Large office in these bylaws effective at the  
 309 end of the Winter Meeting in 2019. D) This paragraph authorizes the Secretary to repeal this paragraph at  
 310 the end of the Winter Meeting in 2020.

311  
 312 **4.03 Removal & Vacancies:** A Director may be removed from office by a two-thirds (2/3) Council vote for illegal  
 313 conduct, failure to perform the duties of office, or violation of the expectations of a member. Actions for removal  
 314 shall be in the jurisdiction of the Ethics Committee and shall conform to a process provided for by the Ethics  
 315 Committee. For a vacancy in any office, other than that of Commissioner, the vacancy shall be filled by nomination  
 316 and election by the remaining Board of Directors for the balance of the term. For a vacancy in the office of  
 317 Commissioner, the vacancy shall be filled within 30 days by nomination and election by the remaining Board of  
 318 Directors, from among the current Directors who have been duly elected to office, for the balance of the term of  
 319 the Commissioner. In event of a tie on any ballot, should more than two (2) nominees exist, the nominee with  
 320 lowest votes cast, excluding ties, on that ballot shall be removed from future ballots and the remaining directors  
 321 shall vote again on a successive ballot and repeat this process on successive ballots until such time as nominee is  
 322 elected by a majority of the remaining directors. Vacancies, in offices other than the Commissioner, shall be filled  
 323 as soon as practicable and the Board of Directors may not number less than three (3) officers at any time. A  
 324 vacancy in any office shall be reported to the Council forthwith.

- 325 a. Following the Winter Meeting, the Board of Directors shall organize and adopt a succession plan which  
 326 names the elected officer responsible for assuming acting duties of the Commissioner upon vacancy or  
 327 absence of the Commissioner until such time as the vacancy is filled or absence resolved.

328  
 329 **4.04 Director's Duties:** Unless expressly provided for in these bylaws, the duties of Office for each individual  
 330 Director shall be determined by the Board of Directors and listed in the policies of this organization.

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

- 354 g. Operations Director: The Operations Director shall have responsibility for the administrative and logistical  
 355 management of the NAGAAA corporate body and shall perform any other duties or functions as assigned  
 356 by the Commissioner or the Board of Directors.  
 357

## 358 CHAPTER 5 - FINANCIAL MANAGEMENT

359  
 360 **5.01 Fiscal Year & Budget:** The fiscal year begins on the first day of January and ends on the last day of  
 361 December of the same calendar year. The Treasurer shall prepare, in consultation with the Commissioner, and  
 362 present a proposed annual operating budget at each Winter Meeting. The proposed budget shall be referred to  
 363 the Finance & Audit Committee which shall provide a recommendation to the Council. The budget shall be  
 364 considered by and may be adopted by the Council. In the course of the fiscal year, the Board of Directors is  
 365 authorized to adjust appropriations of this organization consistent with the policy direction of the Council.  
 366

367 **5.02 Budget Provisions:** The proposed and adopted budget shall provide estimated revenue amounts,  
 368 appropriation amounts, including appropriations sufficient to fund salaries, per diems, expenses, and  
 369 compensation as determined by the Board of Directors in the Master Compensation schedule. The budget shall  
 370 establish and maintain a segregated budget stabilization fund of not less than \$80,000. The budget stabilization  
 371 funds shall only be encumbered with the adoption of resolution authorizing such by a two-thirds (2/3) vote of the  
 372 Council. Fifty-percent (50%) of all net positive income, once all budget items have been accounted for, shall be  
 373 appropriated to the budget stabilization fund until the fund reaches a balance of \$125,000, at which point only  
 374 ten-percent (10%) shall be appropriated each year.  
 375

376 **5.03 Compensation & Payments:** The Board of Directors shall set the compensation of all staff and volunteers  
 377 serving in roles and positions designated for compensated status and list those compensation amounts in the  
 378 Master Compensation Schedule. The Board of Directors shall set the monetary amount of all fines, penalties, and  
 379 fees, and corresponding due dates, unless otherwise expressly specified in these bylaws, and list those amounts  
 380 along with the dues of this organization and relevant association reporting deadlines in the Master Dues, Fines &  
 381 Fees Schedule. Member Associations shall submit all dues, fines, fees, and other payments in their national  
 382 currency which shall be accepted at a 1:1 exchange rate.  
 383

## 384 CHAPTER 6 – POLICIES OF THIS ORGANIZATION

385  
 386 **6.01 Policies:** The Council, the Board of Directors, and/or any subordinate body (e.g.: committees, etc.) of this  
 387 organization may create policies and procedures not in conflict with these bylaws and/or policies created by the  
 388 Council which shall be in the form and manner provided for by the Governance Committee. Any policy created  
 389 shall contain and provide for the manner of amendments. Policies are the jurisdiction of the body authorizing them  
 390 unless stated otherwise. Policies of this organization shall be organized in chapter 10 or higher of the governing  
 391 documents and are subordinate to the bylaws.  
 392

## 393 CHAPTER 7 - BYLAW AMENDMENTS

394  
 395 **7.01 Amendments:** These Bylaws may be amended by a two-thirds (2/3) vote of the Council at any regular  
 396 meeting or special meeting called for that purpose. Amendments shall be submitted in writing in the form and  
 397 manner provided for by the Governance Committee. Amendments shall become effective immediately upon  
 398 adoption unless a different effective date is adopted concurrently with the amendment.  
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 400

## VOLUME 3 - POLICIES

### CHAPTER 10 – RULES OF THE GAME

401  
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405 **10.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council  
406 meeting, except that any amendment adopted at summer meeting of the Council must achieve a ninety-percent  
407 (90%) vote to be effective at the Gay Softball World Series immediately following that meeting.  
408

409 **10.02 USA Softball (ASA) & NAGAAA Rules:** This organization, in all its official events, shall adopt and conform  
410 to the USA Softball (ASA) Rules of Softball for Men’s Slow-Pitch, latest edition, unless explicitly stated in this  
411 chapter or elsewhere in this organization’s policy documents. No exception or modification to an USA Softball  
412 (ASA) rule may be approved except by the Council. All games shall be conducted in accordance with the governing  
413 manual of this organization.  
414

415 **10.03 Exceptions:** The following rules are exceptions to the USA Softball (ASA) rules and shall apply as rules for  
416 any NAGAAA event.

- 417 a. Any person, of any gender identity, may compete on any team.
- 418 b. No metal cleats shall be worn by any player, manager, coach, or umpire.
- 419 c. No base stealing will be allowed in any division.
- 420 d. Safety bases will be used on all fields when possible. If safety bases cannot be used on one (1) or more of  
421 the total fields scheduled for use, no safety bases will be utilized unless required by field ownership  
422 and/or management.
- 423 e. Official field dimensions for NAGAAA events utilize a 300’ outfield fence and 70’ base path.
- 424 f. All batters will begin with a one (1) ball and one (1) strike count. One (1) courtesy foul shall be awarded  
425 after the second strike.
- 426 g. The official NAGAAA pitch height shall be 6’ to 12’.
- 427 h. Electronic scorekeeping is deemed an acceptable scorebook format.
- 428 i. Masters Division teams will not observe a second home plate or commitment line.
- 429 j. The following are the divisional limits for out of the park home runs: A-4, B-2, C-1, D-0, E-0, Masters-C  
430 Division – 1, Masters-D Division – 0. Once a team has reached their maximum of out of the park home  
431 runs, any additional out-of- the-park homerun will be considered an inning-ending out in all divisions.
- 432 k. In all divisions, no new inning may begin after 55 minutes in pool play and 60 minutes in double  
433 elimination with the exception of Championship games. The team ahead in the score shall be declared the  
434 winner and the game shall be declared completed after such innings. The start of game time, is defined as  
435 the scheduled game time; or in games beginning earlier than scheduled, the time agreed to by both  
436 managers and umpire(s); or in games beginning later than scheduled, immediately once both scheduled  
437 teams have occupied the field. In all games, the umpire assigned to officiate the game has to announce  
438 that time has begun.
- 439 l. The International Tiebreaker rule shall apply in double-elimination time-restricted games if the score is  
440 tied after seven (7) innings or 60 minutes. At the beginning of each half inning, the batting team shall  
441 begin its turn at bat with the player who is scheduled to bat last in that respective half-inning being placed  
442 on second base. A substitute may be inserted for the runner following regular substitution rules.
- 443 m. Uniforms are required. Players competing in NAGAAA events must play in like-colored shirts or jerseys.
- 444 n. At no time is smoking on the field or the dugout allowed by any players, coaches or managers.
- 445 o. A team may bat up to twelve (12) players.
- 446 p. In both the Masters-C and Masters-D Divisions, a team may utilize up to two (2) courtesy runners per  
447 inning subject to all other USA Softball rules on courtesy runners.  
448

449 **10.04 Bat Rules:** NAGAAA will provide all bats to be used during its tournaments for all divisions, provided the  
450 supply of bats is budget neutral. The same bats will be provided to both teams to use during competition and must  
451 meet current USA Softball (ASA) bat rules. The Athletic Director will determine the specific bat models to be used

452 and announced no later than January 15 of the year in which they are to be used. No team member may use any  
 453 other bat than those provided by NAGAAA anywhere on the playing field, inclusive of the dugout. A team member  
 454 shall be ejected from the current game if a violation of this rule occurs during game play, or for the next game for  
 455 that team if the violation happens outside the game if either of the following are true:

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

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

461

462 **10.05 Acts of Disqualification:** The following is a list of acts any one of which may be justification for the ejection,  
 463 suspension or termination of any individual, team, team member, or member association by the Open Division:

- 464 a. Unsportsmanlike conduct.
- 465 b. Abusive behavior toward an umpire, tournament official or participant of the current event immediately  
 466 preceding, during, or after a game. Any expense that is incurred by NAGAAA to ensure the safety of the  
 467 NAGAAA participants will be paid by the offending member association or person or persons.
- 468 c. Commission of fraud such as playing under an assumed name, falsifying an affidavit or roster, or giving  
 469 false information to tournament officials.
- 470 d. Player/Team accepting a cash prize in a softball/baseball tournament.
- 471 e. Receiving money or financial benefits in consideration of participating in softball or baseball competition.
- 472 f. Participating while knowing they do not meet the eligibility requirements of the Open Division.
- 473 g. Knowingly competing with players that are disqualified from Open Division play.
- 474 h. 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 i. Using any bat not approved by this organization or using an approved bat in violation of rules established  
 478 by this organization.

479

480 **10.055 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 **10.06 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 **10.07 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, or  
 504 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 Athletic Director shall convene a panel of 3 directors, exclusive  
 507 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 & 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. Non-LGBT – a person who does not self-identify as Lesbian, Gay, Bisexual, or Transgender.  
 526 c. Non-qualifying Association – A member association in which a player does not maintain eligibility to  
 527 qualify and participate for a calendar year's GSWS despite having played part or all of a qualifying season  
 528 in that association.  
 529 d. Player ID – The unique identifying number assigned to an individual player in the NAGAAA database.  
 530 e. Qualifying Association – The member association through which a player maintains eligibility to qualify  
 531 and participate in a calendar year's GSWS by that association bearing responsibility for the player's rating,  
 532 eligibility standards, and compliance with the NAGAAA database standards.  
 533 f. Qualifying Season – The playing season of each member association in which a player and teams qualify  
 534 for the GSWS and in which the player is evaluated and rated by the Association.  
 535 g. Sanctioned NAGAAA Tournament – a tournament sanctioned by NAGAAA, currently only the Gay Softball  
 536 World Series and the NAGAAA Cup.  
 537

## 538 SECTION 1 – MEMBER ASSOCIATION & PLAYER REGISTRATION RESPONSIBILITIES

539  
 540 **20.10 Registration Declarations:** At the first registration for a season in a calendar year in which a player  
 541 registers in any association, the player must declare which NAGAAA member association is that player's qualifying  
 542 association and any other association that player has, will, or may play in all or part of a qualifying season in that  
 543 calendar year. A player who only registers and declares in one (1) association shall consider that association that  
 544 player's qualifying association. At any subsequent registration in that calendar year, the player shall declare to the  
 545 association in which the player is registering, that player's qualifying association and any other association that  
 546 player has, will, or may play all or part of a qualifying season. The player shall make declaration to NAGAAA  
 547 through their qualifying association of any association(s) played in.  
 548

549 **20.11 Association Registration Duties:** Any association, registering a player as a non-qualifying association, shall  
 550 immediately inform, in writing via electronic mail, that player's qualifying association of the player's registration.  
 551 As applicable, the qualifying association, upon receiving the registration of a player declaring the association that  
 552 player's qualifying association or receiving the notice of the player's declaration shall request, in writing via  
 553 electronic mail, a transfer of the player in the NAGAAA database to their association for control of the player's

554 rating and eligibility. Any association which is declared as the qualifying association of a player, and that player fails  
555 to register in that association, the association shall immediately transfer the player to one (1) of the players  
556 declared non-qualifying associations as chosen by the player which shall become the player's qualifying  
557 association.  
558

559 **20.12 Transfer Timeline & Penalties:** Any and all associations, which receive a valid request for transfer of a  
560 player in the NAGAAA database, shall perform the transfer as soon as practicable and without delay, but not later  
561 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  
562 duty of the qualifying association. All associations are expected to maintain open and timely communication  
563 between associations to foster correct and accurate registration and declarations of players. Any association  
564 violating the provisions in this chapter shall be required to attend the next available Registration & Database  
565 Workshop after the violation has been noted by the Assistant Commissioner and shall also be subject to penalties  
566 outlined in these policies.  
567

568 **20.13 Regular Seasons Rosters:** Member associations must submit regular season team rosters which shall  
569 account for every player that played in the qualifying season of the member association. The roster shall identify  
570 the team name and each individual manager's and/or player's legal first and last name and date of birth and any  
571 other information as required by the Board of Directors. A regular season roster may not be comprised of more  
572 than twenty (20) players, except that managers and/or coaches who are not eligible to play or who do not play as a  
573 player do not count towards this requirement. No player may be listed on more than one (1) regular season roster.  
574 The Board of Directors shall determine the manner and form for submission of the rosters, deadline for submission  
575 of the roster, and any sanctions for errors, omissions, and/or changes.  
576

577 **20.14 NAGAAA Tournament Roster:** Teams entered in a NAGAAA tournament must be registered with the same  
578 roster that they submitted during the regular season except a team may add up to four (4) additional players,  
579 whom qualified in that association, replacing players or filling empty slots on their regular season roster; and the  
580 roster may have a maximum of three (3) non-LGBT players. A team must have at least ten (10) players on the  
581 roster to be considered a properly rostered team. No player may be listed on more than one (1) NAGAAA  
582 Tournament or Open Roster Tournament team. No team may roster a player who is named on the regular season  
583 roster of another team that is entered in the same division of the tournament. A regular tournament roster may  
584 not be comprised of more than twenty (20) players, except that managers and/or coaches who are not eligible to  
585 play or who do not play as a player do not count towards this requirement and each GSWS roster may name four  
586 (4) non-playing members in addition to the maximum of 20 players. Rostered non-players are permitted on the  
587 field of play, including the dugout areas. The Board of Directors shall determine the manner and form for  
588 submission of the rosters, deadline for submission of the roster, and any sanctions for errors, omissions, and/or  
589 changes.  
590

591 **20.15 NAGAAA Open Roster Tournament Teams:** Member associations may enter a certain number of teams  
592 for the GSWS as open roster teams. The rosters of these teams may be comprised of any player who meets the  
593 participation standard and played in that member association rostering the team. The open roster team must have  
594 at least ten (10) players on the roster, and the roster may have a maximum of three (3) non-LGBT players. No  
595 player may be listed on more than one (1) NAGAAA Tournament or Open Roster Tournament team for that GSWS.  
596 An Open Roster Tournament team may not be comprised of more than twenty (20) players, except that managers  
597 and/or coaches who are not eligible to play or who do not play as a player do not count towards this requirement.  
598 Each roster may name two (2) non-playing members in addition to the maximum of twenty (20) players. The total  
599 number of Open Roster Tournament teams which may be entered by a member association shall be determined in  
600 the berth allotments. The Board of Directors shall determine the manner and form for submission of the rosters,  
601 deadline for submission of the roster, and any sanctions for errors, omissions, and/or changes  
602

603 **20.16 Masters Division Open Roster Tournament Teams:** Any Masters Division team shall be considered an  
604 Open Roster Tournament team and must adhere to either the C or D divisional guidelines. A Masters Division open

605 roster team must have at least ten (10) players on the roster, and the roster may have a maximum of three (3)  
 606 non-LGBT players. No player may be listed on more than one (1) NAGAAA Tournament or Open Roster  
 607 Tournament team for that GSWS. A Masters Division Open Roster Tournament team may not be comprised of  
 608 more than twenty (20) players, except that managers and/or coaches who are not eligible to play or who do not  
 609 play as a player do not count towards this requirement. Each roster may name four (4) non-playing members in  
 610 addition to the maximum of twenty (20) players. Rostered non-players are permitted on the field of play, including  
 611 the dugout areas. A Masters Division Open Roster team may add an unlimited number of players from other  
 612 regular-season teams and/or member associations to their roster but may not exceed twenty (20) players total on  
 613 the roster. Any players on a Masters Division Open Roster tournament team need not have qualified for the GSWS  
 614 in the same member association that is rostering the team. Any player on these rosters must have met player  
 615 eligibility standards in their qualifying NAGAAA member association. The Board of Directors shall determine the  
 616 manner and form for submission of the rosters, deadline for submission of the roster, and any sanctions for errors,  
 617 omissions, and/or changes

618  
 619 **20.17 Adding Players to A GSWS Roster from Other Associations:** If a member association enters only one (1)  
 620 team total for the GSWS across all divisions (A, B, C, D, Masters-C, & Masters-D), that team shall be considered an  
 621 Open Roster Tournament team. This team shall be subject to the Open Roster Tournament Team rules, except that  
 622 the member association may add up to four (4) players from any other member association, provided that all  
 623 players on the team have met the player eligibility standards in their qualifying NAGAAA member association. This  
 624 rule is the sole manner in which a member association may add a player whom qualified in another member  
 625 association to their GSWS roster. This section does not apply to or restrict any Masters Division team from adding  
 626 players from other member associations to their GSWS roster, subject to the rules governing the Masters Division  
 627 Open Roster Tournament teams.

## 628 629 **SECTION 2 - RATINGS & DIVISIONAL GUIDELINES**

630  
 631 **20.20 Individual Player Ratings:** Each member association shall rate every player, who has declared that  
 632 association as the player's qualifying association, on each of its teams using the Player Rating Guidelines and  
 633 report these ratings along with regular season roster in the form and manner as determined by the Board of  
 634 Directors. Only a player's qualifying association shall rate that player for the purposes of the NAGAAA database,  
 635 and the qualifying association shall be responsible to ensure that the player exists only once in the database with a  
 636 single Player ID attributed to the player. The qualifying association bears all responsibility for the accuracy of all  
 637 data attributed and attached to the player. A qualifying association, upon discovering a duplicate player entry,  
 638 shall notify the Director of Competition to have the duplications merged into one (1) player identity. In the case of  
 639 a player who plays in multiple associations, the player shall be listed on a team's regular season roster in the non-  
 640 qualifying association, but the non-qualifying association shall not recreate the player with a separate Player ID nor  
 641 alter the rating assigned that player by the qualifying association or any data entered by any other association.

642  
 643 **20.21 Team Ratings:** A team rating is defined as the sum of the highest ten (10) individual player ratings  
 644 rostered on that team.

645  
 646 **20.22 Divisional Guidelines:** Teams may compete in the following divisions based on their Player and Team  
 647 Ratings.

- 648 a. A division – There is no maximum team or individual player rating for the A division. No team rated lower  
 649 than 170 is allowed to play in the A division, except any B team granted eligibility in or required to move  
 650 to A Division under the berth allocations and no-repeat rule of this organization shall be exempt from this  
 651 minimum rating requirement.
- 652 b. B division - All teams rated 180 or lower; no players rated over 20 are allowed on a B division team.
- 653 c. C division - All teams rated 140 or lower; no players rated over 15 are allowed on a C division team.
- 654 d. D division - All teams rated 110 or lower; no players rated over 12 are allowed on a D division team.
- 655 e. E division – All teams rated 75 or lower; no players rated over 8 are allowed on an E division team

656  
657 **20.23 Amendments Affecting Divisional Guidelines:** Prior to adoption of any amendment to alter the divisional  
658 guidelines, the Director of Competition shall report to the council the number of players that will be displaced by  
659 the proposed change and the number of member associations that shall be impacted by the proposed change. No  
660 amendment is in order until such report is received.

661  
662 **20.24 Threshold for Amendments:** Any amendment to divisional guidelines requires a two-thirds (2/3) vote of  
663 the Council for adoption and is effective in the calendar year following the year the amendment was adopted,  
664 except that an amendment to divisional guidelines adopted at a winter meeting of the Council requires a ninety-  
665 percent (90%) vote to be effective at a sanctioned NAGAAA Tournament in the same calendar year as the winter  
666 meeting.

667 **20.25 Ratings Workshop:** All new member associations and first-time voting representatives of any member  
668 association are required to attend the ratings workshop held at their first regular meeting.

669  
670 **SECTION 3 - ATHLETIC PARTICIPATION & ELIGIBILITY**

671  
672 **20.30 Professional players:** Professional softball or baseball players are ineligible to qualify for any Association  
673 while pursuing their profession.

674  
675 **20.31 Player age:** Players must be at least 18 years of age prior to roster submission deadline of the NAGAAA  
676 tournament in which they are registered. Masters Division players must be at least 50 years of age at any time in  
677 the calendar year of the NAGAAA tournament.

678  
679 **20.32 Participation:** A player must participate in a minimum of fifty percent (50%) of their team's regular season  
680 games; except for Masters Division, for which the minimum requirement is five (5) games. Participation is defined  
681 as a player included on their team's game lineup card and present in or within close vicinity of their team bench or  
682 dugout.

683 a. Players on a tournament roster of a NAGAAA Cup team in "A" or "B" Division may include their  
684 participation in the NAGAAA Cup under rule 20.33(b) to meet the fifty-percent (50%) participation  
685 requirement.

686  
687 **20.33 Requirements for Teams:** No team may be considered a regular season roster team nor be eligible  
688 for a NAGAAA event unless the team completes at least ten (10) regular-season games against other teams  
689 within the member association. This preceding requirement may be waived by the Board of Directors in  
690 extraordinary circumstances. The games must be conducted according to the rules of USA Softball (ASA) or a  
691 similar sanctioning body.

692 a. An "A" or "B" Division team may meet its 10-game requirement by playing scheduled games against  
693 teams from other Associations, except for games played in any tournament.

694 b. Notwithstanding any other rule, any team competing at the NAGAAA Cup in a "A" or "B" Division shall be  
695 credited four (4) games towards this 10-game requirement.

696  
697 **20.34 Ratings Changes Affecting Players:** Should a player's rating change during the member association's  
698 NAGAAA qualifying season and the rating change force the player to move to a new division or a different team,  
699 the games played on either team or in either division in the same member association qualify towards the  
700 participation requirement.

701



702 **20.35 Ineligible Players for the E Division:** Any player who receives a “YES” answer to Question 3 of the Player  
703 Ratings Guidelines is not eligible to be rostered on a team in or compete with a team in the E Division.

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**CHAPTER 25 – PLAYER RATING GUIDELINES**

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

**SECTION 1 – DEFINITIONS**

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

- a. **At-bat** – An at-bat is charged to a player following every plate appearance except when: 1) the player hits a sacrifice fly that scores a runner, 2) the player is awarded a base on balls, or 3) the third out occurs and the batter is not entitled to run to first base. Exception #3 shall not be considered if the batter is out due to a strike being a foul ball which ends the at-bat. In the event of any discrepancy between this definition and the official scoring rules of the USA Softball (ASA) and definition contained therein, the latest version of the USA Softball (ASA) rules shall control.
- b. **Base Safely Reached on Error** – A batter shall be credited with a base safely reached on error on the part of a defensive player(s) who is charged with an error by the scorekeeper.
- c. **Behind the player (for fly balls)** – The area on the field starting directly to the right of the player, proceeding in a 180-degree arc behind the player and ending directly to the left of the player.
- d. **Cleanly fielding the ball** – The player receives and controls the ball immediately while over his/her center of gravity (i.e. not on their knees, on the ground or off-balance) and does not cause any delay in making the next play (e.g., tags the runner, steps on the base, throws the ball to the appropriate place on the field).
- e. **Deliver multiple pitch techniques with accuracy** – The ability to use arc, spin, location and movement of the ball to deliver various pitches (e.g. curve, change up, cutter / reverse curve, knuckle ball) that are called strikes or cause the batter to swing.
- f. **Directly at the Player** – A ball hit at a player that does not require the player to move his/her feet, although it may cause the player to reach in any direction to make the play.
- g. **Fly Ball** - Any batted ball that is in the air for more than 3 seconds but less than 5 seconds
- h. **Ground Ball** – Ball hit with a downward trajectory that makes contact with the ground in front of the player when hit directly at a player or in front of the bases when hit between players.
- i. **Hard Hit Ball / High Velocity** – a ball hit greater than 250 feet in the air or a ground ball that would roll to a distance greater than 250 feet, if not impeded
- j. **High Fly Ball** – Any batted ball that is in the air for five (5) seconds or more.
- k. **Hit** – A batted ball that allows the batter to reach base safely: 1) on a fair ball which settles on the ground, clears the fence, or strikes the fence before being touched by a fielder, 2) on a fair ball which is hit with such force or such slowness or which takes an unnatural bounce that it is impossible to field with ordinary effort in time to make an out, 3) when a fair ball which has not been touched by a fielder becomes dead because of touching the person or clothing of an umpire, or 4) when a fielder unsuccessfully attempts to retire a previous runner and in the scorer’s judgement, the batter-runner would not have been retired at first base by perfect fielding. A hit shall not be scored: 1) when a runner is forced out on a batted ball or would have been forced out except for a fielding error, 2) when a player fielding a batted ball retires a preceding runner with ordinary effort, 3) when a fielder fails in an attempt to retire a preceding runner, and in the scorer’s judgement, the batter-runner could have been retired at first base, or 4) when a batter reaches first base safely as a result of a preceding runner being called out for interfering with a batted or thrown ball, or with a defensive player. In the event of any discrepancy between this definition and the official scoring rules of the USA Softball (ASA) and the definition contained therein, the latest version of the USA Softball (ASA) rules shall control.

- 754 l. In the Hole – A ball hit that requires a player to take 4-5 steps (12-foot or greater) in order to make the  
755 play.
- 756 m. Intentionally – See “on purpose”
- 757 n. Intentionally Place Hit a Ball – The batter executes getting on base and/or moving base runners for an  
758 advantage by hitting the ball to a specific place within their field of choice with at least medium velocity; A  
759 player can drive the ball down the baseline of the side on which they bat (e.g., right handed batter can hit  
760 down the 3rd base line); a player can drive the ball down the baseline of the opposite side on which they  
761 bat (e.g., right handed batter can hit down the 1st base line); A player can adjust footing, stance, swing or  
762 timing to cause the ball to move in a direction that is advantageous to their game or runners (e.g., hitting  
763 behind a runner, intentionally not hitting towards where the lead runner is advancing as his goal, hitting  
764 to a specific player that has struggled to field well during the game, etc.), or; this is a manufactured hit.
- 765 o. Line Drive – a ball that from the point of contact rises vertically less than 10% of the total horizontal  
766 distance it travels, or in the case of a throw, a ball that from the point of release rises vertically less than  
767 5% of the total horizontal distance it travels.
- 768 p. Medium Hit Ball / Medium Velocity – a ball hit 150 to 250 feet in the air or a ground ball that would roll to  
769 a distance of 150-250 feet, if not impeded.
- 770 q. Modified batting average – The percentage resulting from the sum of a player’s: 1) hits and 2) bases safely  
771 reached on error divided by the player’s at-bats.
- 772 r. Off center of gravity – The player fields the ball from his/her knees, off one foot, while moving the  
773 opposite direction from the throw or while in the air.
- 774 s. On Purpose – with intent
- 775 t. Slow Hit Ball / Slow Velocity – a ball hit up to 150 feet or less in the air or a ground ball that would roll to a  
776 distance of less than 150 feet, if not impeded.
- 777 u. Stopping the ball – The player prevents the ball from continuing beyond the player and causes it to  
778 remain in the vicinity of the player. The player is not able, however, to make the next play without delay.
- 779 v. Vicinity – within a step in any direction laterally of the player receiving the throw
- 780 w. Within a few steps - A ball hit that requires a player to take 2-3 steps (9-10 feet) in order to make the play.

781  
782 *(NOTE: In reference to the modified batting average, a batted ball resulting in a fielder’s choice is not included in*  
783 *the definition of a hit and therefore is not included in the number of hits a player is recorded to calculate the*  
784 *modified batting average. The USA Softball Rules and NAGAAA Governing Manual do not define a fielder’s choice.*  
785 *A Fielder’s Choice is understood to be an outcome of a batted ball where a preceding runner was put-out (or could*  
786 *have been in the judgement of the scorer) rather than the batter-runner. See lines 746-751 for these results of a*  
787 *batted ball that do not constitute a hit. This note is explanatory on the definition of modified batting average, and*  
788 *is not considered a governing rule. Added by Board of Directors February 17, 2019)*

789

## 790 SECTION 2 – PLAYER RATING GUIDELINES

791

792 **25.20 Rating Guidelines:** The following are the official rating guidelines of this organization:

793

794 *Directions:*

- 795 1. Read the following Statement of Purpose: *This form is intended to be used as a tool to assist those*  
796 *responsible for rating players so ratings may be fair and consistent across all levels of play and across*  
797 *all leagues in the Open Division. All questions are intended to determine if a player possesses a skill or*  
798 *skills necessary for softball.*
- 799 2. Read & understand the definitions of the various terms used in ratings in the definitions section of this  
800 chapter.
- 801 3. Answer YES or NO for each question.
- 802 4. Many questions have multiple parts. A YES to ANY one part is a YES to the question.
- 803 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.	Hit a fly ball >300 ft <b>OR</b> hit a fly ball >300 ft over a fence. <b>(20% threshold)</b>	Intentionally place hit a ball.	NOTE: Any player who receives a YES to Question 3 is ineligible to compete in the E Division.
Modified Batting Average →	<i>Batting against</i>	Question 6	Question 7	Question 8	Question 9	NOTE: The following questions are linked: 1-4; 6-9; 10-12; 13-14; 15-22; 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 Q 15-20.
	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		

RUNNING	Question 10	Question 11	Question 12	Base Running	Question 13	Question 14	
Speed →	From a stopped standing ready position, runs from home plate to first base, one base to the next, or third base to home plate (70 ft.) in less than 4.5 seconds.	From a stopped standing ready position, runs from home plate to first base, one base to the next, or third base to home plate (70 ft.) in less than 3.75 seconds.	From a stopped standing ready position, runs from home plate to first base, one base to the next, or third base to home plate (70 ft.) in less than 3 seconds.	Base Running →	Runner advances to expected base relative to the Division & game situation.	Runner successfully advances beyond what would be expected relative to the Division & game situation.	NOTE: See below skill demonstrations for Questions 13 & 14
NOTE: Q 10-12 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.							

RUNNING SKILL DEMONSTRATIONS BELOW. THESE EXAMPLES ILLUSTRATE THE SKILLS FOR Q 13 & 14

A & B DIVISION		C & D DIVISION		E DIVISION	
QUESTION 13	QUESTION 14	QUESTION 13	QUESTION 14	QUESTION 13	QUESTION 14
<b>On a base hit (high velocity):</b> The runner safely advances <b>one</b> base (Example: An outfielder gets the ball into the infield and time is called, and no play is made at the base).	<b>On a base hit (medium velocity):</b> The runner safely advances <b>one</b> base (Example: An outfielder gets the ball into the infield and time is called, and no play is made at the base).	<b>On a base hit (high velocity):</b> The runner safely advances <b>two</b> bases (Example: An outfielder gets the ball into the infield and time is called, and no play is made at the base).	<b>On a base hit (medium velocity):</b> The runner safely advances <b>two</b> bases (Example: An outfielder gets the ball into the infield and time is called, and no play is made at the base).	<b>On a base hit in front of the runner (medium velocity):</b> The runner safely advances <b>one</b> base <u>despite a defensive attempt</u> to put the runner out (Example: An outfielder fields the ball & throws it to second in an effort to put out the runner advancing from first, but the runner is safe).	<b>On a base hit in front of the runner (medium velocity):</b> The runner safely advances <b>two</b> bases <u>despite a defensive attempt</u> to put the runner out (Example: The left center fields the ball and throws to second in an effort to put out the runner advancing from first, but the runner is safe).
<b>On a base hit (high velocity):</b> The runner safely advances <b>one</b> base despite a defensive attempt to put the runner out (Example: An outfielder fields the ball and throws it to 2nd in an effort to put out the runner advancing from 1st, but the runner is safe).	<b>On a base hit (medium velocity):</b> The runner safely advances <b>one</b> base <u>despite a defensive attempt</u> to put the runner out (Example: An outfielder fields the ball and throws it to 2nd in an effort to put out the runner advancing from 1st, but the runner is safe).	<b>On a base hit (medium velocity):</b> The runner safely advances <b>one</b> base <u>despite a defensive attempt</u> to put the runner out (Example: An outfielder fields the ball and throws it to 2nd in an effort to put out the runner advancing from 1st, but the runner is safe).	<b>On a base hit (high velocity):</b> The runner safely advances <b>two</b> bases <u>despite a defensive attempt</u> to put the runner out (Example: An outfielder fields the ball and throws it to 3rd in an effort to put out the runner advancing from 1st, but the runner is safe).	<b>On a base hit behind the runner (medium velocity):</b> The runner safely advances <b>two</b> bases <u>despite a defensive attempt</u> to put the runner out (Example: On a ball hit to the outfield, a runner starting on 1st advances to 3rd or a runner starting on 2nd advances to home).	<b>On a base hit behind the runner (medium velocity):</b> The runner safely advances <b>three</b> bases <u>despite a defensive attempt</u> to put the runner out (Example: On a ball hit to right field, a runner starting on 1st advances to home).
<b>On a fly ball (high velocity):</b> The runner safely advances <b>one</b> base (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	<b>On a fly ball (medium velocity):</b> The runner safely advances <b>one</b> base (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	<b>On a fly ball (high velocity):</b> The runner safely advances <b>one</b> base (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	<b>On a fly ball (medium velocity):</b> The runner safely advances <b>two</b> bases (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	<b>On a fly ball (medium velocity):</b> The runner safely advances <b>one</b> base (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).	<b>On a fly ball (medium velocity):</b> The runner safely advances <b>two</b> bases (Example: The runner appropriately tags up by going far enough to be able to successfully advance on a dropped ball, or stays on base and advances safely after the ball is caught).

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 ft) 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 ft 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 ft) 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 ft 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 ft) 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 ft) of the player.	Stops a ball hit with high velocity in the hole (>12 ft or 4-5 steps) away from the player.	Cleanly fields a ball hit with high velocity in the hole (>12 ft or 4-5 steps) away from the player.
Fly Ball	Catches a fly ball hit directly at the player.	Catches a fly ball hit within 15 ft to the sides/front of the player.	Catches a fly ball hit within 30 ft to the sides/front of or 15 ft behind the player.	Catches a fly ball hit within 45 ft to the sides/front of or 30 ft behind the player.	Catches a fly ball hit within 60 ft to the sides/front of or 45 ft behind the player.	Catches a fly ball hit within 75 ft to the sides/front of or 60 ft behind of the player.	Catches a fly ball hit within 90 ft to the sides/front of or 75 ft behind of the player.	Catches a fly ball hit >90 ft to the sides/front of or >75 ft 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 within 15 ft of the player	Cleanly fields a ball hit with medium velocity within 30 ft of the player	Cleanly fields a ball hit with medium velocity within 45 ft of the player	Cleanly fields a ball hit with medium velocity within 60 ft of the player	Cleanly fields a ball hit with medium velocity within 75 ft of the player	Cleanly fields a ball hit with medium velocity within 90 ft 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 within 15 ft of the player	Cleanly fields a ball hit with high velocity within 30 ft of the player	Cleanly fields a ball hit with high velocity within 45 ft of the player	Cleanly fields a ball hit with high velocity within 60 ft of the player	Cleanly fields a ball hit with high velocity within 75 ft of the player	Cleanly fields a ball hit with high velocity within 90 ft of the player
Fly Ball	Catches a fly ball hit directly at the player.	Catches a fly ball hit within 15 ft to the sides/front of the player.	Catches a fly ball hit within 30 ft to the sides/front of or 15 ft behind the player.	Catches a fly ball hit within 45 ft to the sides/front of or 30 ft behind the player.	Catches a fly ball hit within 60 ft to the sides/front of or 45 ft behind the player.	Catches a fly ball hit within 75 ft to the sides/front of or 60 ft behind of the player.	Catches a fly ball hit within 90 ft to the sides/front of or 75 ft behind of the player.	Catches a fly ball hit >90 ft to the sides/front of or >75 ft behind of the player.

THROWING & PITCHING					
Question 23	Question 24	Question 25	Question 26	Question 27	Question 28
Throw 50 ft with line drive (regardless of accuracy)	Throw 50 ft with line drive <i>and</i> accuracy	Throw 70 ft with line drive <i>and</i> accuracy	Throw 100 ft with line drive <i>and</i> accuracy	Throw 150 ft with line drive <i>and</i> accuracy	Throw >200 with line drive <i>and</i> accuracy
	Pitch a strike.	Vary the height, depth and location of the pitch while maintaining accuracy.	Deliver multiple pitch techniques while maintaining accuracy.		
Throw 70 ft (regardless of arc or accuracy)	Throw 70 ft with line drive (regardless of accuracy)	Throw 100 ft with line drive (regardless of accuracy)	Throw 150 ft with line drive (regardless of accuracy)	Throw >200 ft with line drive (regardless of accuracy)	Throw 150 ft with line drive and accuracy while off center of gravity (e.g., from knees, from one foot, etc.)
	Throw 100 ft (regardless of arc or accuracy)	Throw 150 ft (regardless of arc or accuracy)	Throw >200 ft (regardless of arc or accuracy)	Throw 100 ft with line drive and accuracy while off center of gravity (e.g., from knees, from one foot, etc.)	

**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. The UIC must receive an Association's umpire recommendation(s) by January 1 for the candidate to be eligible to officiate in the immediate next GSWS. 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 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 three (3) years prior to the intended GSWS; for awarding the 2022 World Series only, the bid presentations shall be made to the Council at the Winter Meeting in 2020. 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

857 the Council has previously authorized this situation should be presented in the initial bid by the member  
858 association(s) seeking to host the GSWS.

859

860 **30.13 Bid Restrictions:** No association will hold a GSWS in another member association's metropolitan area  
861 without permission of that member association. No organization that is not a member of the NAGAAA, Open  
862 Division Softball, Inc. can serve as a Host City for the GSWS.

863

864 **30.14 No-Bid Authorizations:** In the event no association submits an Intent to Bid form for the GSWS, the  
865 NAGAAA Board of Directors will select the Host City for the event. In such cases, NAGAAA assumes all  
866 responsibilities and costs for hosting said GSWS and the Board of Directors is exempt from the restrictions listed in  
867 this chapter.

868

## 869 SECTION 2 – TOURNAMENT FORMAT

870

871 **30.20 Divisions:** The GSWS shall be conducted with teams divided by the divisional guidelines of this  
872 organization in the following divisions: "A", "B", "C", "D", "E", "Masters-C", and "Masters-D" Divisions.

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

877

878 **30.21 Pool Play:** For all divisions, the pool play draw is based on team ratings, except for A & B Division pool play  
879 assignments, the top three (3) seeds will be assigned to the top teams from NAGAAA Cup in their respective  
880 division, if applicable. For Masters C & D Divisions, pool play shall begin no earlier than Wednesday of the week of  
881 the GSWS except that when more than 20 teams are registered in either Masters Division then pool play shall  
882 begin no earlier than Tuesday of the same week. Pool play shall consist of four (4) games per team, where possible,  
883 with a minimum of two (2) pool play games. The Athletic Director shall assign each team an equal number of  
884 games per team as the home team and the visiting team and in the case of any odd number of games per team,  
885 the Athletic Director shall randomly assign the team as home or the visiting team.

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

891

892 **30.22 Double Elimination:** The Athletic Director will hold and publish the results of a double elimination bracket  
893 draw. Seeding into Double Elimination will be determined by the results of pool play. Any teams with the same  
894 record shall be seeded in order of their ratings, highest to lowest. If any teams are tied on ratings, the seed shall be  
895 determined by random draw. Any team eliminated in pool play will be assigned the lowest seed in the Double  
896 Elimination Bracket. If two teams from the same member association are drawn to play each other the first round  
897 of the Double Elimination bracket, the lower seeded team will be dropped one seed. If two teams from the same  
898 member association are drawn to play each other the first round of the Double Elimination bracket and both  
899 teams occupy the lowest two seeds in that division, then the higher seed of the two shall be elevated one more  
900 position in the seeding. The AD is authorized to schedule the tournament such that some teams may be eliminated  
901 on the first day of Double Elimination play. For all games in double elimination, the home team shall be the higher  
902 seeded team between the two (2) opposing teams, except that the no team that is undefeated in double-  
903 elimination may be the away team when facing an opponent, with a recorded loss in double elimination, who is  
904 seeded higher.

905

906 **30.23 Trophies:** Trophies will be given in all divisions and awarded after the conclusion of the Double  
907 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.  
908 Individual awards will be given to the rostered members of the trophy-winning teams in each division.

909



910 **SECTION 3 – REGISTRATION**

911

912 **30.30 Player Registration:** Each member of each GSWS team shall be required to register prior to playing in the  
 913 GSWS. During registration, players must verify their rating, pick up player status, select an LGBT/Non-LGBT status,  
 914 review the required waiver information, declare any and all associations in which the player played during the  
 915 qualifying seasons for that years' GSWS, and verify the accuracy of all information and provide their signature to  
 916 complete the registration. Players will be required to present state or nationally accepted photo identification at  
 917 registration for the purposes of establishing identity. No changes can be made to any player rating, either adding  
 918 or deleting, at any time without the member association's commissioner's or voting representative's (as  
 919 designated by that association's commissioner) in person authorization and approval.

920

921 **30.31 Registration Terms & Exceptions:** Player registration will be closed prior to the start of the first double  
 922 elimination game in that player's division. The Director of Competition shall have the authority to allow late  
 923 registration to a player with a travel delay demonstrated to be beyond their control.

924

925 **30.32 Director of Competition Review:** The Director of Competition shall review GSWS rosters and the ratings  
 926 database for any rostering and rating of players on more than one (1) GSWS roster and/or ratings in more than one  
 927 (1) association and report the violation to the Commissioner(s) of the association(s) in which the player is rostered  
 928 and rated, the Commissioner of NAGAAA, the committee charged with membership related matters, and the  
 929 Ethics Committee.

930

931 **SECTION 4 – TEAM ENTRIES**

932

933 **30.40 Team Entry Fees:** Member associations shall reserve GSWS tournament berths by paying an entry fee as  
 934 determined by the Board of Directors and by the deadline established by the board, unless exempted from the fee.  
 935 Late payments of the fee are subject to fine. Cancellations of team entry, subject to the minimum berth  
 936 requirement, shall result in refund of the team fee if cancelled before the deadline set by the Board of Directors.  
 937 Cancellations after the deadline are not refundable.

938

939 **30.41 Host Hotel Deposits:** Each Association, except for the Host City, shall also provide a hotel deposit for each  
 940 of its GSWS teams as determined by the Board of Directors and by the deadline established by the board. The hotel  
 941 deposit for each team, or on a cumulative basis for an Association, shall be fully refunded to the Association only  
 942 when the Association provides receipts totaling the number of nights per team in rooms booked within the official  
 943 block of qualifying rooms as determined by the Board of Directors and the receipts are provided to the Treasurer by  
 944 the deadline established by the Board of Directors.

945

946 **30.42 World Series Berth Allocation:** Teams may participate in the GSWS by earning a berth through one of the  
 947 following:

948 a. Association Berth Allotment: Member associations are allotted a certain number of GSWS berths. In turn,  
 949 each member association shall be responsible for its own determination on utilizing its allotted GSWS  
 950 berths.

951 b. The top three (3) teams in the B, C, D, and E Division receive an automatic berth in the next-higher  
 952 division at the following year's GSWS, which shall not count against the member association's berth  
 953 allotment, provided the team consists of at least four (4) players of the prior-year GSWS team who are  
 954 eligible. Any B team awarded a berth by this paragraph shall be exempt from the minimum team rating  
 955 requirement for the A Division.

956 c. The top three (3) teams in both the A & B division from the same year's NAGAAA Cup tournament are  
 957 granted a World Series berth, which shall not be counted against the member association's berth  
 958 allotment.

959

960 **30.43 Minimum Berth Requirement:** Each Association must send at least one (1) team to the GSWS, or be  
 961 subject to a fine as determined by the Board of Directors as well as other sanctions, including, reduction of the

962 total berth allocation to one (1) total team for the following years' GSWS, and possible suspension or termination  
 963 of membership.  
 964

965 **30.44 Exemptions from Minimum Requirements:** A member association with eight (8) or fewer teams shall be  
 966 exempt from the penalties under the Minimum Berth Requirement under certain circumstances. To exercise this  
 967 exemption, the Association must notify the Commissioner of its intent not to participate in that year's GSWS by the  
 968 deadline established by the Board of Directors and must not have exercised this exemption in the immediately  
 969 preceding two (2) calendar years. The member association shall be required to fulfill all other obligations, including,  
 970 but not limited to, the GSWS Protest Committee(s).  
 971

972 **30.45 Association Berth Allotment:** Each member association is allotted a certain number of GSWS berths  
 973 as listed in the table below and subject to the following:

- 974 a. A member association may enter an unlimited number of A, Masters-C, or Masters-D Division teams  
 975 notwithstanding any other berth allotments.  
 976 b. In calculating berth allotments, all regular season teams of a member association shall be considered  
 977 in determining the number of berths allotted.  
 978 c. A member association may enter up to two (2) teams total as open-roster tournament teams in the  
 979 C and/or D Division, subject to berth allotments. Any entry of one (1) or two (2) open-roster  
 980 tournament teams in the C and/or D Division precludes any entry of any regular NAGAAA  
 981 tournament roster team in that division. There shall be no open-roster tournament teams in the B  
 982 Division.  
 983 d. A member association entering only one (1) A Division team may do so as an open-roster team.  
 984 e. All Masters-C and Masters-D Division teams shall be considered open roster teams.  
 985 f. A member association may only enter one (1) E Division team which shall be considered an open-  
 986 rostered team  
 987

<b>ASSOCIATION BERTH ALLOTMENTS</b>							
<b>Team Entries may not exceed maximum limits for each division nor the total maximum berths</b>							
<b>TEAMS IN MEMBER ASSOCIATION</b>	<b>MAXIMUM BERTHS (B, C, D, &amp; E Divisions)</b>	<b>A DIVISION MAXIMUM</b>	<b>B DIVISION MAXIMUM</b>	<b>C DIVISION MAXIMUM</b>	<b>D DIVISION MAXIMUM</b>	<b>E DIVISION MAXIMUM</b>	<b>MASTERS DIVISIONS MAXIMUM</b>
1-9	4	UNLIMITED	1	1	1	1	UNLIMITED
10-19	5		2	2	2	1	
20-24	6		2	2	2	1	
25-29	8		3	2	2	1	
30+	10		3	3	3	1	
Any member association that registers and rosters a number of teams equal to or greater than their allotted number of combined C, D, and E teams in the prior year or current year GSWS may add one (1) extra berth total to be utilized in any division for the current GSWS.							
GSWS Host City may add up to 1 berth in each division (B, C, & D) to the totals listed in the table.							

988  
 989 **30.46 No-Repeat Rule:** No team awarded first or second place in the B, C, D, or E Division of the GSWS shall be  
 990 eligible to compete in the same or lower division at the following year's GSWS. Any B team, awarded first or  
 991 second place in a GSWS, shall only be eligible to play in the A Division in the following year's GSWS, regardless of  
 992 the team rating. The Masters-D team awarded first place of the GSWS shall not be eligible to compete in the same  
 993 or lower division at the following year's GSWS. For the purpose of this rule, an ineligible returning team shall be  
 994 defined as consisting of four (4) or more players from the prior-year GSWS roster of a team awarded first or  
 995 second place. This section shall not be in force nor enforced for the 2019 GSWS.  
 996  
 997

**CHAPTER 40 – NAGAAA CUP**

998  
999

1000 **40.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council  
1001 meeting.

1002  
1003 **40.02 Purpose:** The NAGAAA Cup is an invitational tournament that is designed to increase GSWS participation  
1004 by the A and B Divisions.

1005  
1006 **SECTION 1 – ADMINISTRATION & TEAMS**

1007  
1008 **40.10 Administration:** The Board of Directors will determine the location and date of the NAGAAA Cup. All  
1009 teams will pay a fee for participating in the NAGAAA Cup, as determined by the Board of Directors. The Board of  
1010 Directors may, upon request of the Athletic Director, alter and change the format and rules of the tournament as  
1011 needed to accomplish play and ensure completion of the tournament in times of, including, but not limited to,  
1012 nature-related incidents, acts of terror or civil emergency, and other emergency situations. Complete cancellation  
1013 of the tournament may only be authorized by the Board of Directors. The Board of Directors shall outline the role  
1014 and responsibility for all personnel of the tournament.

1015  
1016 **40.11 Teams:** Invitations will be given to all A Division teams and the top B Division teams from the previous  
1017 year's GSWS. Teams that have been invited must have 4 members of their GSWS roster to be considered eligible  
1018 for play in the NAGAAA Cup. Teams must accept the invitation by the deadline set by the Director of Competition.  
1019 After the deadline for acceptance has passed, the NAGAAA Director of Competition will then issue invitations to  
1020 any new A Division Team that has formed that year and then the remaining B teams from the previous GSWS in  
1021 order of their finish. All teams must submit their NAGAAA Cup roster by the deadline established by the Board of  
1022 Directors.

1023  
1024 **40.12 NAGAAA Cup Roster:** Teams entered in the NAGAAA Cup should register with the same roster that they  
1025 intend to submit as a regular season roster, and may add only up to four (4) pick-up players to its roster that will  
1026 not be a part of the team's regular season roster. A roster for the NAGAAA Cup must have at least ten (10) players  
1027 rostered and a maximum of three (3) non-LGBT players. No player may be listed on more than one (1) NAGAAA  
1028 Cup Roster. The roster may not be comprised of more than twenty (20) players, except that managers and/or  
1029 coaches who are not eligible to play or who do not play as a player do not count towards this requirement and  
1030 each NAGAAA Cup roster may name two (2) non- playing members in addition to the maximum of 20 players. The  
1031 Board of Directors shall determine the manner and form for submission of the rosters, deadline for submission of  
1032 the roster, and any sanctions for errors, omissions, and/or changes.

1033  
1034 **40.13 Winners & GSWS Berths:** Regardless of their overall NAGAAA Cup standing, the 3-highest placing A and B  
1035 Division teams will receive an automatic berth into that year's GSWS. GSWS team fees for the highest-placed A and  
1036 B Division teams will be waived. All other fees/deposits will still apply. Automatic berths shall not count toward the  
1037 respective association's GSWS berth allotment. A team earning a berth awarded in this sub-section may only add  
1038 up to four (4) players on its roster at the GSWS to utilize the berth as awarded or the berth shall be forfeited. Any  
1039 berth awarded in this sub-section shall be forfeited if any player from the NAGAAA Cup roster of the team  
1040 awarded the berth is listed on a regular season roster in a different member association, but only if that member  
1041 association is the player's qualifying association. A NAGAAA Cup trophy for overall first, second and third place will  
1042 be awarded.

1043  
1044 **SECTION 2 – RULES & TOURNAMENT FORMAT**

1045  
1046 **40.20 Rules:** All USA Softball (ASA) and NAGAAA rules as listed in this manual apply to the NAGAAA Cup unless  
1047 explicitly stated in this section.

1048  
1049 **40.21 Explicit NAGAAA Cup Rules:** These rules are those that preempt USA Softball (ASA) & NAGAAA rules in

- 1050 the NAGAAA Cup.
- 1051 a. Each team is guaranteed five (5) games.
- 1052 b. Pool play will have a mixture of A and B Division teams.
- 1053 c. Home team will be decided by a double flip for pool play games. For all games in double elimination, the
- 1054 home team shall be the higher seeded team between the two (2) opposing teams, except that no team that
- 1055 is undefeated in double-elimination may be the away team when facing an opponent, with a recorded loss
- 1056 in double elimination, who is seeded higher.
- 1057 d. Uniforms need not be like colored. However, an Arabic whole number (0-99) of contrasting color at least 6
- 1058 inches high must be worn and visible. Identical numbers are not permitted.
- 1059

1060 **40.22 Seeding Process:** For pool play games, seeds shall be determined by the ratings of the teams. In

1061 double elimination games, all seeds will be determined by the win-loss-tie record of the teams. The Double

1062 Elimination bracket shall be a combined bracket for the A and B Divisions.

1063

## 1064 CHAPTER 50 – PROTEST PROCEDURE

1065

1066 **50.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council

1067 meeting except that any amendment adopted at summer meeting of the Council must achieve a ninety-percent

1068 (90%) vote to be effective at the Gay Softball World Series immediately following that meeting and the amount of

1069 any fines or fees shall be the jurisdiction of the Board of Directors and amended at any board meeting by majority.

1070

1071 **50.02 Authority:** A Protest Committee will rule on all eligible protests of player eligibility and ratings. Any

1072 protest on the application of the rules of play are made to the UIC and are not in the authority of any Protest

1073 Committee to act on. Any Protest Committee shall consist of members appointed by the Commissioner. The

1074 Commissioner shall not, in any circumstance, be a party to the protest or act as a member of a Protest Committee.

1075

1076 **50.03 Protest Committee Schedule:** Member Associations may be appointed as Protest Committee members by

1077 the Commissioner and be assigned times and required to fulfill their duties as part of a protest committee or face

1078 penalties provided for by this organization. The Director of Competition will create a Protest Committee schedule

1079 assigning times and locations in proportion to the number of teams that an Association sends to that year's GSWS.

1080 This schedule will be distributed prior to the close of the Summer Meeting for that year's GSWS. Protest

1081 Committee members must be present and available to hear protests at the assigned time and place. Protest

1082 committee members may change assigned times/places provided they initiate the change with another

1083 Association and notify the Protest Chair.

1084

1085 **50.04 Protest Chairs & Assistant Protest Chairs:** The Commissioner shall appoint one (1) Protest Chair and a

1086 number of Assistant Protest Chair(s) as determined by the Board of Directors. These positions shall act as chairs of

1087 any Protest Committee and operate as an independent judge of the matter before the committee, including, but

1088 not limited to, guiding the process, assisting the committee with inquiry and exploration, and informing the parties

1089 of the process and matters before the committee. In no way, shall a chair opine on the merits of the protest, take

1090 part as an advocate for or against any party, nor cast a vote on the matter before the committee. The designated

1091 Protest Chair will explain and distribute the procedure for protesting a player or team to the GSWS team

1092 representatives at the Managers' meeting held prior to the start of the GSWS, including explanations of reasons for

1093 denial of a protest.

1094

1095 **50.05 Protest Committee Composition:** The Commissioner shall appoint at least five (5) persons for each field

1096 complex or designated location for protests for the tournament. The Commissioner may appoint additional

1097 persons so that multiple protests may be heard concurrently if necessary. These persons shall be protest

1098 committee members. For the purposes of hearing a protest, three (3) protest member shall constitute the

1099 committee.

- 1100 a. No member of the protest committee shall be on the roster of a team in the division of which the protest
- 1101 is involved, a member of a regular season roster for any of the member associations involved in that

1102 protest, nor a party that filed said protest or is evidence to the protest, and no member association may  
 1103 have more than one (1) person represented on the protest committee.  
 1104

1105 **50.06 Protest Committee Deliberations:** Protest Committee business shall only be discussed with other Protest  
 1106 Committee members, the chair of the Protest Committee, the Athletic Director or their assistant(s), and/or the  
 1107 NAGAAA Board of Directors. In the course of an appeal or on business matters before the Council, member  
 1108 associations may be involved in post facto discussions about a protest that filed, heard, and adjudicated. Only  
 1109 members of the committee, the chair, NAGAAA Board of Directors, parties involved in the protest, the Athletic  
 1110 Director or their assistant(s), and witness and/or advocates as allowed by the committee shall be permitted into  
 1111 the hearing of evidence and testimony before the Committee.  
 1112

## 1113 SECTION 1 – FILING A PROTEST

1114  
 1115 **50.10 Who Can File a Protest:** Protests may only be filed by the opposing team’s manager of record or their  
 1116 proxy, named to the Director of Competition prior to the tournament, or any Open Division Director, or a member  
 1117 association’s Commissioner or their proxy, submitted to the Assistant Commissioner prior to the start of the  
 1118 tournament. To be eligible to file a protest, a member association must be a member in good standing.  
 1119

1120 **50.11 Protests Not Eligible:** No player can have their ratings protested, if the result of the protest would cause  
 1121 their current GSWS rating to be lowered. No protests may be filed based on ratings in the A division.  
 1122 a. Beginning in 2019 and thereafter, no protests may be filed based upon a player’s sex, sexuality, gender, or  
 1123 gender identity.  
 1124

1125 **50.12 Filing a Protest:** A protest must be filed prior to the completion of the game in question. The game umpire  
 1126 will suspend the game and notify a NAGAAA official, of all protests or ejections. When filing a protest, the  
 1127 protesting party must complete the Protest Form in its entirety and a protest fee must be submitted at the time of  
 1128 the filing. The Protest Form will include a list of required fees for reference. The form will only include spaces for  
 1129 the following required information: date, game time, name of the team protesting (OR name and title of the  
 1130 person protesting if it is not a team filing the protest), name of the team being protested, division of play, name of  
 1131 the player being protested (if any), ratings questions being protested (if any), nature of the protest (required ONLY  
 1132 for protests other than ratings protests), and the name and signature of the person submitting the protest.  
 1133

1134 **50.13 Initial Review of the Protest:** Upon initial review of the protest filing, should the protest be denied due to  
 1135 an improper filing, the NAGAAA official denying the protest will provide a denial reason but may not directly assist  
 1136 completing the form. Upon initial review of the protest filing, should the protest be accepted, the NAGAAA official  
 1137 making that determination will notify the teams' managers and the game will continue to conclusion.

1138 a. Any NAGAAA Official denying a protest under this review must clearly state the complete reason for  
 1139 denial of the protest, including any errors and/or omissions on the part of the protesting party. Failure to  
 1140 clearly state such reasons for denial shall be reported by the protesting party to the Commissioner.  
 1141

1142 **50.14 Fees for Filing a Protest:** The costs, due at the time of filing, for filing a protest are as follows:  
 1143 a. For protests not based on player ratings there shall be a \$50 fee to protest a player for non-rating issues.  
 1144 b. During pool play, the ratings protest filing fee is \$50.00 and \$10.00 per challenged question.  
 1145 c. During double elimination, the ratings protest filing fee is \$100.00 and \$20.00 per challenged question.  
 1146  
 1147

1148 **50.15 Refundable Filing Fees:** If a protest is upheld, any protest filing fee and challenged question fee(s) are  
 1149 returned. If a protest is denied, all fees are nonrefundable. If only a portion of the protest is upheld, monies shall  
 1150 be returned based on the sliding scale for the protest filing fee and challenged question fee as shown below:  
 1151

		Partially Upheld Protests in Pool Play					
		#of questions challenged					
		1	2	3	4	5	6
Filing Fee		\$60	\$70	\$80	\$90	\$100	\$110
#of questions upheld	1	\$60	\$35	\$27	\$23	\$20	\$18
	2		\$70	\$53	\$45	\$40	\$37
	3			\$80	\$68	\$60	\$55
	4				\$90	\$80	\$73
	5					\$100	\$92
	6						\$110

		Partially Upheld Protests in Double Elimination					
		#of questions challenged					
		1	2	3	4	5	6
Filing Fee		\$120	\$140	\$160	\$180	\$200	\$220
#of questions upheld	1	\$120	\$70	\$53	\$45	\$40	\$37
	2		\$140	\$107	\$90	\$80	\$73
	3			\$160	\$135	\$120	\$110
	4				\$180	\$160	\$147
	5					\$200	\$183
	6						\$220

1152

1153 **SECTION 2 – CONVENING & CONDUCTING A PROTEST**

1154

1155 **50.20 Convening a Protest Committee:** When a protest is filed, the respective Protest Chair or Assistant Protest  
 1156 Chair will convene a Protest Committee to hear and rule on the protest. A chair with a conflict of interest will  
 1157 recuse themselves, and an alternate will be assigned. The Protest Chair or Assistant Protest Chair shall randomly  
 1158 select three (3) of the appointed protest members to constitute the committee and hear the protest.

- 1159 a. No member of the protest committee shall be on the roster of a team in the division of which the protest  
 1160 is involved, a member of a regular season roster for any of the member associations involved in that  
 1161 protest, nor a party that filed said protest or is evidence to the protest, and no member association may  
 1162 have more than one (1) person represented on the protest committee.  
 1163

1164 **50.21 Protest Hearing Process:** The Protest Committee will hear the arguments of both teams and/or parties  
 1165 involved in the protest in order to rule on a protest. During pool play, the Protest Committee will rule on protests  
 1166 as quickly as possible but, in any event, prior to the determination of seeding for double elimination play. During  
 1167 double elimination play, the Protest Committee will rule on the protest prior to the start of the next game in which  
 1168 either team is to be involved. A protest that involves player eligibility and not player ratings, must include at least  
 1169 one (1) member of the NAGAAA Board of Directors, which shall not be the Commissioner.  
 1170

1171 **50.22 Protest Committee Evidence & Record:** Protest Committee hearings are to be audio recorded. The  
 1172 recordings from the protest hearing(s) will be kept for one (1) year from the date of the hearing by the Director of  
 1173 Competition and then destroyed. All player ratings from the prior year and the current year will be available for all  
 1174 Protest Committee hearings.  
 1175

1176 **50.23 Protest Hearing Process:** A protest hearing shall be conducted in the following process:

- 1177 a. The Protest Committee chairperson will begin the proceedings by explaining the protest hearing  
 1178 procedures to each team's Manager.  
 1179 b. The protesting party will begin the hearing by explaining the basis for the protest and presenting any  
 1180 evidence of any kind, including, but not limited to scorebooks, to support the protest.  
 1181 c. The Protest Committee has the authority to then call for a vote to move the protest forward.  
 1182 d. After the protesting party has presented its case, the protested party will be afforded the opportunity to  
 1183 present evidence of any kind, including, but not limited to scorebooks, to rebut the protesting party's  
 1184 argument.  
 1185 e. After the parties have presented their cases the Protest Committee will have the authority to interview  
 1186 players involved in the GSWS, Association officials and Members, and Open Division and GSWS officials  
 1187 and umpires.  
 1188 f. Both principal parties must be notified of and afforded an opportunity to be present.

- 1189 g. The Protest Chair shall remove all parties from the room except for the Protest Committee after the  
1190 parties have presented their case to allow careful deliberation.
- 1191 h. When the principal parties and the Protest Committee have completed their interviews & deliberations,  
1192 the Protest Committee shall vote by secret ballot to determine whether to uphold or deny the protest, by  
1193 majority vote. The principal parties shall have the opportunity to observe the voting process.
- 1194 i. The votes will be tallied and the parties will be informed of the Protest Committee's decision.
- 1195 j. The decision of the Protest Committee is final for the duration of that tournament. Both the Protesting  
1196 Party and the Protested Party are asked to certify, by signature, that the protest hearing was completed in  
1197 accordance and compliance with the process outlined in the policies of this organization. Should either  
1198 party refuse to sign, the review of the process is referred to the Commissioner.

1199  
1200 **SECTION 3 – PENALTIES FROM A PROTEST**

1201  
1202 **50.30 Actions Arising from the Protest Committee:** If the Protest Committee changes a player's rating question,  
1203 it will be submitted to the Director of Competition and will remain marked as "Yes" or "Y" through the following  
1204 season. Any action taken by the Protest Committee will be reviewed by the Council through the Ethics Committee  
1205 at the next Regular Meeting to determine if further sanctions are appropriate. The Protest Committee may make  
1206 recommendation for any additional penalties.

1207  
1208 **50.31 Penalties for Non-Ratings Based Protests:** A person protested on matters other than player rating and  
1209 found in violation shall be assessed the following penalties:

- 1210 a. The player's team forfeits the protested game and any subsequent games in which the protested player  
1211 has played prior to the resolution of the protest.
- 1212 b. The player and their team manager will be disqualified from the remainder of the current GSWS.
- 1213 c. A fine of \$500 assessed to the player's qualifying association.

1214  
1215 **50.32 Fines for Ratings Based Protests:** A player protested on player ratings and found in violation shall have  
1216 their qualifying association assessed the fines listed in the table:

1217

# 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 & additional \$100/question (7+) successfully challenged	The sum of fine amount immediately to the right and each fine listed in that column.

1218  
1219 **50.33 Penalties for Ratings Violations Causing a Team to Move Up a Division:** If a protest results in a player  
1220 rating change that causes a team to move up a division, the protested team forfeits the protested game and the  
1221 opponent is named the winner of the game. Additionally, the protested team is eliminated from the current  
1222 tournament and the protested team's member association is fined \$500, in addition to the fines listed above in this  
1223 section.

1224  
1225 **50.34 Penalties for Ratings Violations Not Causing a Team to Move Up a Division:** If a protested player's rating  
1226 is increased by one (1) point and does not move the player over the ratings cap for that division, the player can  
1227 continue to play in the current tournament. The new rating for the protested player will apply for the team's  
1228 overall rating. The result of the game stands and the team whose player was protested can continue in the  
1229 tournament, provided that it is not their second loss in double elimination.

1230

- 1231 **50.35 Penalties for Specific Rating Violations:** The following provisions apply in the scenarios as outlined:  
 1232 a. If a protested player's rating is increased by two (2) or more points, the player will be deemed ineligible  
 1233 for the remainder of the current tournament, regardless of maintaining eligibility. In addition, the new  
 1234 rating will be accounted for in the team's overall rating. Notwithstanding the penalty, the result of the  
 1235 game stands and the team whose player was protested can continue in the tournament, provided that it  
 1236 is not their second loss in double elimination.  
 1237 b. If a protested player's rating exceeds the limit for that division; the player is ineligible going forward and  
 1238 can no longer play in the current GSWS. In addition, the new rating will be accounted for in the team's  
 1239 overall rating. The protested team will be declared the loser of the game. The protested team can  
 1240 continue to play in the tournament only if the new team rating falls in the divisional guidelines of the  
 1241 division entered and provided that loss recorded on the part of the protest was not the team's second  
 1242 loss in double elimination.  
 1243

1244 **50.36 Penalties for Numerous Rating Violations:** If a team has three (3) or more protest ratings questions  
 1245 upheld, either in one (1) game or multiple games, the protested team will forfeit the last protested game and the  
 1246 opponent is declared the winner. Additionally, the protested team is eliminated from the current tournament and  
 1247 the protested team's member association is automatically fined \$500.00 in addition to the fines imposed in this  
 1248 chapter.  
 1249

- 1250 **50.37 Dual protests:** Whenever two (2) teams shall protest each other in the same game and both teams have  
 1251 not yet had a loss in double elimination and both teams have at least one (1) protest question upheld the following  
 1252 shall apply:  
 1253 a. If the penalty for both Team A and Team B result in both teams being declared the loser, yet allowed to  
 1254 remain in the tournament, then the loser of the game, as determined by the real score of the game, will  
 1255 move to the loser's bracket. The winner of the game will advance to next level of the winner's bracket and  
 1256 a forfeit will be declared, thus sending the team to the loser's bracket.  
 1257 b. If the penalty for both Team A and Team B results in both teams being declared the loser, and one (1)  
 1258 team is ejected based on the result of the protest and the other team is allowed to continue based on the  
 1259 result of the protest, the team that is allowed to continue will move to the loser's bracket.  
 1260

- 1261 **50.38 Rating Workshop Requirements:** Mandatory attendance of member associations is required at the Rating  
 1262 Workshop held concurrently to the Winter Meetings if any of the below are true. A fine of \$100 will be assessed to  
 1263 member associations required to attend the workshop and who fail to attend.  
 1264 a. A team of a member association lodges two (2) or more unsuccessful ratings questions during one (1)  
 1265 single tournament.  
 1266 b. A member association has more than two (2) protest questions upheld during one single tournament.  
 1267

## 1268 CHAPTER 60 – ETHICS PROCEDURE

1270 **60.01 Jurisdiction:** This chapter shall be the jurisdiction of the Ethics Committee and amended by majority at  
 1271 any committee meeting, except that the amount of any fines or fees shall be the jurisdiction of the Board of  
 1272 Directors and amended at any board meeting by majority.  
 1273

1274 **60.02 Authority & Applicability:** The power of this organization to discipline its member associations or teams  
 1275 and/or players of the individual member associations is retained by the Council through the processes in this  
 1276 chapter. Penalties and sanctions as assigned by this organization only apply to membership in NAGAAA and official  
 1277 events as hosted by this organization. This organization has no power to compel the suspension and/or expulsion  
 1278 of individual players or teams from local member association events nor to bar member associations from  
 1279 participating in any event or action other than official events of this organization. No member association's action  
 1280 or inaction to discipline to its member shall apply to this organization without action by the Council.  
 1281



1282 **60.03 Petition by Member Associations:** A member association and/or player may file a petition seeking  
 1283 discipline against another member association and/or individual not less than ninety (90) days prior to the next  
 1284 meeting of the Council. The petition shall include the following information to be accepted:

- 1285 a. Name(s) of the alleged violators
- 1286 b. Qualifying Association of the violators
- 1287 c. Date(s) of the alleged violations
- 1288 d. Reference to the rule(s) violated
- 1289 e. Brief Summary of the violation

1290  
 1291 **60.04 Screening of Petition:** The Commissioner & Chair of the Ethics Committee shall screen all petitions  
 1292 received and ensure that the required information is presented and the petition is not frivolous. All attempts will  
 1293 be made to assist in correcting a petition. Any petition that is screened out shall not be forwarded to the Council  
 1294 for action, except that a report shall be made by the Chair to the Council of the petition and its nature. All petitions  
 1295 accepted shall be forwarded for action under this chapter.

1296  
 1297 **SECTION 1 – HEARING**  
 1298

1299 **60.10 Hearing Procedures:** The following procedure shall be followed in all actions, except for protests, where  
 1300 discipline may be applied:

- 1301 a. Hearing - Prior to disqualification by the Open Division - or by an Association, a Team or Team member  
 1302 must be given an opportunity for a hearing by the Council or by the ruling body of the Association to  
 1303 which the team or team member belongs, except during the course of tournament play when the Protest  
 1304 Process shall apply.
- 1305 b. Notification – If the Open Division is taking the action, the Open Division Secretary will notify the Team  
 1306 manager and Team’s member Association, at least 60 days prior to the scheduled hearing date,  
 1307 electronically and/or in writing of the time, place and date of the hearing. The Association is responsible  
 1308 for forwarding this information to its involved Members.
- 1309 c. Rulings - After hearing all of the evidence, the Council may take whatever action it deems necessary and  
 1310 appropriate in accordance with this Code. The Association must be advised electronically and/or in writing  
 1311 of the action taken. The Association is responsible for notifying its involved Member(s) of the ruling.
- 1312 d. Right of Appeal – A Team or Team member disqualified from Open Division play may appeal to the  
 1313 Commissioner who shall determine if a fair hearing was held and an equitable decision reached. The  
 1314 decision of the Commissioner shall be final.
- 1315 a) Timing of Appeal - Any Disqualified Team or Team member must notify the Commissioner of his/her  
 1316 desire to appeal the decision within thirty (30) days of being notified of the disqualification. Such appeal  
 1317 must be made in writing and sent by certified or registered mail with return receipt requested.

1318  
 1319 **SECTION 2 – PENALTIES**  
 1320

1321 **60.20 Sanctions Imposed by NAGAAA:** The Council’s action in hearing to set sanctions as it sees fits shall be  
 1322 recorded the Secretary. The Council may order financial sanctions, including fines and/or fees, which, per the  
 1323 bylaws, shall be set by the Board of Directors.

1324  
 1325 **60.21 Penalties Imposed by NAGAAA:** After a hearing, a Team or Team member may be disqualified for a  
 1326 period of time at the discretion of the Council for violations of the rules of this organization except that the  
 1327 following acts of disqualification require a minimum of one (1) year loss of eligibility in this organization:

- 1328 a. Physical violence.
- 1329 b. Commission of fraud.
- 1330 c. Accepting Cash Prizes from softball/baseball tournaments.
- 1331 d. Knowingly competing with disqualified players.
- 1332 e. Receiving money by capitalizing on athletic ability or promotion of softball or baseball goods.

1333

1334 **60.22 Discretionary Penalties for Ratings Violations:** Any or all of the following penalties may be imposed by  
 1335 the Council after a review has been completed at the following Winter Meeting:

- 1336 a. Suspension of all members and the Manager of that team from the next GSWS and/or NAGAAA Cup.
- 1337 b. Suspension of any individual determined to be involved from the next GSWS and/or NAGAAA Cup.
- 1338 c. No team from that Association allowed in that division in the next GSWS and/or NAGAAA Cup.
- 1339 d. Suspension of the Association's voting privileges.
- 1340 e. Suspension of the Association's commissioner for the next GSWS and/or any future GSWS.
- 1341 f. Permanent expulsion of the Manager.
- 1342 g. Permanent expulsion of the player(s) involved.
- 1343 h. Permanent expulsion of the Association's commissioner.
- 1344 i. Permanent expulsion of the Association.
- 1345 j. A fine.

1346  
 1347 **60.23 Discretionary Penalties for Violating the non-LGBT Roster Rule:** The following penalties may be applied  
 1348 for violations of the non-LGBT roster rule:

- 1349 a. A team in violation of the Non-LGBT player guidelines shall be subject to disciplinary action that may  
 1350 include but is not limited to, (a) Permanent suspension of the Non-LGBT player from future GSWS and  
 1351 Open Division events. (b) Disqualification and forfeiture of all the offending team's games. (c) One (1)  
 1352 year's suspension of the team's Manager. (d) A fine imposed against the team's member association.
- 1353 b. Any member association official in violation of or having assisted in a violation of this rule is subject to  
 1354 disciplinary action that may include, but is not limited to, (a) Permanent suspension as a member  
 1355 association representative to the Open Division. (b) A one (1) year's suspension of the member association  
 1356 official from participation in all Open Division activities. (c) A fine imposed against the official's member  
 1357 association. (d) Forfeiture of all games played by all of the teams representing the official's Association  
 1358 prior to the discovery of a violation.

1359  
 1360

## CHAPTER 70 – MASTER DUES, FINES, & FEES SCHEDULE

1361

1362 **70.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 1363 any board meeting with the exception of the dues for this organization which shall be set by the Council annually  
 1364 by majority vote.

1365

1366 **70.02 Dues:** Each Association shall pay annual dues in like amount as shall be set by the Council at the previous  
 1367 year's Summer Meeting. Dues shall be delivered to the Treasurer prior to the start of the Winter Meeting. Dues  
 1368 must be paid prior to the start of the Winter Meeting or the Association will forfeit its right to vote until all  
 1369 accounts are satisfied. Failure to pay dues shall result in fines and/or other sanctions.

1370

1371 **70.03 Fines:** The number of fines shall be determined by the Board of Directors and listed in the schedule. Fines  
 1372 shall be invoiced and paid before the commencement of the next council meeting following the assessment of the  
 1373 fine. Fines assessed to a Masters Division team which center on an issue connected to a player shall be assessed to  
 1374 the player's qualifying association.

1375

1376 **70.04 Appeal of Fines:** All fines, except protest fines, shall be eligible for appeal at the next regular meeting of  
 1377 the council after the fine is assessed through the process established by the Ethics Committee. A fine may only be  
 1378 waived by a two-thirds (2/3) vote of the Council.

1379

1380

1381 **70.05 Schedule:** The dues, fee, & fine schedule of this organization is:  
1382

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	\$250
FEE SCHEDULE				
	ISSUE AREA	REFERENCE	APPLICATION	AMOUNT
I	GSWS	30.11	Host City Bid Deposit	\$500
S	GSWS	30.21(a)	Fee for appeal of pool play forfeit disqualification	\$50
J	GSWS	30.40	GSWS Team fee	\$600/team
L	GSWS	30.41	GSWS Host Hotel Deposit	\$300/team
--	NAGAAA Cup	40.10	NAGAAA Cup Team Fee	\$450/team
T	Protests	50.14(b)	Pool Play Protest Fee	\$50 + \$10/question
T	Protests	50.14(c)	Double Elimination Protest Fee	\$100 + \$20/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
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	\$100
O	GSWS Rosters	20.11, 20.12, & 20.20	Fine for GSWS Player Changes in roster interim period (8/16/17 – Noon 9/1/18)	\$100 per player per occurrence
Q	GSWS Rosters	20.11 & 20.12	Fine for GSWS Administrative Changes in pool play period. (12:01pm 9/1/18 – Close of Registration)	\$100 per player

Q	GSWS Rosters	20.11, 20.12, & 20.20	Fine for GSWS Player Changes in pool play period. (12:01pm 9/1/18 – Close of Registration)	\$250 per player per occurrence
J	GSWS	30.40	Fine for failure to pay 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 & 20.12	Fine for a team violating the non-LGBT rule	\$100
T	GSWS Rosters	20.11 & 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 & 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	\$100/question
T	Protests	50.32	Fine for protest upheld on multiple questions	The sum of the fine of all questions protested & upheld and the fine for each lesser individual question protested & upheld (EX: 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
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**NOTE:** This schedule shows all fees & 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.				
DEADLINE TABLE				
<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	Saturday, 1/25/20 8:00am EST
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.	Friday, 1/10/20 – Winter Meeting Friday, 8/16/19 – Summer Meeting
D	Council/Ethics	60.03	Deadline for petitions for disciplinary action	Sunday, 6/2/19 – Summer Meeting Sunday, 10/27/19 – Winter Meeting
E	Regular Season Rosters	20.10	Deadline for submission of proper Regular Season rosters	Monday, 7/15/19
F	Regular Season Rosters	20.10	Period for late submission of or revision to Regular Season rosters; fine incurred	Tuesday, 7/16/19 --TO-- Wednesday, 7/31/19
G	Regular Season Rosters	20.10	Final Deadline for Regular Season rosters – No changes (including ratings) or submissions following this deadline.	Wednesday, 7/31/19
H	GSWS	30.04	Deadline for nomination of umpires for GSWS	Tuesday, 1/1/19
I	GSWS	30.21	Deadline for Host City Bid Deposit	Saturday, 8/31/19 8:00am CST (2022 GSWS) Saturday, 1/25/20 8:00am EST (2023 GSWS)

J	GSWS	30.60	GSWS Team Fee Deadline	Monday, 7/15/19
K	GSWS	30.60	GSWS Team Berth Reservations Deadline	Monday, 7/15/19
L	GSWS	30.61	GSWS Host Hotel Deposit Deadline	Monday, 7/15/19
M	GSWS	20.20	Deadline for proper GSWS Tournament Team Rosters	Thursday, 8/15/19
N	GSWS	--	Deadline for submission of USA Softball (ASA) cards (1 per team)	Thursday, 8/15/19
O	GSWS	20.11, 20.12, & 20.20	Period for late submission of or revision to GSWS Tournament Rosters; fine incurred for player changes, no fine for admin changes	Friday, 8/16/19 --TO-- Saturday, 8/31/19 12:00pm CST
P	GSWS	20.11, 20.12, & 20.20	Deadline for final GSWS Tournament rosters	Saturday, 8/31/19 12:00pm CST
Q	GSWS	20.11, 20.12, & 20.20	Period for revision to GSWS Tournament Rosters; fine incurred	Saturday, 8/31/19 12:01pm CST --TO-- Close of registration for that team's division
R	GSWS	20.11 & 20.12	Deadline to cancel GSWS Team berth reservation (with refund)	Thursday, 8/15/19
S	GSWS	30.41(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	Hall of Fame	100.04	Hall of Fame Nomination period opens	Tuesday, 1/1/19 12:01am CST  Tuesday, 10/1/19 (Class of 2020)
V	Hall of Fame	100.04	Hall of Fame Nomination period closes	Thursday, 3/15/19
W	Hall of Fame	100.05	Hall of Fame Nominations & ballots delivered to members	Sunday, 4/15/19 12:00am CST
X	Hall of Fame	100.05	Hall of Fame Ballots due	Tuesday, 5/15/19
Y	Hall of Fame	100.06	Hall of Fame Chair notifies nominators of results of election	Friday, 6/15/19
Z	Hall of Fame	100.08	Deadline for Hall of Fame Booster Club donations for program inclusion	Wednesday 8/1/19
AA	Board of Directors	4.01	Deadline for Board of Directors revision of deadlines	March 15 & October 15 of each year

AB	NAGAAA Cup	40.10	Deadline for Intent to Bid for NAGAAA Cup 2020	Friday, 3/1/19
AC	NAGAAA Cup	40.11	Deadline to accept invitation to NAGAAA Cup based on prior year GSWS final standings	Wednesday 2/28/19 11:59pm CST
AD	NAGAAA Cup	40.11	Deadline to pay team fee for NAGAAA Cup	Monday 4/30/19 11:59pm CST
AE	NAGAAA Cup	40.11	Deadline to submit rosters for NAGAAA Cup; no changes allowed following this deadline	Saturday, 5/12/19 11:59pm CST

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

1422 **81.03 Numbers of Persons:** Unless specifically stated in the bylaws or policies of this organization, the Board of  
 1423 Directors shall determine the number of persons appointed to specific roles as needed.

1424

1425 **81.04 Meeting per diems:** A \$50 per day per diem shall be paid to the Board of Directors, Committee Chairs, &  
 1426 Parliamentarian for the duration of any regular and/or special meeting of the Council. The Umpire-in-Chief is  
 1427 granted a \$300 per diem for the duration of the summer meetings to prepare for the GSWS.

1428

1429 **81.05 Tournament per diems:** A \$50 per day per diem shall be paid to the Board of Directors, Athletic Director,  
 1430 Assistant Athletic Director(s), Protest Chair, & Assistant Protest Chair(s) for every day present and working during  
 1431 the duration of the GSWS and NAGAAA Cup. A \$300 per day per diem shall be paid to the Umpire-in-Chief for the  
 1432 duration of the GSWS and NAGAAA Cup. A \$150 per day per diem shall be paid to the Assistant Umpire(s)-in-Chief  
 1433 for the duration of the GSWS and NAGAAA Cup.

1434

1435 **81.06 Umpires:** Umpires for the GSWS and NAGAAA Cup shall be paid \$28 for each game officiated. The Board  
 1436 of Directors may provide merit bonuses not to exceed \$500 to the Umpire-in-Chief and Assistant Umpire-in-  
 1437 Chief(s) as they see fit.

1438

1439 **81.07 Expenses:** The Board of Directors shall determine and pay the reasonable and necessary expenses for the  
 1440 compensated volunteers of this organization which shall include, but are not limited to, travel expenses, car rental,  
 1441 hotel and lodging.

1442

#### 1443 **CHAPTER 85 – CONFLICT OF INTEREST POLICY**

1444

1445 **85.01 Jurisdiction:** This chapter shall be the jurisdiction of the Council and amended by majority at any council  
 1446 meeting.

1447

1448 **85.02 Purpose:** The purpose of this conflict of interest policy is to protect this tax-exempt organization's  
 1449 (NAGAAA Open Softball Division Inc) interest when it is contemplating entering into a transaction or arrangement  
 1450 that might benefit the private interest of an officer or director of the Organization or might result in a possible  
 1451 excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal  
 1452 laws governing conflict of interest applicable to nonprofit and charitable organizations.

1453

1454 **85.03 Definitions:** The following definitions apply to this chapter:

- 1455 a. Interested Person - Any director, principal officer, or member of a committee with governing board  
 1456 delegated powers, who has a direct or indirect financial interest, as defined below, is an interested  
 1457 person.
- 1458 b. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through  
 1459 business, investment, or family: (a) An ownership or investment interest in any entity with which the  
 1460 Organization has a transaction or arrangement, (b) A compensation arrangement with the Organization or  
 1461 with any entity or individual with which the Organization has a transaction or arrangement, or (c) A  
 1462 potential ownership or investment interest in, or compensation arrangement with, any entity or individual  
 1463 with which the Organization is negotiating a transaction or arrangement. Compensation includes direct  
 1464 and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not  
 1465 necessarily a conflict of interest. Under this chapter, a person who has a financial interest may have a  
 1466 conflict of interest only if the appropriate governing board or committee decides that a conflict of interest  
 1467 exists.

1468

1469 **85.04 Annual Statements:** Each director, principal officer and member of a committee with governing board  
 1470 delegated powers shall, prior to each meeting, sign a statement which affirms such person:

- 1471 a. Has received a copy of the conflicts of interest policy,  
 1472 b. Has read and understands the policy,  
 1473 c. Has agreed to comply with the policy, and  
 1474 d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must



1475 engage primarily in activities which accomplish one (1) or more of its tax-exempt purposes.

1476

1477 **85.05 Compensation:** A voting member of the governing board who receives compensation, directly or  
1478 indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's  
1479 compensation. A voting member of any committee whose jurisdiction includes compensation matters and who  
1480 receives compensation, directly or indirectly, from the Organization for services is precluded from voting on  
1481 matters pertaining to that member's compensation. No voting member of the governing board or any committee  
1482 whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the  
1483 Organization, either individually or collectively, is prohibited from providing information to any committee  
1484 regarding compensation.

1485

## 1486 SECTION 1 – PROCEDURES

1487

1488 **85.10 Procedures:** This organization shall follow the procedures listed in this section to determine if a  
1489 conflict exists.

1490

1491 **85.11 Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must  
1492 disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the  
1493 directors and members of committees with governing board delegated powers considering the proposed  
1494 transaction or arrangement.

1495

1496 **85.12 Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all  
1497 material facts, and after any discussion with the interested person, he/she shall leave the governing board or  
1498 committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining  
1499 board or committee members shall decide if a conflict of interest exists.

1500

1501 **85.13 Procedures for Addressing the Conflict of Interest:** An interested person may make a presentation at the  
1502 governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the  
1503 discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The  
1504 chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or  
1505 committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence,  
1506 the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a  
1507 more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of  
1508 interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not  
1509 producing a conflict of interest, the governing board or committee shall determine by a majority vote of the  
1510 disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own  
1511 benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision  
1512 as to whether to enter into the transaction or arrangement.

1513

1514 **85.14 Violations of the Conflicts of Interest Policy:** If the governing board or committee has reasonable cause to  
1515 believe a member has failed to disclose actual or possible conflicts of interest it shall inform the member of the  
1516 basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after  
1517 hearing the member's response and after making further investigation as warranted by the circumstances, the  
1518 governing board or committee determines the member has failed to disclose an actual or possible conflict of  
1519 interest, it shall take appropriate disciplinary and corrective action.

1520

1521 **85.15 Records of Proceedings:** The minutes of the governing board and all committees with board delegated  
1522 powers shall contain: (a) the names of the persons who disclosed or otherwise were found to have a financial  
1523 interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action  
1524 taken to determine whether a conflict of interest was present, and the governing boards or committee's decision  
1525 as to whether a conflict of interest in fact existed.; and (b) the names of the persons who were present for  
1526 discussions and votes relating to the transaction or arrangement, the content of the discussion, including any  
1527 alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the

1528 proceedings.

1529

1530 **SECTION 2 – PERIODIC REVIEWS**

1531

1532 **85.20 Periodic Reviews:** To ensure the Organization operates in a manner consistent with charitable purposes  
1533 and does not engage in activities that could jeopardize its tax- exempt status, periodic reviews shall be conducted.

1534 The periodic reviews shall, at a minimum, include the following subjects:

- 1535 a. Whether compensation arrangements and benefits are reasonable, based on competent survey  
1536 information, and the result of arm's length bargaining.
- 1537 b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the  
1538 Organization's written policies, are properly recorded, reflect reasonable investment or payments for  
1539 goods and services, further charitable purposes and do not result in inurement, impermissible private  
1540 benefit or in an excess benefit transaction.

1541

1542 **85.21 Use of Outside Experts:** When conducting the periodic reviews as provided for in this chapter, NAGAAA  
1543 Open Division Inc., may, but need not, use outside advisors. If outside experts are used, their use shall not relieve  
1544 the governing board of its responsibility for ensuring periodic reviews are conducted.

1545

1546 **CHAPTER 90 – DRAFTING & REVISION MANUAL**

1547

1548 **90.01 Jurisdiction:** This chapter shall be the jurisdiction of the Governance Committee and amended by majority  
1549 at any committee meeting.

1550

1551 **SECTION 1 – FORM & STYLE OF GOVERNING DOCUMENTS**

1552

1553 **90.10 General Form:** This organization utilizes a consolidated governance manual which shall include the  
1554 Articles of Incorporation, Bylaws, and subordinate policies. All distinct policy measures shall be located within  
1555 chapters of this manual.

1556

1557 **90.11 Structure of Manual:** The manual shall be divided into four (4) volumes, each with individual chapters  
1558 which may contain individual sections and/or sub-sections. Volumes shall be denoted by Roman numeral. Chapters  
1559 & sections shall be denoted by Arabic numeral. Each chapter shall have sub-sections denoted by Arabic numeral  
1560 with at least two (2), but no more than three (3), decimal places listed and may or may not have sections listed. No  
1561 subsection shall be placed in a section if the first number to the right of the decimal point is a zero. Each sub-  
1562 section placed within a section shall have the first number to the right of the decimal point correspond to the  
1563 number of the section. Any delineation of a sub-section is limited to one (1) order which shall be indicated with a  
1564 small-case letter of the Latin alphabet. Notwithstanding this section, the Articles of Incorporation shall be  
1565 presented as filed with the State of Wisconsin. The entire governance manual shall contain line numbers, running  
1566 in continuous fashion for ease of reference.

1567

1568 **90.12 Headlines without Authority:** The table of contents of the governance manual and/or headlines of  
1569 chapters, sections, and/or sub-sections are without authority and listed for reference purposes only. The  
1570 Governance Committee shall alter the table and/or headlines to best reflect the contents as it sees fit.

1571

1572 **90.13 Pronoun Usage:** In all cases in this organization, the use of any pronoun shall apply to any gender identity.

1573

1574 **90.14 Standard Usage of Common terms:** The following terms shall be applied in the following manner:

- 1575 a. Organization – NAGAAA, Open Softball Division, Inc.
- 1576 b. Member Association – an individual member league who is recognized as a member of the organization.  
1577 Delegate or council member, not including a member of the board, may be used in place of member  
1578 association.
- 1579 c. Board – the NAGAAA Board of Directors

1580

1581 **SECTION 2 – AMENDMENTS**

1582

1583 **90.20 Amendments:** The Governance Committee shall prepare a standard form for council & committee use for  
1584 amendments to the governance manual. Amendments shall be reviewed by the committee and/or parliamentarian  
1585 who shall concur that the amendment conforms to the form and style of the governing manual. A non-concurrence  
1586 by the committee and/or parliamentarian shall not prevent action on the amendment but shall be relayed to the  
1587 Council and/or committee of jurisdiction.

1588

1589 **90.21 Revisions:** Upon adoption, the committee shall assist the parliamentarian and/or Secretary in preparing  
1590 adopted revisions to the manual for publication.

1591

1592 **90.22 Notice of Revisions:** The Secretary shall provide notice to the members whenever revisions are authorized  
1593 by the body of jurisdiction and published by the Secretary.

1594

1595 **90.23 Annotations of Changes:** The committee, in conjunction with the Secretary, shall compile and record a  
1596 cross-reference log of amendments adopted to the governance manual and the minutes of the action.

1597

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1600**VOLUME IV - ADMINISTRATIVE POLICIES**

VOLUME 4			PAGE
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	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 & 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 & Policy	57
	Chapter 300	GSWS Tournament Roster Submission Policy	57
	Chapter 305	GSWS Host Hotel Deposit & 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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1625**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 & 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 & 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. Nominees must have been active in

1626 NAGAAA for at least ten (10) years to be nominated. The chairperson of the Hall of Fame shall communicate to the  
 1627 living members of the Hall of Fame all deadlines for nominations and issue appropriate reminder as they see fit.  
 1628

1629 **100.05 Election of Members:** By the date listed in this chapter, the Hall of Fame Chair shall send all legal  
 1630 nominations to the members of the Hall of Fame with a ballot for each nomination. The Chair shall work in  
 1631 conjunction with the Webmaster to make ballot access feasible for the members of the Hall of Fame. Each living  
 1632 Hall of Fame member shall vote "Yes" or "No" indicating whether or not to permit membership for the nominee.  
 1633 The ballots shall be returned by the date listed in this chapter. The Hall of Fame Chair and Board Liaison shall  
 1634 individually review, tally, and audit the ballots to determine the number of votes each nominee received and if  
 1635 election was achieved.

1636 a. At the close of the balloting process described in this section, the Chair shall appoint the Veterans  
 1637 Committee, consisting of twelve (12) living Hall of Fame members. The Chair shall forward all nominations  
 1638 (with biographical information) which received at least fifty-percent (50%) of the votes of the living  
 1639 members but were not elected to the Hall of Fame to these committee members.

1640 b. Notwithstanding this section, the Veterans committee, shall be granted seven (7) days to review the  
 1641 nominations and each member shall cast a ballot of "Yes" or "No" for each nomination. The Veterans  
 1642 committee shall elect, by a two-thirds (2/3) vote of their number voting, any number of persons to the  
 1643 Hall of Fame deserving of the recognition consistent with the purposes of this program and regardless of  
 1644 nomination or election by the balance of the existing Hall of Fame members. The Chair and Board Liaison  
 1645 shall audit the results of the Veterans Committee.  
 1646

1647 **100.06 Results of Election:** No later than June 15, and beginning in 2020 and thereafter, no later than March 1,  
 1648 the Hall of Fame Chair shall notify each nominator of an elected nominee of the results of the balloting who shall  
 1649 be provided one (1) week to communicate to the nominees the results of the election. Following this notice, the  
 1650 Hall of Fame Chair shall draft a communication to the Hall of Fame and Board of Directors the identities of the  
 1651 newly elected members of the Hall of Fame. The Chair shall report the results to the members of the Hall of Fame.  
 1652 The Secretary shall report this information to the NAGAAA Council, member associations, and the general public.  
 1653

1654 **100.07 Hall of Fame Induction:** Newly elected members of the Hall of Fame shall be inducted at a dinner held in  
 1655 conjunction with the annual Gay Softball World Series (GSWS). Inductees shall receive one (1) complimentary  
 1656 ticket to the event. The Induction Dinner shall be a NAGAAA sanctioned event and subject to all policies and  
 1657 procedures of this organization.

1658 a. At the winter meeting in the year of the GSWS, the Host City shall provide to the chair a list of available  
 1659 venue options for the Hall of Fame dinner. Within sixty (60) days of the adjournment of the Winter  
 1660 Meeting, the Hall of Fame chair shall have selected a venue, prepared a draft contract for review by the  
 1661 Executive Assistant and execution by the Commissioner, and communicated said to the Host City and  
 1662 Board of Directors. The venue and conduct of the dinner shall conform to guidelines created and  
 1663 maintained by the Chair.

1664 b. The Chair shall be responsible for creating the program of the Induction dinner, designing and procuring  
 1665 the new inductee shirts, and general logistics and operations of the induction.  
 1666

1667 **100.08 Suspension of Rights & Privileges:** Any member of the Hall of Fame not in good standing as a member of  
 1668 NAGAAA shall be suspended of all rights and privileges as a member of the Hall of Fame, including participation in  
 1669 any NAGAAA sanctioned event until compliance is achieved and good-standing restored in the determination of  
 1670 the Hall of Fame chair and NAGAAA Treasurer.

1671 a. Not in good standing shall be liberally construed and interpreted to indicate any member who is deemed  
 1672 ineligible by this organization to participate in any NAGAAA sanctioned event for any variety of reasons.  
 1673

## 1674 SECTION 1 – DEADLINES

1675  
 1676 **100.10 Deadlines:** The following are deadlines established for the Hall of Fame which shall be incorporated into  
 1677 the Master Deadline schedule of this organization:

1678

Date	Action
January 1	Hall of Fame Nomination period opens
March 15	Hall of Fame Nomination period closes
April 15	Hall of Fame Nominations & ballots delivered to members
May 15	Hall of Fame Ballots due
June 15	Hall of Fame Chair notifies nominators of results of election
BEGINNING IN 2020 & THEREAFTER	
October 1	Hall of Fame Nomination period opens
December 31	Hall of Fame Nomination period closes
January 15	Hall of Fame Nominations & ballots delivered to members
February 15	Hall of Fame Ballots due
March 1	Hall of Fame Chair notifies nominators of results of election

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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 & 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 & 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. The Executive Assistant is a non-voting member of the Board of Directors. The Parliamentarian serves the Board of Directors at the request of the Commissioner.

#### 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.

- 1717 b. Establish strategic purpose and direction for NAGAAA by participating in regular working sessions to  
 1718 create operating policies and procedures and monitoring its performance.  
 1719 c. Represent NAGAAA and its programs and services to stakeholders, including delegate, member  
 1720 associations, players, Hall of Famers, sponsors and partners.  
 1721 d. Demonstrate fiscal responsibility and ensure the financial health of NAGAAA through conformance to up-  
 1722 to-date fiscal policies and procedures and through ongoing analysis of financial reports.  
 1723 e. Ensure effective performance of NAGAAA's programs through ongoing program planning and evaluation.  
 1724 f. Ensure conformance to federal, state, and local laws and agency policies and procedures.  
 1725

1726 **110.11 General Duties of All Board Members:** Every member of the Board of Directors has the following duties:

- 1727 a. Attends all board meetings, including working sessions, and votes as a member in good standing.  
 1728 b. Serves on at least one committee and attends 80% of committee meetings.  
 1729 c. Builds collegial working relationship that contributes to consensus.  
 1730 d. Contributes financially as able to NAGAAA.  
 1731 e. Attends all Council meetings, the GSWS, & NAGAAA Cup.  
 1732 f. Makes serious commitment to participate actively in Board and committee work.  
 1733 g. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.  
 1734 h. Stays informed about Board policies and committee matters, prepares themselves well for meetings, and  
 1735 reviews and comments on minutes and reports.  
 1736

1737 **110.12 General Time & Financial Commitment of Board Members:** Every member of the Board of Directors will  
 1738 have varying amounts of time required for their specific office. Each Board member should expect and be prepared  
 1739 to dedicate at least 500 hours over a calendar year to the work of the organization with a rapidly changing  
 1740 schedule. Financial support of the organization is encouraged. Membership on the Board is a serious role and will  
 1741 require significant time away from family, work, and local community.  
 1742

1743 **110.13 Benefits of Board Members:** Service on the Board of Directors is a rewarding opportunity to lead a  
 1744 significant and relevant organization to the lives of LGBTQ+ athletes. It is a privilege and honor to be a leader of  
 1745 this organization and be leaders building the foundation of future success of this organization.  
 1746

1747 **SECTION 2 – COMMISSIONER**

1748 **110.20 Officer Title:** Commissioner  
 1749

1750 **110.21 Responsibilities:** The Commissioner is responsible and accountable for the following objectives, tasks,  
 1751 roles, and duties:  
 1752

- 1753 a. **Vision & Mission:** The Commissioner shall communicate the mission and vision of this organization,  
 1754 coordinate and lead the strategic thinking towards the establishment of long and short-term goals, lead  
 1755 the board in developing a mission driven culture, and work to create a culture of mutual respect and  
 1756 inclusiveness.  
 1757 b. **Leadership Development:** The Commissioner shall recruit and develop leaders to serve on committees  
 1758 of this organization, ensure the participation of elected and appointed leaders of this organization.  
 1759 c. **Management:** The Commissioner shall ensure adherence to legal standards and ethical norms and be  
 1760 responsible for the management of this organization, including responsibility for compliance with the  
 1761 governing documents and internal policies of this organization.  
 1762 d. **External Relations:** The Commissioner shall be responsible for the external relations of this organization  
 1763 and act as the ambassador for the organization.  
 1764

1765 **110.22 Duties:** In fulfilling the responsibilities of office, the Commissioner shall perform the following duties:

- 1766 a. Preside over meetings of the council, board, host cities and committee chairs.  
 1767 b. Oversee the general operations of the NAGAAA Board and the organization.  
 1768 c. Set meeting dates and prepare agendas.  
 1769 d. Review agendas and supporting materials prior to meetings.

- 1770 e. Attend all board meetings and other meetings necessary for the operation of the organization.  
 1771 f. Appoint the Parliamentarian at each Council meeting.  
 1772 g. Negotiate and execute all contracts for this organization.  
 1773 h. Coordinate and partner with the Treasurer to create a proposed annual budget.  
 1774 i. Serve as co-signer of NAGAAA checking account.  
 1775 j. Maintain an acute working knowledge of the issues pertaining to NAGAAA.  
 1776 k. Provide leadership support and advice to the officers and leaders of this organization.  
 1777 l. Manage communications and documents for Membership Applications, Proof of Voting Rights, and GSWS  
 1778 bid intents.  
 1779 m. Attend GSWS.  
 1780 n. Other duties as prescribed by the governing documents of this organization.  
 1781 o. Other duties as determined by the Board of Directors.  
 1782

1783 **110.23 Knowledge, Skills, & Abilities:** The Commissioner should demonstrate understanding and competence  
 1784 in the following knowledge, skills, & abilities:

- 1785 a. Professional experience with leadership training.  
 1786 b. Diplomatic Skills.  
 1787 c. A natural affinity for cultivating relationships.  
 1788 d. Public Speaking.  
 1789 e. Passion for improving lives.  
 1790 f. Commitment to the mission and vision of the organization.  
 1791

1792 **110.24 Time & Financial Commitment:** The Commissioner should be prepared to dedicate significant amounts  
 1793 of time to the leadership of and planning for this organization, including significant time apart from family,  
 1794 relationships, and work. The Commissioner must have the ability to travel. Attendance at and work for this  
 1795 organization will consume roughly 2,500 – 3,000 hours per calendar year.  
 1796

1797 **110.25 Benefits:** The benefits of this office include travel opportunities across North America, increased  
 1798 networking opportunities with other athletic organizations, commercial enterprises, and non-profit organizations,  
 1799 interaction and leadership with an international organization, refining and sharpening of management and  
 1800 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.  
 1801

1802 **110.26 Programs:** The Commissioner serves *ex officio* to all NAGAAA Programs.  
 1803

1804 **110.27 Committees:** The Commissioner serves *ex officio* in all NAGAAA Committees and is the designated  
 1805 liaison of the Board to the Hall of Fame and Archives Program committees.  
 1806

### 1807 SECTION 3 – ASSISTANT COMMISSIONER

1808  
 1809 **110.30 Officer Title:** Assistant Commissioner  
 1810

1811 **110.31 Responsibilities:** The Assistant Commissioner is responsible and accountable for the following  
 1812 objectives, tasks, roles, and duties:

- 1813 a. Athletics: In conjunction with the Athletic Director, oversees the NAGAAA sanctioned tournaments with  
 1814 emphasis on player eligibility, the rules of fair play, protests, communications with managers, and other  
 1815 relevant issues of the game.  
 1816 b. Communication: The Assistant Commissioner is responsible to ensure that communication pertaining to  
 1817 NAGAAA sanctioned tournaments accurately conveys requirements, deadlines and processes that  
 1818 facilitate member city participation.  
 1819 c. Leadership: The Assistant Commissioner is responsible for maintaining a working relationship with the  
 1820 Commissioner and other officers and knowledge of the mission and vision of this organization. The  
 1821 Assistant Commissioner shall assume the role of the Commissioner as required by the bylaws.  
 1822



1823 **110.32 Duties:** In fulfilling the responsibilities of office, the Assistant Commissioner shall perform the following  
 1824 duties:

- 1825 a. Manage the logistics team for each NAGAAA sanctioned tournament.
- 1826 b. Oversee operation of the NAGAAA roster and player database.
- 1827 c. Prepare communications for the member associations related to NAGAAA athletic issues.
- 1828 d. Attend all board meetings and other meetings necessary for the operation of the organization.
- 1829 e. Serve as co-signer of NAGAAA checking account.
- 1830 f. Provide advice and knowledge to the Treasurer on the fiscal conditions and cash flow of each NAGAAA  
 1831 sanctioned tournament for the preparation of the budget.
- 1832 g. Maintain an acute working knowledge of the issues pertaining to NAGAAA.
- 1833 h. Provide leadership support and advice to the officers and leaders of this organization.
- 1834 i. Attend GSWS.
- 1835 j. Other duties as prescribed by the governing documents of this organization.
- 1836 k. Other duties as determined by the Commissioner and/or the Board of Directors.

1837  
 1838 **110.33 Knowledge, Skills, & Abilities:** The Assistant Commissioner should demonstrate understanding and  
 1839 competence in the following knowledge, skills, & abilities:

- 1840 a. Effective communication including facilitating group discussions and oral and written skills.
- 1841 b. Management of people.
- 1842 c. Policy and process development.
- 1843 d. Diplomatic Skills.
- 1844 e. Problem solving ability, including technology awareness for emerging solutions.
- 1845 f. Prioritize competing interests and goals, manage time to ensure successful completion of all work  
 1846 assignments and engage constituents to acquire feedback and insights.
- 1847 g. Help develop skills and mentor members-at-large for future board position.
- 1848 h. Maintain a thorough understanding of the NAGAAA Rating System, the Protest Process Protocols, Bracket  
 1849 and Game Scheduling, USA Softball rules, NAGAAA's Delegate Toolkit and online tools, and registration  
 1850 requirements.

1851  
 1852 **110.34 Time & Financial Commitment:** The Assistant Commissioner 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 Assistant Commissioner 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 Assistant Commissioner is not assigned to any program but assists as requested and  
 1865 able.

1866  
 1867 **110.37 Committees:** The Assistant Commissioner is the designated liaison of the Board to the Athletics  
 1868 committee and the GSWS Logistics team.

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  
 1878 Directors.  
 1879 b. Communication: The Secretary shall maintain and execute all official internal communications to the  
 1880 member associations, council, Board of Directors, committee chairs, and other relevant parties.  
 1881 c. Membership: The Member-at-Large shall field and answer constituent matters from existing and potential  
 1882 member associations in conjunction with committee assigned membership duties.  
 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.  
 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. Aid the committee assigned membership duties in communication with existing and potential new  
 1892 member associations.  
 1893 f. Communicate and interact with voting representatives and member associations.  
 1894 g. Collect and maintain executed contracts.  
 1895 h. Maintain template of Partnership Agreement.  
 1896 i. Distribute constituent emails received from NAGAAA website to appropriate officer for response.  
 1897 j. Facilitate any necessary filings of administrative changes for NAGAAA that occur.  
 1898 k. Facilitate systems/processes for how the Board executes collaborative duties including monthly to-do  
 1899 lists.  
 1900 l. Co-manage NAGAAA social media outlets with the business development officer.  
 1901 m. Manage Survey Monkey account.  
 1902 n. Collect USA Softball proof for teams participating in GSWS and NAGAAA Cup.  
 1903 o. Produce necessary documents for meetings.  
 1904 p. Maintain a history of NAGAAA documentation through Google Drive.  
 1905 q. Participate in Board Conference Calls and Council Meetings.  
 1906 r. Assist w/preparation for Council Meetings.  
 1907 s. Provide support to Board members as requested.  
 1908 t. Attend GSWS.  
 1909 u. Assist w/GSWS (as assigned by Athletic Director).  
 1910 v. Other duties as prescribed by the governing documents of this organization.  
 1911 w. Other duties as determined by the Commissioner and/or the Board of Directors.  
 1912

1913 **110.43 Knowledge, Skills, & Abilities:** The Secretary should demonstrate understanding and competence in the  
 1914 following knowledge, skills, & abilities:

- 1915 a. Good communications skills.  
 1916 b. Able to speak in front of large groups.  
 1917 c. Good organizational skills.  
 1918 d. Basic computer knowledge.  
 1919 e. Advanced knowledge of Email, Google Drive, and Microsoft Office.  
 1920 f. Ability to travel.  
 1921

1922 **110.44 Time & Financial Commitment:** The Secretary should be prepared to dedicate significant amounts of time  
 1923 to the administration and execution of the duties of the office, including significant time apart from family,  
 1924 relationships, and work. The Secretary must have the ability to travel. Attendance at and work for this organization  
 1925 will consume roughly 800-1,000 hours per calendar year.  
 1926

1927 **110.45 Benefits:** The benefits of this office include travel opportunities across North America, interaction and  
 1928 leadership with an international organization and its members, refining and sharpening of management and  
 1929 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.  
 1930

1931 **110.46 Programs:** The Secretary is not assigned to any program but assists as requested and able.  
 1932

1933 **110.47 Committees:** The Secretary is the designated liaison of the Board to the Marketing Communications and  
 1934 Membership committees.  
 1935

## 1936 SECTION 5 – TREASURER

1937  
 1938 **110.50 Officer Title:** Treasurer  
 1939

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

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

1948 **110.52 Duties:** In fulfilling the responsibilities of office, the Treasurer shall perform the following duties:

- 1949 a. Selection & designation of financial institutions
- 1950 b. Creating and serving as legal signatory on checks
- 1951 c. Managing investments of excess and reserve funds
- 1952 d. Ensure the organizations financial activities are in compliance with G.A.A.P. (Generally Accepted  
 1953 Accounting Principles) and IRS code pertaining to 501c3 status of the organization
- 1954 e. Be knowledgeable about who has access to the organization's funds
- 1955 f. Be knowledgeable of any outstanding bills or debts owed
- 1956 g. Develop systems for keeping cash flow manageable
- 1957 h. Develop the annual budget as well as comparing the actual revenues and expenses incurred against the  
 1958 budget.
- 1959 i. Overseeing the development of and compliance with the organization's financial policies.
- 1960 j. Report regularly to the Board of key financial events, trends, concerns, and assessment of fiscal health
- 1961 k. Complete required financial reporting forms in a timely fashion and report said to the board
- 1962 l. Provide support to Board members as requested.
- 1963 m. Attend GSWS.
- 1964 n. Assist w/GSWS (as assigned by Athletic Director).
- 1965 o. Other duties as prescribed by the governing documents of this organization.
- 1966 p. Other duties as determined by the Commissioner and/or the Board of Directors.  
 1967

1968 **110.53 Knowledge, Skills, & Abilities:** The Treasurer should demonstrate understanding and competence in the  
 1969 following knowledge, skills, & abilities:

- 1970 a. Financial literacy
- 1971 b. General accounting knowledge
- 1972 c. Attention to detail
- 1973 d. Timeliness in completing tasks
- 1974 e. Neat and accurate record keeping
- 1975 f. Willingness to ask questions
- 1976 g. Trustworthiness  
 1977

1978 **110.54 Time & Financial Commitment:** The Treasurer should be prepared to dedicate significant amounts of time  
 1979 to the administration and execution of the duties of the office, including significant time apart from family,

1980 relationships, and work. The Treasurer must have the ability to travel. Attendance at and work for this organization  
 1981 will consume roughly 2,000-2,500 hours per calendar year.

1982

1983 **110.55 Benefits:** The benefits of this office include travel opportunities across North America, interaction and  
 1984 leadership with an international organization and its members, refining and sharpening of management and  
 1985 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

1986

1987 **110.56 Programs:** The Treasurer is not assigned to any program but assists as requested and able.

1988

1989 **110.57 Committees:** The Treasurer is the designated liaison of the Board to the Finance & Audit committee.

1990

## 1991 SECTION 6 – BUSINESS DEVELOPMENT

1992

1993 **110.60 Officer Title:** Business Development

1994

1995 **110.61 Responsibilities:** The Business Development Officer is responsible and accountable for the following  
 1996 objectives, tasks, roles, and duties:

- 1997 a. Financial/In-Kind Support: The Business Development officer shall build and maintain long-term business  
 1998 relationships with organizations who can, financially or in-kind, affect the bottom line of the  
 1999 organization’s annual projected budget and offset expenses through revenue.
- 2000 b. Marketing/Brand: The Business Development officer shall ensure the organization’s brand is elevated, the  
 2001 website and social media are updated and maintained, and the organization’s presence in the print media  
 2002 is positive and proactive.

2003

2004 **110.62 Duties:** In fulfilling the responsibilities of office, the Business Development officer shall perform the  
 2005 following duties:

- 2006 a. Develop and implement a strategic plan for obtaining one-time sponsorships and long-term  
 2007 partnerships at the NAGAAA level and act as an advisor to the GSWS host committee(s) on all things  
 2008 pertaining to local/GSWS sponsorships.
- 2009 b. Create a partnership packet that effectively communicates the value that can be gained from being a  
 2010 partner with NAGAAA and levels of partnerships.
- 2011 c. Coordinate requests for proposals (RFP’s) for vendors and other third-party service providers when  
 2012 requested.
- 2013 d. Prepare contracts for corporate, in-kind and external vendor relationships.
- 2014 e. Provide oversight for partner brand activation, including materials, signage and advertising, onsite  
 2015 vendor placement and promotion, reporting results (ROI) to the brand teams.
- 2016 f. Conduct ongoing marketing and demographic surveys to elevate the “value” of NAGAAA to our current  
 2017 and potential sponsors and partners.
- 2018 g. Act as an advisor to member associations on all things business development, including the development  
 2019 of leads for member associations.
- 2020 h. Maintain the integrity of the NAGAAA brand.
- 2021 i. Develop and implement a marketing plan for expanding awareness and elevating the NAGAAA brand to all  
 2022 audiences internal and external.
- 2023 j. Prepare and distribute press releases and marketing communications that promote NAGAAA’s brand and  
 2024 our events.
- 2025 k. Oversee all NAGAAA social media (Facebook, Twitter, Instagram, etc.).
- 2026 l. Update and maintain the NAGAAA website.
- 2027 m. Act as an advisor to member associations on all things business development, including the development  
 2028 of leads for member associations.
- 2029 n. Attend GSWS.
- 2030 o. Assist with the GSWS (as assigned by Athletic Director).
- 2031 p. Other duties as prescribed by the governing documents of this organization.
- 2032 q. Other duties as determined by the Commissioner and/or the Board of Directors.

- 2033
- 2034 **110.63 Knowledge, Skills, & Abilities:** The Business Development officer should demonstrate understanding
- 2035 and competence in the following knowledge, skills, & abilities:
- 2036 a. Strong communications skills.
- 2037 b. Design and branding experience.
- 2038 c. Able to forge a relationship with print publications and media.
- 2039 d. Experience with project management software (Trello, Huddle and/or Excel).
- 2040 e. Cloud storage knowledge (Dropbox and/or Google Drive).
- 2041 f. Knowledge of social media channels, including Hootsuite.
- 2042 g. Strong marketing and communications skills (Word/PPT).
- 2043 h. Sales/development background and presentation (PPT).
- 2044 i. Online meeting platforms (FreeConferenceCall.com).
- 2045 j. Research and trend analysis (Internet, Google Analytics, Grant Station and/or Survey Monkey).
- 2046
- 2047 **110.64 Time & Financial Commitment:** The Business Development officer should be prepared to dedicate
- 2048 significant amounts of time to the administration and execution of the duties of the office, including significant
- 2049 time apart from family, relationships, and work. The Business Development officer must have the ability to travel.
- 2050 Attendance at and work for this organization will consume roughly 400-800 hours per calendar year.
- 2051
- 2052 **110.65 Benefits:** The benefits of this office include travel opportunities across North America, interaction and
- 2053 leadership with an international organization and its members, the reward of assisting member associations with
- 2054 marketing, PR, and sponsorship ideas, development of sales, contract negotiation and communication skills, and
- 2055 development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.
- 2056
- 2057 **110.66 Programs:** The Business Development officer is not assigned to any program but assists as requested
- 2058 and able.
- 2059
- 2060 **110.67 Committees:** The Business Development officer is the designated liaison of the Board to the Fundraising
- 2061 & Sponsorship committees.
- 2062
- 2063 **SECTION 7 – OPERATIONS DIRECTOR**
- 2064
- 2065 **110.70 Officer Title:** Operations Director
- 2066
- 2067 **110.71 Responsibilities:** The Operations Director is responsible and accountable for the following objectives,
- 2068 tasks, roles, and duties:
- 2069 a. **Governance Duties:** The Operations Director shall prioritize, execute, and be accountable for the
- 2070 fulfillment of the duties of this organization to its members as a body corporate.
- 2071 b. **Administrative Duties:** The Operations Director shall prioritize, execute, and be accountable for the
- 2072 fulfillment of all administrative and logistical duties including adherence to legal standards and ethical
- 2073 norms.
- 2074 c. **Leadership Accountability:** The Operations Director shall facilitate project management and
- 2075 accountability systems for the duties and responsibilities of the Board of Directors, Committee chairs,
- 2076 and other leaders within this organization.
- 2077
- 2078 **110.72 Duties:** In fulfilling the responsibilities of office, the Operations Director shall perform the following
- 2079 duties:
- 2080 a. Under the oversight of the Commissioner, guide the general operations of the NAGAAA Board and the
- 2081 organization.
- 2082 b. Attend all board meetings and other meetings necessary for the operation of the organization.
- 2083 c. In conjunction with the Commissioner, set meeting dates, prepare agendas, and review meeting materials
- 2084 prior to meetings.

- 2085 d. Coordinate all logistical duties and planning details for Council, Board, and committee meetings and  
2086 corporate activities.
- 2087 e. Facilitate Host Hotel blocks for all meetings under the direction of the Commissioner.
- 2088 f. Coordinate and partner with the Treasurer & Commissioner to create a proposed annual budget.
- 2089 g. Maintain an acute working knowledge of the issues pertaining to NAGAAA.
- 2090 h. Facilitate any necessary filings of administrative changes for NAGAAA that occur.
- 2091 i. Implement project management and accountability systems for this organization.
- 2092 j. Appoint project teams as necessary for the completion of projects and tasks.
- 2093 k. Provide reports to the Board of Directors and leadership on status of projects/duties/tasks.
- 2094 l. Provide leadership support and advice to the officers and leaders of this organization.
- 2095 m. Coordinate order of Board shirts with NAGAAA Apparel Vendor.
- 2096 n. Receive board candidate nominations.
- 2097 o. Arrange for background checks of candidates who accept nomination.
- 2098 p.
- 2099 q. Attend GSWS and assist as requested by the Athletic Director.
- 2100 r. Other duties as prescribed by the governing documents of this organization.
- 2101 s. Other duties as determined by the Commissioner and/or the Board of Directors.
- 2102

2103 **110.73 Knowledge, Skills, & Abilities:** The Operations Director should demonstrate understanding and  
2104 competence in the following knowledge, skills, & abilities:

- 2105 a. Proficiency and understanding of the Governing Manual, NAGAAA operations, and other relevant  
2106 governing and administrative applications for this organization.
- 2107 b. Good communications skills, including written and oral skills.
- 2108 c. Project management experience and demonstrable skills
- 2109 d. Ability to work cooperatively with others.
- 2110 e. Dispute resolution skills.
- 2111 f. Good organization skills.
- 2112 g. Ability to travel.
- 2113 h. Commitment to the mission and vision of the organization.
- 2114

2115 **110.74 Time & Financial Commitment:** The Operations Director should be prepared to dedicate significant  
2116 amounts of time to the planning and execution of the strategic vision for this organization, including significant  
2117 time apart from family, relationships, and work. The Operations Director must have the ability to travel.  
2118 Attendance at and work for this organization will consume roughly 2,000 – 2,500 hours per calendar year.

2119

2120 **110.75 Benefits:** The benefits of this office include travel opportunities across North America, increased  
2121 networking opportunities with other athletic organizations, commercial enterprises, and non-profit organizations,  
2122 interaction and leadership with an international organization, refining and sharpening of management and  
2123 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.

2124

2125 **110.76 Programs:** The Operations Director serves *ex officio* to all NAGAAA Programs for the purposes of  
2126 logistics and administrative direction.

2127

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

2130

## 2131 SECTION 8 – ATHLETIC DIRECTOR

2132

2133 *NOTE: The Athletic Director Job Description listed here is a placeholder pending final approval of the job*  
2134 *description.*

2135

2136 **110.80 Officer Title:** Athletic Director

2137  
 2138 **110.81 Responsibilities:** The Operations Director is responsible and accountable for the following objectives,  
 2139 tasks, roles, and duties:  
 2140

2141 **110.82 Duties:** In fulfilling the responsibilities of office, the Athletic Director shall perform the following duties:  
 2142

2143 **110.83 Knowledge, Skills, & Abilities:** The Athletics Director should demonstrate understanding and  
 2144 competence in the following knowledge, skills, & abilities:  
 2145

2146 **110.84 Time & Financial Commitment:**  
 2147

2148 **110.85 Benefits:**  
 2149

2150 **110.86 Programs:**  
 2151

2152 **110.87 Committees:**  
 2153

## CHAPTER 111 – JOB DESCRIPTIONS OF THE APPOINTED OFFICERS OF THE BOARD OF DIRECTORS & THIS ORGANIZATION

### SECTION 1 – PAST COMMISSIONER

2157  
 2158  
 2159 **111.10 Officer Title:** Past Commissioner  
 2160

2161 **111.11 Responsibilities:** The Past Commissioner is responsible and accountable for the following objectives,  
 2162 tasks, roles, and duties:  
 2163

2164 **111.12 Duties:** In fulfilling the responsibilities of office, the Past Commissioner shall perform the following  
 2165 duties:  
 2166

2167 **111.13 Knowledge, Skills, & Abilities:** The Past Commissioner should demonstrate understanding and  
 2168 competence in the following knowledge, skills, & abilities:  
 2169

2170 **111.14 Time & Financial Commitment:** The Past Commissioner should be prepared to dedicate significant  
 2171 amounts of time to the administration and execution of the duties of the office. The Executive Assistant must have  
 2172 the ability to travel. Attendance at and work for this organization will consume roughly 400-600 hours per calendar  
 2173 year.  
 2174

2175 **111.15 Benefits:** The benefits of this office include travel opportunities across North America, interaction and  
 2176 leadership with an international organization and its members, refining and sharpening of management and  
 2177 organizational skills, and development of life-long and rewarding relationships with LGBTQ+ leaders and athletes.  
 2178

2179 **111.16 Programs:** The Past Commissioner is not designated as board liaison to any program.  
 2180

2181 **111.17 Committees:** The Past Commissioner is not designated as board liaison to any committee.  
 2182

### SECTION 2 – PARLIAMENTARIAN

2183  
 2184  
 2185 **111.20 Officer Title:** Parliamentarian  
 2186

2187 **111.21 Responsibilities:** The Parliamentarian is an advisor to the Commissioner during the conduct of meetings  
 2188 and to the Board of Directors and committees in matters relating to the governance of this organization and for  
 2189 procedural questions during policy development.  
 2190

2191 **111.22 Duties:** In fulfilling the responsibilities of office, the Parliamentarian shall perform the following duties:

- 2192 a. Attend Council Meetings.
- 2193 b. Attend Board of Directors meetings and calls as required.
- 2194 c. Interpret enacted policy.
- 2195 d. Provide advice to the chair of the Council and committee chairs.
- 2196 e. Rule on matters of parliamentary law and procedural practice.
- 2197 f. Draft policy as required.
- 2198 g. Communicate with member associations on behalf of the Commissioner and/or Board of Directors.

2199

2200 **111.23 Knowledge, Skills, & Abilities:** The Parliamentarian should demonstrate understanding and competence  
 2201 in the following knowledge, skills, & abilities:

- 2202 a. Mastered proficiency in parliamentary law, Robert's Rules of Order, Wisconsin Corporate Law, Internal  
 2203 Revenue Code, & other prevailing governance statutes.
- 2204 b. Excellent proficiency and understanding of the Governing Manual and NAGAAA operations.
- 2205 c. Good communications skills, including written and oral skills.
- 2206 d. Ability to work cooperatively with others.
- 2207 e. Dispute resolution skills.
- 2208 f. Good organization skills.
- 2209 g. Ability to travel.

2210

2211 **111.24 Time & Financial Commitment:** The Parliamentarian should be prepared to dedicate moderate amounts  
 2212 of time to the duties of the office. The Parliamentarian must have the ability to travel. Attendance at and work for  
 2213 this organization will consume roughly 100-200 hours per calendar year.  
 2214

2215

2216 **111.25 Benefits:** The benefits of this office include travel opportunities across North America, interaction and  
 2217 leadership with an international organization and its members, and development of life-long and rewarding  
 2218 relationships with LGBTQ+ leaders and athletes.

2219

2220 **111.26 Programs:** The Parliamentarian is not assigned to any NAGAAA program.

2221

2222 **111.27 Committees:** The Parliamentarian serves all committees *ex officio* at the request of the Commissioner.

2223

## 2224 **CHAPTER 115 – NOMINATION PROCESS FOR CANDIDATES FOR THE BOARD OF DIRECTORS**

2225

2226 **115.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2227 any board meeting.

2228

2229 **115.02 Purpose & Authority:** The purpose of this policy is to provide a process and parameters for nomination of  
 2230 candidates to the Board of Directors of this organization. The authority for this policy is granted in 2.08 of the  
 2231 Governing Manual.

2232

2233 **115.03 Nomination Process Oversight:** The Member-at-Large shall be responsible for oversight of this  
 2234 nomination process and ensuring that appropriate actions are taken by this organization, its vendors, and  
 2235 volunteers to comply with and implement this policy. In the event that the Member-at-Large shall be a candidate  
 2236 for any office in the nomination period, the Executive Assistant or a member of the Board of Directors chosen by  
 2237 the board whom is not a nominee shall replace the Member-at-Large for responsibility of the process. This  
 2238 replacement official shall be empowered and required to perform all acts designated to the Member-at-Large as  
 2239 listed in this chapter.



2240 **115.04 Nomination Period & Notice:** On the day of the adjournment of the Summer Meeting of the Council, the  
 2241 Secretary shall, in writing, inform the members of the Council of the opening of the nomination period for  
 2242 candidates to the Board of Directors. The Member-at-Large shall instruct the appropriate person or persons to  
 2243 open the on-line nomination form on this same day. The nomination period shall remain open until 11:59 PM PST  
 2244 of the forty-fifth (45) day preceding the next Winter Meeting.  
 2245

2246 **115.05 Nominator & Nominee Eligibility:** Nominations may be only made by the members of the Council. This  
 2247 includes only one (1) voting representative from each member association and the voting members of the Board of  
 2248 Directors. Nominations from any other person, including, but not limited to committee chairs, guests of the  
 2249 council, member association players or officers, or NAGAAA volunteers are not legal and shall not be considered by  
 2250 this organization. Any person in good standing in NAGAAA, regardless of any membership or activity level may be  
 2251 nominated for the Board of Directors.  
 2252

2253 **115.06 Required Information:** Nominators are required to provide the following information in the nomination:

- 2254 a. Nominator First & Last Name
- 2255 b. Nominator Phone
- 2256 c. Nominator Email
- 2257 d. Nominee First & Last Name
- 2258 e. Nominee Address, including City, State, & Zip
- 2259 f. Nominee Phone
- 2260 g. Nominee Email
- 2261 h. Nominee Member Association Affiliation (if any)
- 2262 i. Office Nominated For  
 2263

2264 **115.07 Consent to Nomination:** The Member-at-Large shall notify any person nominated of the nomination in  
 2265 writing and provide all needed biographical and consent forms following the close of the nomination period. Any  
 2266 person nominated for office and whom is eligible to that office shall consent in writing, in the form and manner  
 2267 provided for by the Board of Directors, to accept the nomination, to agree to and abide by the Board Member  
 2268 Expectations if so elected, and to undergo the mandatory background check process as appropriate. This consent  
 2269 shall be delivered to nominee via electronic mail and shall be returned to the Member-at-Large by the nominee by  
 2270 the thirtieth (30) day preceding the Winter Meeting. Any consent not signed nor completed fully shall constitute a  
 2271 non-consent to the nomination. Any nominee desiring to not consent to nomination is requested to make such a  
 2272 declaration in writing to the Member-at-Large via electronic mail at the earliest possible date. Upon the deadline  
 2273 for this consent or declination of nomination to be submitted, the Member-at-Large shall inform the Board of  
 2274 Directors of the list of nominees for each office, which shall be considered candidates for that office henceforth  
 2275 until the election is completed.  
 2276

## 2277 **CHAPTER 116 – BACKGROUND CHECK POLICY FOR CANDIDATES FOR THE BOARD OF DIRECTORS**

2278  
 2279 **116.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2280 any board meeting.  
 2281

2282 **116.02 Purpose & Authority:** The purpose of this policy is to provide a policy and process governing the  
 2283 background check of candidates for candidates to the Board of Directors of this organization. Nothing in this policy  
 2284 shall be construed to bar the election of any candidate that the Council may choose to elect. The authority for this  
 2285 policy is granted in 2.08 of the Governing Manual.  
 2286

2287 **116.03 Background Process Oversight:** A member, herein the “designee”, of the Board of Directors shall be  
 2288 designated by the Board and be responsible for oversight of this background check policy and process and ensuring  
 2289 that appropriate actions are taken by this organization, its vendors, and volunteers to comply with and implement  
 2290 this policy.  
 2291

2292 **116.04 Required Checks & Applicability:** Any person, regardless of office or incumbency, who has consented to  
 2293 be a candidate for office shall be subject to a criminal felony background check through a county criminal search  
 2294 and a national criminal search. Additionally, any person, regardless of office or incumbency, who has consented to  
 2295 their nomination for a specific office which has financial signatory powers as designated by the Board of Directors  
 2296 (currently the Commissioner, Assistant Commissioner, and Treasurer) shall be subject to a civil process check of  
 2297 bankruptcy actions of any kind (ex: Ch. 7, Ch. 11, etc.) in the preceding one (1) year from the date of the  
 2298 background check.  
 2299

2300 **116.05 Process Considerations:** The designee shall ensure that the required background checks are performed by  
 2301 the vendor and collect the report from the vendor. Should there be a record of a felony conviction or a bankruptcy  
 2302 within the last year on a candidate(s) for fiscal signatory offices, the designee shall inform the Commissioner of this  
 2303 record. If the Commissioner is a nominee for the office for which a nominee has a record of this activity, the  
 2304 designee shall inform the next non-elected Board member of this record. The designee and Commissioner, or next  
 2305 non-elected Board member, shall together engage the nominee in conversation regarding the circumstances of the  
 2306 record and inform the nominee of the duty to disclose this information to the Council prior to election if so  
 2307 determined. It shall be the decision, jointly, of the designee and Commissioner, or next non-elected Board  
 2308 member, to determine if the record must be disclosed.  
 2309

2310 **116.06 Duty to Disclose:** It is the duty of the Board of Directors to disclose the record in question of any nominee  
 2311 if so decided by the designee and Commissioner, or next non-elected Board member. This disclosure shall be made  
 2312 by the designee to the Council prior to any election for that office and the nominee shall be afforded the  
 2313 opportunity to provide context and/or personal disclosure of the record prior to the disclosure by the designee.  
 2314 The act of disclosure by the Board shall be conducted appropriately conveying only known facts, honoring the  
 2315 dignity of all persons involved, and without personal comment or opinion as the nature of the record.  
 2316

2317 **116.07 Nomination Declined at Any Time:** Any nominee may decline their nomination to office at any time,  
 2318 including after consenting to the nomination, in writing to the designee. Such a declination shall immediately halt  
 2319 any background check or disclosure.  
 2320

2321 **116.08 Records Confidential:** The records received by this organization as a result of this policy shall be strictly  
 2322 confidential and destroyed immediately after the election for which they have been obtained is completed and a  
 2323 nominee elected.  
 2324

## 2325 CHAPTER 200 – REGULAR SEASON ROSTER SUBMISSION POLICY

2326  
 2327 **200.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2328 any board meeting.  
 2329

2330 **200.02 Purpose & Authority:** The purpose of this chapter is to list the requirements for submission of the regular  
 2331 season rosters. The authority for this program is found in 20.10 of the Governing Manual.  
 2332

2333 **200.03 Submission of the Rosters:** Each member association shall submit, by the deadline listed in Chapter 70,  
 2334 the following information for each team and each player in the member association's qualifying season, excluding  
 2335 players who played in that association in a non-qualifying status. The Commissioner or highest elected leadership  
 2336 of each member association is responsible for ensuring that this expectation of NAGAAA membership is met.

- 2337 a. Teams: Each team of the regular qualifying season shall be reported by its known name and shall report  
 2338 its manager and their contact information.
- 2339 b. Rosters: Each player of a team shall be reported on the player's team roster and be identified by the  
 2340 player's preferred first name, legal last name as it appears on a government issued identification. and  
 2341 their birthyear (yyyy)
- 2342 c. Ratings: Each player shall have the rating assigned by the member association submitted along with the  
 2343 regular season roster. No rating for any player may be changed in any way at any time by any association  
 2344 following the deadline listed in Chapter 70.

2345  
 2346 **200.04 Manner of Submission:** The regular season rosters shall be submitted through the NAGAAA delegate  
 2347 toolkit. Member associations are encouraged to begin this process of submission well in advance of the deadline  
 2348 and seek the assistance of the Assistant Commissioner or Member-at-Large for help in entering this data. Any  
 2349 entry made into the toolkit may be revised at any time without penalty before the deadline for submission of the  
 2350 rosters.

2351  
 2352 **200.05 Sanctions:** All sanctions for errors, omissions, or failure to comply with the required submission of rosters  
 2353 shall be listed in Chapter 70.

## 2354 CHAPTER 250 – INELIGIBLE PLAYER ROSTER & POLICY

2356  
 2357 **250.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2358 any board meeting.

2359  
 2360 **250.02 Purpose & Authority:** The purpose of this chapter is to codify the responsibilities for the ineligible player  
 2361 list (formerly the banned player list) and create standard definitions for use. The authority for this program is  
 2362 found in 4.01 of the Governing Manual.

2363  
 2364 **250.03 Definitions:** The following definitions apply to this chapter and the Governing Manual in their plain  
 2365 meaning:

2366 a. **Good-Standing:** A member is in “good-standing” when they are not suspended or expelled from  
 2367 participation in NAGAAA sanctioned events by action of the Council or for failure to meet all financial  
 2368 requirements.

2369  
 2370 **250.04 Maintenance of the Ineligible List:** Following any action which would require any person to be placed on  
 2371 the ineligible list, the Assistant Commissioner shall report the information listed in this section to the Webmaster  
 2372 who shall update the list accordingly. The Webmaster shall maintain the ineligible list in a secure area of the  
 2373 NAGAAA delegate toolkit with access controlled as authorized by the Assistant Commissioner. The Webmaster  
 2374 shall cause the list to be updated when a player is removed from suspension or expulsion and keep archived all  
 2375 information from the list on the player so removed.

2376 a. **Information to be collected:** This information is needed for each person placed on the ineligible list; full  
 2377 legal name of the person, date of suspension or expulsion, member association of the person (as  
 2378 available), period of suspension or expulsion, and reason for suspension or expulsion.

## 2379 CHAPTER 300 – GSWS TOURNAMENT ROSTER SUBMISSION POLICY

2380  
 2381  
 2382 **300.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2383 any board meeting.

2384  
 2385 **300.02 Purpose & Authority:** The purpose of this chapter is to list the requirements for submission of the GSWS  
 2386 Tournament rosters for both regular tournament roster teams and open roster tournament teams. The authority  
 2387 for this program is found in 20.11 & 20.12 of the Governing Manual.

2388  
 2389 **300.03 Submission of the Rosters:** Each member association shall submit by the deadline listed in Chapter 70 the  
 2390 following information for each team that it is entering in the Gay Softball World Series, excluding players who  
 2391 played in that association in a non-qualifying status. The Commissioner or highest elected leadership of each  
 2392 member association is responsible for ensuring that this expectation of NAGAAA membership is met.

2393 a. **Teams:** Each team shall be reported by its known name and shall report its manager and their contact  
 2394 information.

2395 b. **Rosters:** Each player of a team shall be reported on the player’s team roster and be identified by the  
 2396 player’s preferred first name, legal last name as it appears on a government issued identification. and  
 2397 their birthyear (yyyy)

2398  
 2399 **300.04 Manner of Submission:** The GSWS Tournament rosters shall be submitted through the NAGAAA delegate  
 2400 toolkit. Member associations are encouraged to begin this process of submission well in advance of the deadline  
 2401 and seek the assistance of the Assistant Commissioner or Member-at-Large for help in entering this data. GSWS  
 2402 rosters may not be submitted after the deadline listed in Chapter 70.  
 2403

2404 **300.05 Classes Corrections/Changes:** There are created two (2) different classes of changes that may be made to  
 2405 a GSWS roster for which each class will have a corresponding different sanction or penalty.

2406 a. GSWS Administrative Changes: This class is defined as any correction to a rostered member's name or  
 2407 date of birth entry.

2408 b. GSWS Player Changes: This class is defined as any correction to a roster wherein a rostered member is  
 2409 deleted or added.  
 2410

2411 **300.06 Changes Prohibited:** The following changes to a GSWS roster are prohibited:

2412 a. Any change to a player's rating is a change to a regular season roster and is governed by Chapter 200. A  
 2413 player rating change following the deadline listed in Chapter 70 is prohibited.

2414 b. Following the submission of a GSWS roster, there can be no change made to that roster that would cause  
 2415 the team rating to increase above the team rating that was submitted before the deadline.  
 2416

2417 **300.07 USA Softball (ASA) Cards:** Every team that is entered in the GSWS must present a USA Softball (ASA)  
 2418 member card. Such cards may be purchased from local member associations or through NAGAAA. The Board of  
 2419 Directors shall publicize the manner of obtaining said cards to each member association. Cards are required by the  
 2420 deadline listed in Chapter 70.  
 2421

2422 **300.08 Entry Fees & Berth Reservations:** Each team must pay its entry fee by the deadline listed in Chapter 70.  
 2423 Member Associations must reserve berths in each division by the deadline listed in Chapter 70 and may cancel any  
 2424 berth reservation before the deadline listed in Chapter 70 for a full refund of fees paid.  
 2425

2426 **300.09 Sanctions:** All sanctions for errors, omissions, or failure to comply with the required submission of rosters  
 2427 shall be listed in Chapter 70 and clearly delineate the sanctions for each class of changes authorized in this section.  
 2428 Each correction of either class of correction shall be counted individually and the sanction applied to each count.

2429 a. The Assistant Commissioner and/or Commissioner may provide for exceptions to the deadlines and rules  
 2430 of the GSWS rosters without penalty on a case by case basis for the purposes of overcoming a hardship on  
 2431 the part of that team for circumstances that are beyond the natural control of the team and significantly  
 2432 impair or negate the ability of the team to participate in the GSWS. This rule shall be known as the  
 2433 "hardship rule".  
 2434

## 2435 **CHAPTER 305 – GSWS HOST HOTEL DEPOSIT & REQUIREMENTS**

2436  
 2437 **305.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2438 any board meeting.  
 2439

2440 **305.02 Purpose & Authority:** The purpose of this policy is to establish the required number of room nights  
 2441 reserved per team for the GSWS, the amount of the required deposit, the deadline for payment of that deposit,  
 2442 and the process for reimbursement of the deposit and conditions thereof. The authority for this policy is granted in  
 2443 30.41 of the Governing Manual.  
 2444

2445 **305.03 Requirements of Teams:** Each team of any member association entering the GSWS shall provide a \$300  
 2446 deposit payable to the Treasurer by July 15 to satisfy the host hotel requirement. Each team paying such a deposit  
 2447 must occupy a room at the tournament rate and provide evidence of 15 room nights of occupation at a host hotel  
 2448 of the GSWS as designated by NAGAAA. This requirement is not in effect on any team whose member association  
 2449 is the host association for that year's GSWS or any member association's team who primary metropolitan area is  
 2450 within ninety (90) miles of the metropolitan area of the GSWS host member association.

2451  
 2452 **305.04 Evidence of Occupation of Rooms:** The Treasurer may determine that a member association has met the  
 2453 requirement of room nights by submission of receipts from the member association indicating that said rooms  
 2454 were occupied. These receipts must be submitted to the Treasurer via email or postal mail after the GSWS but no  
 2455 later than 30 days preceding the Winter Meeting immediately following the GSWS. In lieu of the submission of  
 2456 receipts, the Treasurer may make a determination that the requirement is met by utilizing a master list from the  
 2457 host hotel indicating that occupation of rooms occurred. The Treasurer shall notify each member association, via  
 2458 the Secretary, prior to the GSWS if receipts will be needed or if the host hotel shall provide a master list of room  
 2459 occupants.

2460  
 2461 **305.05 Reimbursement of Deposit:** The Treasurer shall return the appropriate deposit amount to each member  
 2462 association which has met the required number of room nights per team by check to the member association  
 2463 representative in attendance at the Winter Meeting following the GSWS.

#### 2464 **CHAPTER 331– GSWS UMPIRE SELECTION POLICY**

2465  
 2466  
 2467 **331.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2468 any board meeting.

2469  
 2470 **331.02 Purpose & Authority:** The purpose of this policy is to ensure the selection of umpires consistent with the  
 2471 rules, regulations, and acts of this organization. The authority for this policy is granted in 30.04 of the Governing  
 2472 Manual.

2473  
 2474 **331.03 Umpire Reviews:** The UIC shall annually review umpires at the GSWS. Performance reviews of umpires  
 2475 shall be the domain of the UIC and shared with the NAGAAA Board of Directors as necessary by either party.  
 2476 Performance Reviews will be completed as follows: All first and second year umpires will be evaluated with a  
 2477 detailed evaluation form. All umpires with three (3) plus years of experience will be verbally counseled when areas  
 2478 of improvement exist. The verbal conversation will be documented and submitted with the final group of  
 2479 evaluations for that year's GSWS Report. Any umpire who receives an overall "needs improvement" evaluation,  
 2480 and/or is involved in an unprofessional encounter/incident with a player/manger will be automatically suspended  
 2481 for the following GSWS. A longer suspension may be assigned depending on the egregious nature of the incident.  
 2482 The final decision will be made jointly by the UIC staff and Athletic Director. Any umpire not so suspended is  
 2483 considered in good standing.

2484  
 2485 **331.035 UIC Appointment:** The Commissioner shall appoint the UIC by November 1<sup>st</sup> of a calendar for the GSWS of  
 2486 the following year.

2487  
 2488 **331.04 Umpire Nomination:** The UIC shall seek nominations of umpires for the GSWS by November 1<sup>st</sup> from the  
 2489 commissioners or authorized representatives of member associations. Such nominations shall be delivered by  
 2490 January 1<sup>st</sup> to the UIC.

2491  
 2492 **331.05 Umpire Selection:** The UIC shall, by May 31<sup>st</sup>, select and invite umpires to officiate the GSWS after  
 2493 considering the nominations of the members and the reviews of the umpire from previous years. Umpires will be  
 2494 awarded a position in that year's GSWS based on their order of response to an invitation (i.e. first to respond, first  
 2495 awarded). In order to assure consistency and experience with GSWS umpires, the UIC will issue two invitations.

2496 a. First, by February 15, umpires in good standing with five plus (5+) years of GSWS experience will be  
 2497 invited for the upcoming GSWS. Eighty-percent (80%) of the allotted umpire slots will be filled from this  
 2498 umpire pool receiving the first invitation and those responding affirmatively to the invitation. After this  
 2499 80% threshold has been met, a wait list will be started of those umpires whom responded to the  
 2500 invitation but were not awarded a position.

2501 b. Second, on March 1, umpires in good standing and with less than five (5) years of GSWS experience and  
 2502 all newly recommended umpires will be invited. The remaining twenty-percent (20%) of the allotted  
 2503 umpire slots will be filled from this umpire pool receiving the second invitation and those responding

2504 affirmatively to the invitation. After the 20% threshold has been met, all names of those umpires from the  
 2505 second pool whom responded to the invitation but were not awarded a position will be added to the wait  
 2506 list started from first umpire pool.

2507 c. If on March 15, there are any open umpire slots and no wait list, then umpires from either pool may fill  
 2508 the slots at the discretion of the UIC.

2509 Umpire selection shall represent the diversity of NAGAAA, including international membership.

2510

2511 **331.06 Notification to Umpires:** The UIC shall inform all nominated umpires of the status of their nomination by  
 2512 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  
 2513 provide the UIC staff with a copy of their current year USA Softball (ASA) or Softball Canada certification by July 1<sup>st</sup>  
 2514 in order to be eligible to umpire in the upcoming GSWS. It is the individual umpire's responsibility to confirm their  
 2515 certification has been received and accepted by the UIC staff.

2516

#### 2517 CHAPTER 341 – GSWS HOST CITY METROPOLITAN AREAS

2518

2519 **341.01 Jurisdiction:** This chapter shall be the jurisdiction of the Board of Directors and amended by majority at  
 2520 any board meeting.

2521

2522 **341.02 Purpose & Authority:** The purpose of this policy is to establish the metropolitan areas of each member  
 2523 association solely for the purposes of hosting the GSWS. The authority for this policy is granted in 30.13 of the  
 2524 Governing Manual.

2525

2526 **341.03 Metropolitan Area Defined:** In the United States, a metropolitan area is defined as the US Census  
 2527 Combined Statistical Area (CSA) or Metropolitan Statistical Area (MSA) when not located in a CSA in which the  
 2528 member association is predominantly located. In Canada, a metropolitan area is defined by the Statistics Canada  
 2529 Census Metropolitan Area (CMA) in which the member association is predominantly located.

2530

2531 **341.04 Metropolitan Areas of the Member Associations:** The current metropolitan areas of each member  
 2532 association are listed in the table below. Member associations are identified by the predominant city of each or  
 2533 their common name:

2534

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
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
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 & 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.

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