

edlands Softball Association Inc.



By-Laws

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**BY- LAW 1.** **GENERAL INTERPRETATION**

1. Save where otherwise specifically provided herein, those expressions or which has been the subject of definition in the rules of the Association shall have the same meanings herein as those which they have been defined to have in the said rules.

**BY- LAW 2.** **NOTICES**

1. Where the Rules and By-Laws of the Association require or provide for the giving of a notice by or to the Association or any committee, sub-committee or officer, in the absence of any specific provision to the contrary, such notice shall be deemed properly given if:-
   1. the same is in writing, signed by the person by whom it is required to be given or, where it is required to be given by an affiliated club, by the secretary of that affiliation;
   2. forwarded by pre-paid post to the addressee at its address as registered with the Association;
   3. received by the address prior to the deadline for giving the notice.
   4. Emailed to the registered email address.
2. Any notice complying with the By-Law 2.1 shall be deemed received two (2) working business days after the same was posted unless it is proved to have been received earlier.

**BY- LAW 3.** **NOMINATIONS IN GENERAL**

1. Upon the closure of nominations for appointment to any position or for conferral of any award or honour requiring a vote of eligible members of the Association, the Secretary shall display at the RSA office details of all such nominations (including proposers and seconders) together with copies of all materials submitted in support thereof. Where any such vote is to be taken at any Annual General Meeting of the Association, the aforesaid details and materials will be forwarded, where practical with the agenda for the meeting.

**BY- LAW 4.** **STANDING ORDERS FOR GENERAL MEETINGS**

The following standing orders shall apply in the conduct of all General meetings of the Association:

1. Any eligible person wishing to speak shall raise his/her hand. A person wishing to move a motion shall raise his/her hand and await acknowledgment from the chair.
2. No motion shall be debated unless it has been seconded and no motion shall be withdrawn without the consent of the seconder.
3. Any amendment to a motion shall be considered before the original motion. Upon adoption of any amendment, such amendment will be deemed to have over-ridden the original motion, and for the purpose of any subsequent discussion, the amendment so carried shall be regarded as an original motion. No amendment shall be received by the chair if such amendment does not relate to the substance of the motion or is the antithesis of the motion.
4. Where a person raises a point of order during a discussion or debate, the speaker shall cease speaking and the person rising shall state the point of order and the chairman shall rule on that point of order and that ruling shall be final unless challenged by a formal motion submitted to the meeting.
5. Where two or more persons wish to speak at the same time, the chairman shall decide who is entitled to the floor. No person shall speak more than once upon any motion or amendment save the person moving the original motion who shall have a right of reply. Not more than two (2) speakers shall follow successively on the same side either for or against a motion. If the person moving the motion has spoken and there is nobody opposed, the question shall be put.
6. At any time during a debate, a person may move, without discussion, that the question be then put. Upon that motion being seconded and carried, the motion which was being debated shall be submitted at once to the meeting following reply by the person who moved the motion.
7. No motion to suspend the standing order shall succeed unless passed by a simple majority of members present, eligible to vote and voting.
8. No member shall leave the room during the course of a meeting without the permission of the chairman.

**BY- LAW 5.** **OFFICERS/ADMINISTRATORS**

All Office Bearers, members of the Management Committee and other position holders must undertake their duties in accordance with their Positions Descriptions, updated from time-to-time

**BY- LAW 6.** **APPLICATIONS FOR MEMBERSHIP OR AFFILIATION**

1. Application for membership or affiliation of the Association shall be submitted to the Secretary on the form prescribed accompanied by the prescribed fee, and shall be considered by the Management Committee.
2. Each application for membership or affiliation shall be accompanied by:
   1. a copy of the applicant's Constitution or Rules and By-Laws, duly certified by the applicant's secretary as being true and correct;
   2. a copy of the applicant's financial reports for the two (2) years preceding the application;
   3. details of the full names and addresses of:
      * 1. all members of the Management Committee;
        2. all natural persons;
        3. all persons serving in any official capacity including, but not limited to, coaches, trainers, umpires and Statisticians;
        4. all players;

being members of the applicant association and its constituent member associations;

* + 1. such other details and/or materials as are prescribed from time to time.

1. Without limiting the effect of By-Law 7.1**,** the Management Committee may waive any of the requirements of By-Law 6.2 where it deems appropriate.
2. Where any change occurs in the contents of the documents or the details submitted pursuant to By-Law 6.2, the applicant shall notify the Secretary of the change not later than seven (7) days after such change occurs.
3. In considering any application for membership or affiliation, the Management Committee, shall ascertain that:
   * 1. in the case of an Affiliate, the applicant:
        1. intends to participate in regular softball competitions;
        2. can provide properly qualified umpires, coaches and Statisticians together with such other officials as are necessary for proper administration, coordination and conduct of softball;
   1. the applicant is respectable, responsible, stable and able to meet its financial obligations as and when they fall due;
      1. the Constitution or Rules of the applicant contain all provisions required under the Rules and By-Laws of the Association and are not otherwise inconsistent with the Rules and By-Laws of the Association.

**BY- LAW 7.** **REGISTRATIONS**

1. Where and in so far as those details submitted by a member of the Association with its initial application for membership, or submitted subsequent to such application by way of up-date or clarification, are identical with those details required to be maintained by the Secretary in the Register of the Association, it shall not be necessary for a member to resubmit those details for the purpose of complying with the registration requirements in the Rules of the Association but rather, merely to confirm to the Secretary by the due date for lodgement of registration details that there has been no change in details.
2. RSA registration will be valid for a one year from the commencement of the playing season.

**BY- LAW 8.** **CLEARANCES, TRANSFERS AND PERMITS**

1. **DEFINITIONS** 
   * 1. In this part the expression:
        1. "Person" shall mean and include a player, coach, manager, statistician or umpire;
        2. "Home Association" shall mean that District Association in whose club competition a person is registered with the Association as:
           1. currently participating; or
           2. last having participated, prior to any break or period of retirement, either on a regular basis or on an irregular, intermittent or infrequent basis but in circumstances where the person nevertheless may be said to participate or to have participated on a usual basis;
        3. "Clearance" shall mean a written confirmation by the Home Association that a person is free to leave the Home Association and to participate in softball, on a permanent basis, wheresoever that person chooses outside the State of Queensland;
        4. "Transfer" shall mean a written confirmation by the Home Association that a person is free to leave the Home Association and to participate in softball, on a permanent basis, wheresoever that person chooses within the State of Queensland;
        5. "Permit" shall mean a written confirmation by the Home Association that a person is free to compete in softball competition within the State of Queensland but outside his/her Home District during a period of temporary absence from the Home District.

1. **INTERSTATE CLEARANCES AND PERMITS** 
   1. Any Person wishing to participate in softball in Redlands and who currently participates or last participated in softball in another state or territory of Australia shall not be eligible to participate in Redlands until:
      * 1. that Person produces to the Secretary, for registration with the Association, the equivalent of a Clearance from the governing body of softball in that other state or territory; and
        2. The Secretary issues to that person written acknowledgment of clearance.
      1. Any person who currently participates or last participated in softball competition within Redlands and who wishes to participate outside Queensland:-
         1. shall first obtain a clearance;
         2. such clearance shall be effective for a minimum period of three (3) months from the date of receipt of application by the Association;
         3. applications must be accompanied by the appropriate administration fee.
      2. Any person who currently participates or last participated in softball competition in Redlands and who wishes to participate outside Queensland on a temporary basis:-
         1. shall first obtain an interstate permit;
         2. such permit shall be effective for a maximum period of three (3) months from the date of receipt of application by the Association;
         3. applications must be accompanied by the appropriate administration fee.
2. **INTRASTATE TRANSFERS AND PERMITS** 
   * 1. Any person wishing to leave Redlands for the purpose of participating in softball on a permanent or indefinite basis elsewhere in Queensland shall first obtain a Transfer.
     2. Any person wishing to participate, during a period of temporary absence from Redlands, in softball in a district of Queensland other than Redlands shall first obtain a Permit.
     3. The holder of a Permit shall be ineligible to represent any other District Softball Association.
     4. It shall be the responsibility of any Affiliate to apply to the Association for a team permit when intending to compete interstate or overseas.

**8.4 STATE CHAMPIONSHIP RELEASE**

* + - 1. A State Championship Release may be issued to a person wishing to participate in a State Championship for a District Association other than Redlands provided that:-

a nomination form as per By-Laws 19.1 and 19.2 was lodged and has been unsuccessful in the selection process, having made him\herself available for selection trials if called ;

Redlands will not be fielding a team in the relevant State Championship;

there is agreement between both Redlands and the District Association to which he/she is released to play.

1. **GENERAL PROVISIONS** 
   * 1. No person shall be eligible to be granted a Clearance, Transfer, Permit or Championship Release where that person:
        + 1. has failed to discharge any financial obligation (including a financial obligation imposed as a disciplinary measure) to his/her club, or the Association:
          2. is serving a period of suspension or disqualification from eligibility to participate in softball (whether in his/her Club or elsewhere) or from membership of his/her club, or the Association.
   1. Notwithstanding the foregoing provisions, any person desiring to participate in a softball competition in the Association shall be required to obtain a Clearance, Transfer or Permit where that person has participated in a softball competition within the period of two (2) years prior to commencement of the softball season in which that person seeks to recommence participation.
   2. A copy of every Clearance, Transfer, Permit or Championship Release shall be submitted to the Secretary in writing on the prescribed form which shall include written confirmation from the secretary of their Club (such confirmation not to be unreasonably withheld or delayed) that no ground of ineligibility pursuant to By-Law 8.5.1 exists with respect to the applicant.
      * 1. In accordance with the SQI Insurance Policies, insurance cover will only be provided to those registered participants who first obtain the relevant permit to participate in activities outside their home association.

**BY - LAW 9.** **UNIFORMS**

1. **Affiliated Clubs** 
   * 1. (a) All Affiliates uniforms shall be registered with the Association.
        1. No Affiliate shall adopt or alter its playing colours without first obtaining the approval of the Association, such approval not to be unreasonably refused;
        2. No Affiliates shall adopt red, white and green as its colours.
     2. For the purpose of By-Law 9.1.1, the term “uniform” shall be deemed to include an Affiliate’s emblem, crest or name.
     3. All players representing an Affiliate in any fixture shall wear that Affiliate’s uniform as currently registered with the Association without any variation.
     4. All officials representing an Affiliate in any fixture shall wear that Affiliate’s official’s uniform as currently registered with the Association without any variation.
     5. Where any player competes in a fixture on behalf of an Affiliate in a uniform which is not correct or proper in all respects, the Management Committee may impose upon that Affiliate a fine of such amount as is prescribed from time to time.
     6. Should an Affiliate cease to exist, no other affiliate may adopt their registered colours for a minimum of two (2) years.
   1. **Association Uniforms** 
      1. The playing and dress uniforms for persons representing the Association shall be such as are determined by the Management Committee from time to time.
      2. The Association’s uniform shall be registered with the Softball Queensland Inc.
      3. The colours of the playing uniform for all Redlands Representative Teams shall predominantly be red, white and green.
      4. The Association to hire playing shirts to all representative team members. Team members to purchase remainder of uniform requirements.
      5. Where any person is representing the Association, whether on or off the playing field and in any capacity, on any official occasion, that person shall be attired in the relevant Association uniform save and except where that person receives an express exemption from the Management Committee or, in a tour situation, from the Tour Manager.

**BY- LAW 10.** **FEES, SUBSCRIPTIONS**

1. Any fees, subscriptions, levies or imposts (herein called "imposts") resolved by the Association to be levies upon its members, apart from those for which express provision is made in the Rules of the Association, shall be paid not later than the date determined by the Association and, where no such dates are determined, by such dates as are prescribed by the Finance Committee (FOC). Where payment is not made by the due date, or a scheme of arrangement entered into, the Management Committee may declare the member unfinancial until such time as payment is made.
2. The Management Committee may impose a penalty of such amount as is prescribed from time to time in respect of the late submission of any imposts due and payable to the Association pursuant to the Rules and By-Laws thereof. Without limiting the generality of the foregoing, penalty may be calculated as a percentage of the overdue remittance and provision may be made for periodic escalations of penalty for continuously outstanding remittances.
3. Where any penalty is imposed by the Management Committee for an overdue payment, the member concerned shall be deemed unfinancial until the penalty is paid.
4. The Finance Operational Committee may defer due payment of any impost upon receipt of the written application of the member concerned, to the Secretary, accompanied by a written explanation setting forth reasons which, in the opinion of the Finance Committee, justify a deferment.
5. The FOC shall have no power to waive any impost determined by the Management Committee to be payable.
6. Notwithstanding the foregoing provisions of this By-Law 10, no application for deferral or waiver shall be entertained unless received by the Secretary not later than one (1) week after the due date for payment of the relevant impost.
7. Where an application for deferral or waiver is made within the time provided, no penalty for late payment shall be imposed unless and until:
   1. the application has been determined;
   2. the application has been advised of the determination; and
   3. (i) where the application is refused, the payment remains overdue for fourteen (14) days after

the application has been notified of the determination; or

* + 1. where a deferral is granted, the deferral period has expired and the payment remains overdue.

1. Where any individually registered member owes money by way of a debt incurred directly with the Association, the Management Committee will:
   1. send an itemised account to the member; and
   2. allow one (1) full calendar month for payment to be made or disclaimer lodged.
2. Where no payment is received or disclaimer lodged as per By-Law 10.8 (b) the individual member will be declared unfinancial and suspended until such time as the debt is paid.

**BY- LAW 11.** **CLUB MEMEMBER’S ATTENDANCE AT RSA MANAGEMENT COMMITTEE MEETINGS**

11.1 One (1) representative only from any Club or Body shall be permitted to attend as an observer at R.S.A. Management Committee meetings.

11.2 The Secretary/Administrator shall be advised in writing at least 48 hours prior to a Management Committee meeting of the name of the person wishing to attend on behalf of the Club or Body.

11.3 The representative of a Club or Body shall refrain from commenting on any matter at any Management Committee meeting unless invited to speak by the Chairperson of the meeting.

11.4 The Management Committee reserves the right to exclude all representatives from any matters raised at the meeting that the Committee deems to be of a special or sensitive nature.

11.5 The Management Committee reserves the right to exclude any person from attending a Management Committee meeting for any reason whatsoever.

11.6 The representative shall only discuss any matters raised at a Management Committee meeting with his/her own Club Committee at a properly convened Club meeting.

* INC.

**BY- LAW 12.** **DOMESTIC COMPETITION**

1. **GENERAL** 
   1. The season shall be conducted to include the winter months, concluding prior to the school holidays in September.
   2. The RSA season shall be conducted according to this By-Law and the Ground Rules.
   3. The Management Committee may formulate supplementary ground rules for specific requirements of any tournament, carnival, or event that it conducts.
   4. Competitions shall be conducted in the following divisions, subject to By-Laws 12.1.5 and 12.1.6.

(a) T-Ball (4-6 years)

(b)           Kanga Ball; (5-8 years)

(c)           Koala League (9 -11 years)

(d)           Joey League (11-13 years)

(e)           Little League (14-15 years)

(f) Minor League (16-17 years)

(g)           Senior Women’s – A, A-Reserve, B & C Grades;

(h)           Senior Men’s – A, A-Reserve, B & C Grades;

(i)            Any other grade as determined by the Management Committee

* 1. The minimum number of teams required to constitute a grade in any under-age division shall be three (3).
  2. The minimum number of teams required to constitute a grade in any senior division shall be four (4).
  3. **BEHAVIOUR AND CONDUCT**

It is the responsibility of each participating Affiliate to ensure that its personnel:

* 1. are aware of, have read and agree to abide by the codes of conduct/ethics relevant to their positions held within the team;
  2. are aware of, have read and agree to abide by the Ground Rules;
  3. are responsible for ensuring that parents and spectators are aware of and abide by the SQI Codes of Conduct;
  4. always extend courtesy to other teams and the local community;
  5. work together and promote harmony and discipline within their team and between teams.
  6. No Affiliate or member shall cause or allow to be publicly printed any derogative matter about another Affiliate or individual regardless of whether the writer feels justification exists.

1. **AGE REQUIREMENTS**

The cut-off date of birth for any underage competition is 31st of December each year, age requirements for each under-age competition are:

* 1. T-Ball - A player must be between the ages of 4 years and under 7 years (as at 31/12) ;
  2. Kanga Ball - A player must be between the ages of 5 and under 10 years (as at 31/12)
  3. Koala League - A player must be between the ages of 9 and under 12 years (as at 31/12);
  4. Joey League - Player must be between the ages of 11 and under 14 years (as at 31/12);
  5. No player under the age of 12 years is eligible to play in the Little League competition unless that player has obtained approval from the RSA Management Committee of Management.
  6. No player under 13 years of age is eligible to play in a senior grade unless that player has received special exemption because of demonstrated skills as determined by the Management Committee.
  7. To be eligible to participate in any under-age team, a player must be under the team divisional age as the thirty-first day of December that year.

1. **CONDITIONS OF PARTICIPATION** 
   1. Any Affiliate wishing to enter a team or teams into the RSA competition shall forward, not later than four (4) weeks prior to the date of commencement season:
      * 1. Completed Team Nomination Form (Form B)
   2. **Team Lists**

Each Affiliate participating in the RSA competition shall supply to the Association, not later than seven (7) days prior to the due date of commencement of the season, their team list (Form D) stating:

* + 1. full names, addresses and contact details of its players and officials (including managers, coaches, assistant coaches, statisticians, bat persons and any other specialist personnel*)* together with the division in which the players are to participate;
    2. the date of birth of each player who is participating in an age or youth competition.. Proof of age must be produced prior to player taking the field.
    3. such other details, as the Association may require.

1. **TROPHIES AND AWARDS** 
   1. Association trophies will be awarded to the Grand Final winners and runners up of all grades competing in the Association’s competition from U/13 upwards. A suitable award shall be made to each T Ball and Rookie Ball participant.
   2. **Grand Final & Mid-Season Final/President’s Cup** 
      * 1. Perpetual trophies are to be returned to the Association at the completion of presentations.
        2. The Grand Final winners, runners-up and Mid-Season Final/President’s Cup winning Clubs shall receive a banner/plaque for their own keeping.
        3. The Management Committee shall determine any other perpetual awards or trophies and the rules pertaining to such.
2. **MID-SEASON FINAL/PRESIDENT’S CUP** 
   1. The President's Cup/Mid-Season Final will be played between the tope awarded to the team finishing 1st in the respective grade based on the following criteria:-
      * + - 5 teams or more per grade, after the first round
          - 4 teams per grade, after the second round
          - 3 teams only per grade, after the third round
3. **CHAMPION CLUB** 
   1. The Champion Club shall be determined over the fixture rounds. The Championship shall be

conducted over all grades excluding T Ball, Rookie Ball. The following criteria shall apply.

1. A member Club must have a minimum of five (5) teams competing.
2. Any team must qualify for finals before being awarded points.
3. The winner shall be the member Club with the highest aggregate of points, divided by the number of teams competing, excluding T Ball and Rookie Ball.
4. Points shall be allocated as follows:

|  |  |  |
| --- | --- | --- |
| Minor Premiers | Four | (4) |
| Runner up | Three (3) | |
| Third Place | Two | (2) |
| Fourth Place | One | (1) |

1. **ELIGIBILITY FOR FINALS** 
   1. No team shall be eligible to compete in finals without its Club having paid all outstanding monies owing to the Association at time of the finals.
   2. To be eligible for finals, players shall have played at least one third (1/3) of the games in the round or rounds, as a registered member of that team, except for injured players or where their absence is approved by the Association, such games shall count toward eligibility: -
      1. An injured player shall have previously had noted the injury on the scorecard
      2. Management must ratify any exceptions to this rule and each case will be treated on its merits.
      3. Should a player be absent for more than two (2) weeks because of injury, a medical certificate will be required.
2. **FINALS COMPOSITION** 
   1. Five (5) or more teams in a competition (top four (4) teams to participate in finals):

Team 1 v Team 2 - Winner goes straight into final.

Team 3 v Team 4. Winner plays loser of Team 1 v Team 2 to go into final.

Loser is out.

**12.7.2** Four (4) teams in a competition:

Team 1 v Team 2 - Winner goes straight into final.

Team 3 v Team 4. Winner plays loser of Team 1 v Team 2 to go into final. Loser is out.

**12.7.3** Three (3) teams in a competition:

Team 1 straight to Grand Final, Team 2 &Team 3 to play off to then meet Team 1.

1. **SEASON DRAW** 
   1. Draws for Association Season shall be the responsibility of the Governance, Administration & Game Operational Committee (GAGOC) and shall be drawn up with a view to providing as many games as possible for all teams participating.
   2. The GAGOC shall construct and distribute to all participating Affiliates, not later than seven

(7) days prior to the due date of commencement of the competition, the proposed draw of fixture matches for the season.

* 1. In extenuating circumstances, the Management Committee may alter, amend or reconstruct the draw and/or the system by which finals competition is to be played.

**BY- LAW 13.** **DISCIPLINARY PROVISIONS**

**1. Adoption of By-law**

1.1 This By-law is made under Rule 8 of the Rules of Redland Softball Association (“the Association”) and comes into operation on 9th September 2015 and is binding on all members of the Association and other persons or organisations which submit themselves to the jurisdiction of the Association.

1.2 Any and all By-laws of the Association previously made concerning Disciplinary Hearings are expressly rescinded. For the avoidance of doubt, all penalties handed down under previous Disciplinary By-Laws shall continue to be recognised by the Association.

**2. Authority of Tribunal**

2.1 The Association has the power under its Rules to hear and determine charges made against persons, affiliated clubs or teams arising from or related to softball activities, games and competitions conducted by:

(a) the Association itself; or

(b) its affiliated clubs, affiliated teams.

2.2 The Association and each affiliated club and affiliated team has the right to delegate the power of hearing and determining charges to the Association Tribunal or to SQI in accordance with the provisions of this By-Law or any relevant By-Law of SQI.

**3. Reports and Notifications**

3.1 An alleged breach of the Code of Conduct may be reported by:

(a) A player participating in the particular game in which an alleged breach occurs;

(b) Any Coach, Manager, Scorer or Umpire involved in the particular game in which the alleged breach occurs;

(c) The Secretary of a Club or the delegate/representative of an affiliated team;

(d) The Secretary of the Association;

(e) Any member of the Association Management Committee;

(f) A Member Protection Officer

(g) A person appointed by the Association to investigate a complaint under Clause 21 of this By-Law.

**4. Method Of Handling Any Breach Of The Codes Of Conduct In The Course Of A Game (Zero Tolerance Policy Applies)**

4.1 Where any person mentioned in Clause 3.1 wishes to report an alleged breach of the Code of Conduct, that person shall forward a written submission to the Association Secretary by 6.00pm no later than the day after the completion of the game in which the alleged breach occurred.

4.2 Upon receipt of a written submission pursuant to Clause 4.1, the Association Secretary will forward the matter to SQI who shall take such action as required under the relevant SQI By- Law.

**5. Method Of Handling Any Breach Of The Codes Of Conduct Not In The Course Of A Game**

5.1 Where any person mentioned in Clause 3.1 wishes to report an alleged breach of the Code of Conduct, that person shall forward a written submission to the Association Secretary by 6.00pm no later than seven (7) days after the alleged breach occurred.

5.2 Upon receipt of a written submission pursuant to Clause 5.1, the Association Secretary will forward the matter to the Tribunal Chairperson who shall take such action as required under By- Law 5.3.

5.3 The Tribunal Chairperson may undertake, or delegate to another Tribunal Member, the investigation of the matter and determine whether or not the person has breached a Code of Conduct. Such person undertaking the investigation shall be hereafter called the Tribunal Investigator.

5.3.1 A Tribunal Investigator is not bound by the rules of evidence and is free to inform himself/herself as he/she sees fit subject to the requirement to afford natural justice to the participants.

5.4 In any circumstances where the complainant is unable to properly identify the person who is the subject of the complaint, that club, team, official or player, as the case may be, shall provide all reasonable assistance to the Tribunal Investigator to facilitate such identification should the Tribunal Investigator request such assistance.

5.5 Where any person refuses to co-operate with a TI as required by clause 5.4, the Tribunal Investigator may notify the Tribunal Chairperson of such refusal and the Chairperson shall cite that person to appear before the Tribunal to be dealt with pursuant to clause 5.7.

5.6 Where the Tribunal Investigator is of the opinion, after having considered the available evidence, that a complaint:

(a) discloses no offence; or

(b) is supported by insufficient evidence of guilt; or

(c) discloses only a minor or trifling offence;

the Tribunal Investigator may decline to institute disciplinary proceedings whereupon the Tribunal Investigator shall notify the complainant, Association Secretary and where necessary, the Tribunal Chairperson, in writing and the decision of the Tribunal Investigator shall be final and binding

5.7 Should the Tribunal Investigator determine that a breach has occurred; the Tribunal Investigator may refer the matter to the Association Tribunal in which event that Tribunal Investigator will prosecute the matter before the Tribunal or refer to matter to SQI.

**6. Tribunals**

6.1 The Tribunal shall have power to suspend, disqualify, reprimand, fine, bond, ban or otherwise deal with any person involved with Redland Softball Association (including, but not limited to players, coaches, club, team officials or spectators) in accordance with this By-law, regarding any incident arising from an activity conducted by the Association. The incident may have occurred before, during or after the conduct of the activity, within the confines of the stadium, activity venue or its immediate surrounds, or elsewhere if directly related to a softball activity of any sort.

6.2 The Tribunal may also deal with any other disciplinary matter delegated to it for adjudication by an affiliated club/team.

6.3 The Tribunal must at all times act independently and impartially in carrying out its duties in accordance with this By-law.

**7. Membership of Tribunal**

7.1 The Tribunal panel shall be appointed by the Management Committee and shall comprise the following persons:

(a) a Tribunal chairperson who shall be a person of experience and skills suitable to the function of chairing the Tribunal and discharging the responsibilities set out under Clause 6.1; and

(b) no fewer than three Tribunal members.

7.2 Where a Tribunal chairperson or Tribunal member resigns or is dismissed such that a vacancy exists on the Tribunal, the Management Committee shall act to fill such vacancy by appointing a replacement for that position as soon as is reasonably practical to do so.

7.3 Wherever possible, matters referred to the Tribunal for determination shall be heard by three members of the Tribunal as determined by the Tribunal Chairperson; however a quorum of the Tribunal shall be two (2) members.

7.4 No Tribunal decision shall be invalidated by any irregularity in the appointment of a Tribunal member.

**8. Responsibilities of Tribunal Chairperson**

8.1 Without limiting the duties of the Tribunal Chairperson as set out under the various clauses of this By-law, a person appointed to the position of Tribunal Chairperson shall have the following responsibilities:

(a) to ensure accurate records are kept of all of the Tribunal’s proceedings and decisions and to make such records available to the Organising Body upon request;

(b) to communicate to the Association Secretary the results of hearings of the Tribunal;

(c) to chair hearings of the Tribunal or to ensure that such task is delegated to a member of the Tribunal; and

(d) to raise with any proposed Tribunal member any potential or possible conflict of interest which may arise from time to time.

**9. Records of Tribunal Proceedings**

9.1 The method of recording the proceedings and determinations of the Tribunal shall be at the discretion of the Tribunal Chairperson.

9.2 The Tribunal Chairperson shall advise all those present of the method of recording the hearing.

**10. Attendance at Tribunal Hearings**

10.1 Unless excused by the Tribunal Chairperson the following persons shall be required to attend a Tribunal Hearing conducted under this By-Law:

(a) the charged person;

(b) the president, secretary or other delegate representing a charged team or club;

(c) the reporting official(s);

(d) any other person involved in the report;

(e) witnesses as indicated by the reporting official or charged person to be notified by the Tribunal Investigator; and

(f) any witness required by the Tribunal Investigator or the Tribunal.

10.2 The following persons shall be entitled to attend a Tribunal hearing as appropriate:

(a) any player of a charged team or club;

(b) witnesses called to give evidence by a charged person, team or club;

(c) witnesses called to give evidence by the reporting official(s); and

(d) any adult adviser to a charged person or reporting official.

10.3 Any other person shall be entitled to attend a Tribunal hearing with the permission of the Tribunal.

10.4 Legal representatives or advocates are not permitted to appear before the Tribunal unless in exceptional circumstances and where leave to appear has been granted by the Tribunal.

**11. Non-attendance at Tribunal hearings**

11.1 If any charged person (or representative of a charged team or club) fails to attend a Tribunal hearing without reasonable cause, the hearing may proceed and a determination may be made by the Tribunal in the absence of the charged person, team or club, provided that the Tribunal is satisfied that all notification procedures under this By-Law have been carried out.

11.2 A charged person, team or club or reporting official may apply to the Tribunal Investigator to have a Tribunal hearing adjourned if there are compelling circumstances which warrant such steps being taken to avoid costs, hardship or significant inconvenience to the charged person, team or club. This will be at the discretion of the Tribunal Investigator (or the Tribunal if already convened) and if the application is granted a new date shall be fixed.

11.3 A charged person who is unable to attend a Tribunal hearing shall be entitled to appoint a representative (who is not a legal practitioner) to appear in his/her place if that charged person intends not contesting the charge, subject to the Tribunal receiving a letter of consent from the charged person containing the person’s intention to not contest the charges contained in the report and any statement that person would have given to the Tribunal had he or she attended the hearing.

11.4 If any witness fails to attend a Tribunal hearing, the hearing may continue in their absence.

11.5 f a reporting official fails to attend a Tribunal hearing without reasonable cause, the hearing may proceed and a determination may be made by the Tribunal in the absence of the reporting official, provided that the Tribunal is satisfied that all notification procedures under this By-Law have been carried out.

11.6 If a reporting official or Organising Body official inadvertently fails to carry out any duties listed in this clause, the charges shall not be dismissed for this reason, but may be adjourned to allow the omission to be rectified. Where appropriate, the Tribunal shall take the failure into account and make suitable allowance.

**12. Tribunal hearing conducted via teleconference**

12.1 A charged person, team or club may apply to the Tribunal Investigator or the Tribunal Chairperson to have a Tribunal hearing conducted by telephone conference call if there are compelling circumstances which warrant such steps being taken to avoid costs, hardship or significant inconvenience to the charged person, team or club. In all other respects the procedure of the Tribunal hearing shall be conducted in accordance with this By-Law.

**13. Procedures of the Tribunal**

13.1 For the purpose of this Clause 13, a reference to a charged person includes a reference to the representative(s) of a charged team or club.

13.2 In the event of a team or club being reported, one (1) member of the team or club shall act as spokesperson for the team or club provided that an individual member of that team or club may elect to speak on their own behalf.

13.3 At the commencement of a hearing, the Tribunal Chairperson shall identify the members of the Tribunal and determine whether the charged person is present to answer the charge(s) set out in the report.

13.4 The charged person shall be asked whether he/she accepts the members of the Tribunal as impartial and independent, or whether he/she wishes to raise any objection in relation to any member. If the objection is found by the Tribunal to be valid, then the Tribunal member shall stand down for the duration of the hearing.

13.5 The charged person and the reporting official(s) shall be notified of their right to remain in the hearing until all evidence is presented but not to be present whilst the Tribunal considers its findings and determines an appropriate penalty (if any).

13.6 The charge(s) as contained in the report shall be read out in the presence of all persons eligible to be present.

13.7 The reporting official shall be asked whether the charge correctly represents their intention and the charged person shall be asked whether the charge is understood.

13.8 The charged person shall be asked whether or not they intend to contest the charge(s).

13.9 If the charged person does not contest the charge(s), the Tribunal Chairperson may read a short summary of the facts, admit the reporting official’s evidence (written/verbal) and no witnesses need be called to give evidence unless the Tribunal requires it.

13.10 If the charged person contests the charge(s), then the Tribunal Chairperson shall ask all witnesses except the reporting official(s) and the charged person (and their advisers if appointed in accordance with this By-Law) to leave the room and to wait to be called to give their evidence.

13.11 The reporting official (or the adviser to a reporting official who is a minor) shall proceed to give evidence and the witnesses of the reporting official(s) shall be called upon to give his/her evidence in turn, subject to the approval of the number of witnesses to be called by the Tribunal in its discretion. The charged person or his/her adviser may ask questions of the reporting official or any witness called but all such questions must be directed through the Tribunal Chairperson.

13.12 Each witness shall be entitled to leave the Tribunal hearing after giving evidence unless otherwise directed by the Tribunal. Witnesses shall be entitled to remain in the hearing room after giving evidence with the permission of the Tribunal.

13.13 The charged person shall then be entitled to present their defence. Witnesses may be called subject to the approval of the number of witnesses to be called by the Tribunal in its discretion. The TI may ask questions of the charged person or any witness called but all questions must be directed through the Tribunal Chairperson.

13.14 The Tribunal is empowered to question any person giving evidence.

13.15 Where a person exercises their right to have an adult observer or adviser present in accordance with this By-Law, an opportunity for consultation shall be provided.

13.16 Video evidence may be presented in the discretion of the Tribunal.

13.17 At the conclusion of all of the evidence and submissions the Tribunal Chairperson shall ask the charged person, the reporting official and all other persons present to leave the hearing room while the Tribunal considers its findings.

13.18 If the Tribunal is not satisfied that the particular charge has been proved, but is satisfied that a lesser charge has been established, then the Tribunal may find such lesser charge established and shall apply the penalty applicable to the lesser charge.

13.19 Subject to Clause 13.20, where it appears to the Tribunal that the reporting official has made an error in laying the wrong charge or omitted charges that should have been laid, the Tribunal may amend the charge(s) and proceed to make a finding. Further, the Tribunal has the right to direct a TI to further investigate whether a person other than the charged person should be charged with an offence under this By-Law on the basis of evidence presented before it during the course of conducting a hearing.

13.20 Where charges have been amended under Clause 13.19, the Tribunal shall adjourn the hearing unless the charged person consents to it proceeding at that time.

13.21 The decision of the Tribunal shall be given in the presence of all, by the Tribunal Chairperson.

13.22 Subject to Clause 13.18, if the Tribunal is satisfied that a charge has been established on the balance of probabilities (i.e. more probable than not) it shall find the charge proved. Otherwise the charge shall be dismissed.

13.23 If a charge has been found proven by the Tribunal the charged person shall be informed of the finding. Any previous convictions against the charged person should then be laid before the Tribunal and the TI should be given the opportunity to make submissions on penalty.

13.24 The charged person should then be given the opportunity to make a final statement in relation to previous convictions or other mitigating circumstances before the persons referred to in Clause 13.17 are asked to leave the room a second time.

13.25 The Tribunal shall then determine the penalty to be imposed (if any) and shall recall the charged person and reporting official to advise of the penalty

13.26 The Tribunal is not obliged to give oral or written reasons for any decision made by it under this By-Law.

13.27 A charged person who has been convicted of an offence and received a penalty under this By- Law shall not play, coach, referee or otherwise take part in softball activities as directed by the Tribunal until the penalty has been served to the satisfaction of the Association.

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**14. Offences and Penalties**

14.1 The standard offences and the prescribed penalties to be applied by the Association Tribunal are set out in the version of the Softball Queensland Inc. Zero Tolerance Policy in effect at the time of the particular offence including:

(a) Suspension from participation in softball, as a player and/or an official, for a specific period of time (being not more than 1 year) or a specific number of fixtures (being not more than twenty (20) matches);

(b) Disqualification from eligibility to be selected for, or to participate in (as the case may be) specified softball activities including, but by no means limited to, membership of representative teams and development squads, attendance at seminars or camps;

(c) Disqualification from eligibility to receive incentives or other assistance from the Association;

(d) Imposition of a fine;

(e) Payment of restitution or compensation;

(f) Reprimand;

(g) Warning;

(h) Any permutation or combination of the foregoing penalties;

(i) Such other penalty as the Association Tribunal considers to be appropriate and commensurate with the seriousness of the offence or which may be specified in any By- Laws of the Association in effect at the time of the particular offence occurring with the exception of lifetime suspension or expulsion which can only be applied in accordance with Rule 8 of the Constitution.

14.2 In accordance with the Zero Tolerance Policy the penalties prescribed in the Zero Tolerance Policy are doubled for incidents of abuse involving Junior, Trainee and Club Umpires and Officials.

14.3 In accordance with the Zero Tolerance Policy, the Association Tribunal may impose a reduced penalty for some categories of offence pursuant to the “acknowledge and acceptance” process prescribed by the Zero Tolerance Policy.

14.4 Where charges arising from one particular incident are heard together and the Tribunal finds charges against the person or team proven for more than one offence, it may impose a single penalty, being not more than the maximum penalty for the most serious of the offences, or it may impose individual penalties for each offence.

14.5 A penalty handed down under this clause shall commence from the date of the Tribunal finding unless otherwise expressly directed by the Tribunal. Penalties should wherever possible be expressed to be calendar weeks as opposed to number of matches. The Tribunal has discretion to rule that a penalty will be suspended for the number of weeks, which fall between seasons or during any season break.

14.6 Where a Tribunal imposes more than one period of suspension, it may impose them to be served concurrently or cumulatively or partly concurrently and partly cumulatively.

14.7 Persons on a first offence shall have this taken into account when assessing the penalty to be handed down.

14.8 A Tribunal may take into account a charged person’s prior convictions in determining a penalty to be handed down provided the penalty does not exceed the maximum penalties assigned to offences under the Zero Tolerance Policy.

**15. Right of Appeal from the Tribunal**

15.1 An appeal from a decision of the Association Tribunal can be made to the Appeals Committee of Softball Queensland Inc.

15.2 Only a charged person shall have the right of appeal from a decision of the Association Tribunal under this By-Law.

15.3 In the event that the Association Tribunal suspends a player from participating in Softball for some period, subject to Clause 19, that player is not permitted to participate in any game of Softball until the penalty has been met or an appeal against such finding and/or severity of the sentence has been adjudicated upon by the SQI Appeals Committee.

15.4 Should an appeal subsequently be upheld any suspension or penalty shall nevertheless be deemed to be valid.

**16. Grounds of Appeal**

16.1 An appeal from a decision of the Association Tribunal can be made to the Appeals Committee of Softball Queensland Inc. on one or more of the following grounds of appeal:

(a) that significant new or additional evidence has become available since the decision;

(b) that the penalty imposed by the Association Tribunal is not in accordance with the provisions of this By-Law; or

(c) that the Association Tribunal failed to provide procedural fairness (natural justice) to the person seeking the appeal.

**17. Notice of Appeal**

17.1 A person seeking to appeal a decision of the Association Tribunal must:

(a) lodge a notice (“Notice of Appeal”) stating full details of charges and results thereof and stating in full the grounds of appeal with the General Manager within fourteen (14) days of the notification of a determination of a Tribunal hearing; and

(b) pay the appeal fee to the General Manager when lodging the Notice of Appeal, which shall be $110.00 (including GST) (the appeal fee does not apply in the case of appeals by minors and may be waived in the discretion of the Chairperson of the Appeals Committee).

17.2 An Appellant shall be notified within seven (7) days of receipt of the Notice of Appeal as to the time, date and place of the Appeal hearing.

17.3 If a Notice of Appeal is lodged with SQI, the General Manager shall convene an Appeals Committee to hear and determine the appeal in accordance with the SQI By-Law.

**18. Relationship with criminal matters**

18.1 If during a Tribunal hearing or an investigation under this By-Law it becomes known that criminal charges have been brought (as opposed to merely the subject of police investigation) arising out of the actions the subject of the hearing or investigation, the Association Tribunal may rule that further action be deferred until completion of the criminal charges, unless the police or other prosecuting authority advise they have no objection to the matter proceeding.

18.2 In making a determination under Clause 18.1, the Association Tribunal shall have regard to the need to ensure the ongoing safety of players, umpires and other persons involved in the association.

**19. Natural Justice**

The Association Tribunal is bound by the rules of natural justice when carrying out their respective functions pursuant to this By-Law.

**20. Recognition of Penalties across Associations**

20.1 The Association and each of its affiliated clubs and teams acknowledges and agrees that it is required to recognise and enforce penalties handed down against individual persons, teams or clubs by the disciplinary tribunals of all other organising bodies, softball associations, Hinterland and competitions which are affiliated with Softball Queensland Inc. and or Softball Australia Ltd and or its Affiliated Associations.

20.2 When a person is disqualified from eligibility:

(a) to participate in a softball activity; or

(b) to be or remain a member of the Redlands Softball for any given period; or

(c) is otherwise penalised,

**BY- LAW 15.** **PENALTIES**

1. When a person is disqualified from eligibility:
   1. to participate in a softball activity; or
   2. to be or remain a member of the RSA, for any given period or otherwise penalises a person,

the Secretary, SQI Inc shall be notified in writing of:

1. the exact nature of the penalty
2. the full name of the person penalised; and
3. the offence for which the penalty has been imposed.

**BY- LAW 16.** **OPERATIONAL COMMITTEES (OC)**

1. **GENERAL** 
   1. The Chairman of any OC shall be appointed by the Management Committee from members of the Management Committee.
      1. Persons may be appointed to any Operational Committee by the Management Committee upon the recommendation of the Chairman of that committee.
   2. Each OC shall keep full and proper records of its proceedings and activities and shall report to each Management Committee meeting unless otherwise directed.
   3. Any proposed expenditure by an OC shall have been first submitted to the Management Committee for approval, prior to expenditure. Budgeted items shall be deemed approved upon acceptance and approval of the budget submitted by FOC*.*
   4. Where an OC considers it necessary, it may co-opt additional personnel to assist it in the discharge of its functions.
   5. Each OC shall prepare a detailed budget for consideration and approval by the Management Committee.
   6. Any OC may form and appoint from time to time such sub-committees as it deems necessary to assist the Operational Committee in the administration of softball in Queensland.
   7. Any such sub-committee will be fully accountable to the respective Operational Committee.
   8. Any Ordinary Individual Member of the Association, can hold a position on a maximum of three (3) Sub-Committee including Q.S.A. Committees.
2. **FINANCE OPERATIONAL COMMITTEE – FOC** 
   1. The Management Committee shall appoint a Finance Operational Committee from time to time for the purpose of managing revenue and expenditure, budget planning and monitoring, of the Association, through financial systems approved by the Management Committee, including, but not limited to:
      1. cause to receive and bank all monies paid to the Association, issue receipts, maintain all records and accounts of the Association and present a monthly statement thereof to the Management Committee, and shall attend to the payment of those accounts approved for payment. Shall cause accounts in excess of the maximum level (as outlined in Rule 24.10), to be ratified by the FOC save in an emergency (on the proviso that any emergency payment shall be notified to the President, prior to payment, for ratification at the Management Committee meeting next following the emergency payment);
      2. prepare an annual balance sheet for inspection and certification by the auditor of the Association and present the same at the Annual General Meeting;
      3. perform such other duties as the Association, and the Management Committee require. provided that where the Association employs a Administrator, the Chairman of the FOC may delegate to the Administrator such financial matters as approved by the Management Committee.
      4. Prepare for submission any applications for grants, subsidies and any other financial requirements, including the coordination of other OC’s for particular projects.
      5. be responsible for organising efficient operation of the canteen and bar including the control of purchasing of all necessary items for the provision of meals, hygiene and members comfort, including but not limited to:-
         1. oversee and co-ordinate the canteen and bar convenor’s to ensure proper

preparation of all food and beverages;

* 1. be responsible for ensuring all monies received in respect to food and drinks, on behalf of the association are appropriately collected and provided to the Treasurer;
  2. liaise with, and be responsible to, the Treasurer with regard to such monies.
  3. Act as the Associations liaison person is respect to all matters associated with the running of the Canteen and Bar.
  4. Provide a detailed list of required improvements along with some budget estimates.

1. The Finance OC shall comprise a minimum of 3 persons approved by the Management Committee.
2. **DEVELOPMENT OPERATIONAL COMMITTEE – DOC** 
   1. The Management Committee shall appoint a Development Operational Committee from time to time for the purpose of growing and developing the sport throughout the Redlands District and developing and managing all grounds and facilities projects, including but not limited to:-
      1. Junior Development
         1. be chairperson of the Junior Development Committee and co-ordinate all matters pertaining to the responsibilities and obligations of youth membership;
         2. be responsible for the conduct and co-ordination of all matters relating to Junior Activities and shall be their principal delegate;
         3. assist with the enhancement of membership recruitment and retention through the various age levels and to pursue issues and activities of benefit to ***active junior members***;
         4. foster recognition of the important role youth plays within the Association;
         5. provide direction to the Coaching, Scoring & Umpiring Technical Directorates in respect to training programs and requirements.
         6. organise and run junior development program for the organsiation.
         7. be responsible for the supervision of any Junior Development Officers.
      2. Game Development
         1. Development of additional tournament style games
      3. Grounds and Facilities Development
         1. be responsible for all building and ground developments.
   2. organise funding proposals seeking assistance in the establishment of grounds and facilities projects in consultation with the FOC.
3. The Development OC shall comprise a minimum of three (3) persons appointed by the Management Committee.
4. **GOVERNANCE, ADMINISTRATION & GAME OPERATIONAL COMMITTEE – GAGOC** 
   1. The Management Committee shall appoint an Governance, Administration & Game Operational Committee from time to time for the purpose of the day to day running of the Association, including but not limited to:-
      1. Governance:
         1. Provide an annual revision to the Associations Strategic Plan
         2. Ensure the Constitution is maintained and updated to a standard required by the Association
      2. Upgrade the By Laws in line with the Constitution
      3. Update the Ground Rules and Information Handbook for endorsement by the Presidents Secretaries meeting prior to the playing season
      4. Undertake risk assessments and ensure Policies are in place to manage those risks.
   2. The Game:
      1. create a register of all players for the purpose of keeping record of each game played and will this maintain this record from each weeks score cards;
      2. establish a draw for the playing season based on the number of teams in each grade.
      3. establish a draw for the finals of the Association.
      4. Liaise with the Treasurer in ascertaining the fees payable for each team at the start of the year and any fees payable on a week to week basis.
      5. allocate any fines associated with poor presentation of scorecards and associated results
      6. maintain a points table for each grade to the loaded weekly onto the Associations Web site
   3. Maintenance:
      1. liaise with the relevant committee/s to ensure hiring of facilities is in accordance with the associations rules and at charges appropriate to allow for the ongoing management of the facilities;
      2. ensure ongoing maintenance funds are allocated in budgets to ensure upkeep of the building facilities and grounds.
      3. As required organise any building maintenance activities in accordance with agreed budget parameters.
      4. Ensure regular cleaning of the hall, toilets and surrounds is undertaken in accordance with the agreed specifications.
      5. Ensure the diamonds are regularly maintained
      6. Establish a relationship with Council representatives to assist in ground maintenance.
      7. be responsible for the supervision of Administration and Grounds staff.
5. The Governance, Administration and Game Operational Committee is responsible for ensuring each portfolio director receives the correspondence associated with their portfolio and to provide support where necessary to ensure the effective running of the Association.
6. Be responsible for establishing and maintaining a strong relationship with frequent facilities users as well as general facilities management such as the booking, invoicing and collection of fees for the hall, grounds and lights for training.
7. **EVENTS & MARKETING OPERATIONAL COMMITTEE - EOC** 
   1. The Management Committee shall appoint an Events & Marketing Operational Committee from time to time for the purpose of administering, managing and marketing various events within the Redlands including, but not limited to:
      1. State and National Championships;
      2. International Events;
      3. Mid-Season Final/President’s Cup and Grand Final days; and
   2. Events:
      1. Administration and management of all events conducted on behalf of RSA
      2. Event financial management and budgeting
      3. Event specific merchandising
      4. Carry out any duty not otherwise mentioned herein as directed by the Management Committee.
      5. Make application to host events.
   3. Marketing:
      1. negotiating marketing programs.
      2. arranging media coverage of all approved levels of the sport.
      3. arranging general merchandising for the sport.
      4. arrange sponsorship and fundraising activities on behalf of the Association.
   4. Communications:
      1. Web Page;
      2. Newsletters;
      3. Advice & control of working bees;
      4. Volunteer management & recognition.
8. The Events & Marketing OC shall comprise a minimum of 3 persons appointed by the Management Committee.
9. **REPRESENTATIVE OPERATIONAL COMMITTEE – ROC** 
   1. The Management Committee shall appoint a Representative Operational Committee from time to time for the purpose of managing and administering the RSA Representative Team programs including, but not limited to:
      * 1. prepare and present to the Management Committee a budget covering all financial matters associated with Association Teams. This budget must include as a minimum the cost of registration of the team, the cost of transport (including buses), the cost of accommodation, the cost of training balls and game balls.
        2. maintain an up-to-date knowledge of the Queensland State Title locations and dates.
        3. be responsible for the booking and confirmation of all, transport, accommodation associated with the team;
        4. Provide for ratification by the Management Committee a recommendation on the cost per player, (established via a shared cost method) and outlining the cost to the Association for the officials of the team.
        5. be responsible to ensure costs associated with the sending of the representative team do not exceed the provision made by the Management Committee;
        6. submit progress reports regularly to the Council or Management Committee Meeting;
        7. prepare and submit all carnival entries to the appropriate hosts within the required time prior to closing date;
        8. declare open team and official nominations, and provide a timetable for the selection of each team.
        9. on closing of nominations, a list of officials seeking positions with each team to be presented at the next Management Committee meeting;
        10. on the closing of nominations for players, provide a list of players nominated for each team to the selectors confirming the date of selection requirements;
        11. provide the list of players recommended for selection to the Management Committee for ratification.
        12. within 30 days of the finalisation of each event organise for a statement with receipts and expenses pertaining to that event to be provided to the Management Committee;
        13. where events are held at Redland’s, liaise with the Events & Marketing Operational Committee.
        14. all issues relating to the RSA Representative Teams uniforms (playing, training, walk-out)
      1. the performance of the RSA Representative Teams, players and officials
      2. Carry out any duty not otherwise mentioned herein as directed by the Management Committee.
   2. The Representative OC shall comprise a minimum of three (3) persons appointed by the Management Committee one of whom shall be the Director of Coaching.

**BY- LAW 17.** **TECHNICAL DIRECTORATES (TD)**

1. **GENERAL** 
   1. The Redlands Directors of Coaching, Scoring and Umpiring shall be appointed by the Management Committee and shall chair the relevant Technical Directorate.
   2. Each Technical Directorate shall keep full and proper records of its proceedings and activities and shall report to each Management Committee meeting unless otherwise directed.
   3. Any proposed expenditure by a Technical Directorate shall have been first submitted to the Management Committee for approval, prior to expenditure. Budgeted items shall be deemed approved upon acceptance and approval of the budget submitted by the Governance & Finance Operational Committee*.*
   4. Where a Technical Directorate considers it necessary, it may co-opt additional personnel to assist it in the discharge of its functions.
   5. Each Technical Directorate shall prepare a detailed budget for consideration and approval by the Management Committee.
   6. Each Technical Directorate must be conversant with the practices of other District Softball Associations and other organisations.
   7. Each Technical Directorate should adopt ‘best practice’ processes.
   8. Each Technical Directorate must liaise with the other two Technical Directorates.
2. **TECHNICAL DIRECTORATES – TD** 
   1. The Management Committee shall appoint Technical Directorates from time to time for the purpose of administering and managing the development of technical officials and softball players for the game of softball throughout the Redlands including, but not limited to:
      1. development programs, for athletes, coaches, umpires and statisticians,
      2. providing general practical training for athletes, coaches, umpires and statisticians, and maintaining and updating accreditation levels through the national accreditation schemes, other courses and clinics;
      3. production of written manuals or other instructional materials;
      4. dissemination of information to accredited coaches, umpires and statisticians;
   2. A minimum of three (3) Technical Directorates will be formed:
      1. one of which shall be the Coaching Technical Directorate.
      2. one of which shall be the Scoring Technical Directorate.
      3. one of which shall be the Umpiring Technical Directorate.
   3. Each Technical Directorate shall comprise a minimum of three (3) persons appointed by the Management Committee, one of whom will be the relevant Director.
3. **COACHING TECHNICAL DIRECTORATE** 
   1. The Redlands Director of Coaching shall hold a current National Accreditation of not lower than Level Two (2) and be conversant with office procedures.
   2. The remaining Coaching Technical Directorate members shall at least hold current Level One

(1) coaching accreditation and have had coaching experience at Association level.

* 1. **The Specific Duties of the Coaching Director shall include but not be limited to:**

1. Acting as chairperson of all meetings of the Coaching Technical Directorate
2. Ensuring Orientation to Coaching, Level 1 and 2 Coaching Courses are conducted throughout Redlands annually
3. Reporting monthly to the Management Committee on the activities of the Coaching Technical Directorate and attend when necessary and present an Annual Report to the AGM
4. Liaising with the State Coaching Director and other state personnel
5. Representing RSA at the state coaching meeting held annually by SQI or to recommend to the Management Committee an appropriate representative as required
6. Attending seminars, courses and meetings conducted by SQI Inc. and other agencies where appropriate and approved by the Management Committee
7. Appointing personnel to assist the Directorate in carrying out the work entailed in each program.
8. Ensuring the maintenance of a register of names and addresses of accredited coaches together with details of Levels acquired and the dates.
9. Arranging the preparation and storage of teaching materials
10. Liaising with each Affiliate to provide assistance with:



improving the standard of coaching recruiting and developing coaches conducting coaching courses and programs conducting athlete development programs



* 1. Determining the budgets for the RSA coach education and athlete development programs for submission to the Finance Operational Committee.
  2. Being a member of the Representative Operational Committee and attend all meetings of that committee.

1. **The Duties Of The Coaching Technical Directorate Shall Include But Not Be Limited To:** 
   1. Conducting and supervising RSA athlete development programs where selected players shall attend to receive specialised coaching.
   2. Appointing appropriately qualified coaches and other personnel to conduct athlete development programs.
   3. Acting in the role of Ambassadors for Redlands Softball
   4. Undertaking any duty not otherwise mentioned herein as directed by the Management Committee.
   5. Utilise the services of the Development Officer.
2. **SCORING TECHNICAL DIRECTORATE** 
   1. The Redlands Director of Scoring shall hold a current National Accreditation of not lower than Level Two (2) and be conversant with office procedures.
   2. The remaining Scoring Technical Directorate members, shall at least hold current Level One

(1) scoring accreditation.

* 1. **The Specific Duties Of The Scoring Director Shall Include But Not Be Limited To:**
  2. Acting as chairperson of all meetings of the Scoring Technical Directorate
  3. Ensuring Level 1 and 2 Scoring Courses are conducted throughout the year.
  4. Reporting monthly to the Management Committee on the activities of the Scoring Technical Directorate and attend when necessary and present an Annual Report to the AGM
  5. Liaising with the SQI Scoring Director and other state personnel
  6. Representing RSA at the state scoring meeting held annually by SQI or to recommend to the Management Committee an appropriate representative as required
  7. Attending seminars, courses and meetings conducted by SQI and other agencies where appropriate and approved by the Management Committee.
  8. Appointing personnel to assist the Directorate in carrying out the work entailed in each program.
  9. Ensuring the maintenance of a register of names and addresses of accredited statisticians together with details of Levels acquired and the dates
  10. Arranging the preparation and storage of teaching materials
  11. Arranging for the collation of statistics as required,
  12. Determining the budgets for the RSA statistician education and training programs for submission to the Financial Committee.

1. **The Duties Of The Scoring Technical Directorate Shall Include But Not Be Limited To:** 
   1. Conducting the Australian Softball Federation Accreditation Scoring Courses including Levels One, Two and Three
   2. Implementing appropriate education and training programs for the various activities relating to scoring and statistics
   3. Arranging the marking of the theory exam for Level One participants
   4. Providing guidance to statisticians with RSA Representative Teams
   5. Ensuring that coaches and umpires are made aware of the information they can obtain from statisticians
   6. Acting in the role of Ambassadors for Redlands Softball
   7. Undertaking any duty not otherwise mentioned herein as directed by the Management Committee

**BY- LAW 18.** **SELECTION COMMITTEE**

1. Every nomination for appointment as a selector of a RSA Representative Team shall be:-
   1. submitted in writing on the prescribed form;
   2. signed by the nominee;
   3. accompanied by a full resume of the qualifications and experience of the nominee;
   4. received by the Secretary not later than the date specified on the notice calling for nominations.
2. Each Redlands representative team shall be selected by a Selection Committee comprising a minimum of three (3) persons.
3. Selection Committees shall be appointed by the Management Committee from the eligible nominations received. Where the Management Committee decides that insufficient nominations or lack of appropriate nominations are received, further nominations may be sought.
4. No member for the time being of any Selection Committee shall be eligible to be a playing member of any Redlands representative team, the selection of which is the responsibility of that Selection Committee.
5. A Selection Committee may be instructed to select more than one team.
6. In the event of a withdrawal/s the Management Committee may, at its discretion, appoint a suitable replacement to fill the vacancy, provided always such appointee has the basic skills, experience and personal suitability necessary to meet the role.
7. The Management Committee shall appoint a chairperson for each of the Selection Committees.
8. When selecting representative teams, the Selection Committee must confer with the appointed Coach of the team being selected and may, at their discretion; refer to information from any other source deemed appropriate.
9. Subject always that selected teams shall be subject to ratification by the Management Committee.

**BY- LAW 19.** **SELECTION OF RSA REPRESENTATIVE PLAYERS**

1. To be eligible for selection in any Redlands representative team, a player must, at the date of closure of nominations for selection:
   1. be a registered member of the Redlands Softball Association Inc. and
   2. have submitted to the Secretary his/her nomination for selection.
   3. be able to obtain a State Championship Release from their home Association.
   4. Subject to any contrary Rule, By-Law or Regulation of the SQI, to be eligible for selection in a Redlands under age representative team, a player must be under the team divisional age at the thirty-first day of December of the year during which the representative team is chosen. (For example a player in the under 19 team must be under 19 years of age as at 31/12 that year).
2. Redlands representative teams are selected from the eligible nominations received. Every nomination by a player for selection in a Redlands team shall:-
   1. be submitted in writing on the prescribed form;
   2. be signed by the player;
   3. if the player is under the age of eighteen (18) years, signed by the parent or legal guardian (as the case may be) of the player;
   4. state the player’s address and date of birth;
   5. state clearly the teams for which the player is nominating;
   6. be accompanied by the prescribed nomination fee (if applicable);
   7. be in the hands of the Secretary not later than the prescribed closing date as stipulated in the notice calling for nominations.
3. Players wishing to be selected in multiple Redlands teams in the same year must nominate in accordance with By-Law 19.2 clearly indicating the number of teams they wish to be considered for.
4. If a player is selected in multiple teams, one must be in their age division.
5. As the case may require, Redlands representative teams participating at State Championships shall be selected in the following divisions:
   1. Queensland Cup – Women
   2. Queensland Cup – Men
   3. Open Women
   4. Open Men
   5. Under 19 Women
   6. Under 19 Youths
   7. Under 17 Girls
   8. Under 17 Boys
   9. Under 15 Girls
   10. Under 15 Boys
6. The players selected in an under age team shall be not fewer than twelve (12) and not more than sixteen (16).
7. The Management Committee may approve the selection of such other representative teams as may be required from time to time.
8. Any player in a Redlands team who wishes to withdraw at any time after selection shall notify the Secretary promptly of his/her intention to withdraw and of the reason for such withdrawal.
9. Any person selected in a Redlands team shall be deemed to continue to be a member of that team until either that person withdraws or until the next occasion upon which a Redlands representative team in that division is selected (whichever is the later date) and shall continue to be bound by all of the Rules, By-Laws and Policies of the Association applicable to members of a Redlands team until that time.
10. No person may serve simultaneously in the capacity of a player and an official in any Redlands team except in extenuating circumstances as determined by the Management Committee from time to time.

1. Within twenty-one (21) days after his/her selection, each player selected shall forward to the Secretary:
   1. his/her player declaration, duly completed:
   2. a player medical information form, duly completed
   3. uniform order form, duly completed.
2. Payment of costs association with a player’s selection in a Redlands representative team must be forwarded to the Secretary fourteen (14) days prior to the commencement of the championships, tournament or tour.
3. Where any player fails to comply with the requirements of By-Laws 19.11 and 19.12, that player’s position in the team will be the subject of consideration by the Management Committee.
4. A player in breach of the relevant player declaration may be removed from the team by the Management Committee at their ultimate discretion.

**BY- LAW 20.** **SELECTION OF RSA REPRESENTATIVE TEAM OFFICIALS**

1. To be eligible for selection in any Redlands Representative team, an official must, at the date of closure of nominations for selection:
   1. be a registered member of the Redlands Softball Association Inc; and
   2. have submitted to the Secretary his/her nomination for selection**.**
2. In addition to the players selected therein, every Redlands representative softball side shall include as officials:-
   1. a manager;
   2. a coach;
   3. an assistant coach;
   4. a statistician;

and also may include as an official:

* 1. a qualified physiotherapist/trainer/specialist coaches/trainee coach
  2. other support staff as determined by the Management Committee.

1. Every nomination for selection as an official in a Redlands representative team shall be:
   * 1. submitted in writing on the prescribed form;
     2. signed by the nominee;
     3. accompanied by full details of the nominee’s qualifications for the nominated position.
     4. In the hands of the Secretary by such date as is specified by the Secretary in the notice calling for nominations;
     5. Redlands Representative Team Officials shall be appointed by the Management Committee on the basis of relevant qualifications, experience and personal suitability. In the case of coaches and statisticians, accreditation levels will be taken into account.
     6. Where no suitable applications are received for a particular position, the Management Committee may at its discretion:
        1. make an appointment from outside of the written applicants, provided always such appointee has the basic skills, experience and personal suitability necessary to meet the role.
        2. seek further nominations.
   1. Appointment of Redlands representative team officials to be made by the date as determined by the Management Committee from time to time.
2. Any official in a Redlands side who wishes to withdraw at any time after selection shall notify the Secretary promptly of his/her intention to withdraw and of the reason for such withdrawal.
3. Redlands representative officials will be subject to a minimal cost as set by the Management Committee each year. The Redlands Softball Association will meet the balance of the travel and accommodation expenses.
4. No person may serve simultaneously in the capacity of a player and an official in any Redlands team except in extenuating circumstances as determined by the Management Committee from time to time.
5. Any person selected in a Redlands team shall be deemed to continue to be a member of that team until either that person withdraws or until the next occasion upon which a Redlands representative team in that division is selected (whichever is the later date) and shall continue to be bound by all of the Rules, By-Laws and Policies of the Association applicable to members of a Redlands team until that time.
6. The appointment of a captain and vice-captain or of co-captains of a Redlands representative team shall be determined by a bare majority of the manager, coach, assistant coach and statistician of such team and shall be notified in writing promptly to the Secretary prior to the Championships.
7. An official in breach of the relevant Official declaration may be removed from the team by the Management Committee at their ultimate discretion.
8. To be eligible for selection as a Coach or Assistant Coach of any Redlands Under Age Representative team, nominee must, at the date of closure of nominations for selection, be an active member of the Redlands Regional Academy Coaching Team.

**BY- LAW 21.** **RSA REPRESENTATIVE OFFICIALS**

1. **RSA REPRESENTATIVE** 
   1. The Official RSA Representative shall have discretionary power to deal with any matter that may arise at a State Championships not otherwise covered by the rules, by-laws, policies and other relevant documents
   2. The RSA Representative shall only approach team managers, between games (other than emergencies) regarding any issue that may arise in relation to teams competing at State Championships.
   3. The Association shall meet where necessary the expenses incurred for transport, accommodation and breakfast for the appointed RSA Representative.
   4. The RSA Representative shall submit a report of the State Championships within twenty-eight (28) days of the completion of the State Championships.
   5. RSA Representatives shall abide by the Administrators Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws, Policies).
   6. Hold a Suitability Card from the Commissioner for Children and Young People.
2. **MANAGER** 
   1. The Manager shall have complete control of the team, except when training, on the field or in match play, when the control passes to the Coach and be the liaison link for the team.
   2. Inform the team of the standards set down by the Association – behaviour, punctuality, alcohol, curfew, dress, discipline, etc.
   3. Liaise with the Coach re: team meetings, trainings, etc.
   4. Ensure that any injuries or illnesses are appropriately treated.
   5. Delegate duties to other officials as directed by necessity or practicality.
   6. After the event, submit a report to the Management Committee of Management, if required, including recommendations.
   7. Advise team members:-
      1. travel arrangements;
      2. travel dates and times;
      3. accommodation;
      4. training times and venues;
      5. uniform requirements;
      6. all costs;
      7. collect and receipt all monies from team members in conjunction with Secretary/Treasurer;
      8. detailed account of all expenditure against incomes for team kitty (within seven (7) days after the end of any state championship, tournament or tour).
   8. Within twenty-eight (28) days after the end of any state championship, tournament or tour undertaken by a Redlands representative team submit a report to the Secretary containing such details as may be required by the Management Committee from time to time
   9. Abide by the Administrators Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws, Policies).
   10. Hold a Suitability Card from the Commissioner for Children and Young People.
3. **COACH** 
   1. The Coach shall have control of the team on the field during training, warm up or in match play, and liaises with the Manager re: discipline, training etc.
   2. Be responsible for:-
      1. team training
      2. team equipment
      3. the conduct of the team on the field, during play and training.
   3. Within twenty-eight (28) days after the end of any state championship, tournament or tour undertaken by a Redlands representative team submit a report to the Secretary containing such details as may be required by the Management Committee from time to time
   4. Abide by the Coaches Code of Conduct/Ethics and the RSA Constitution (Rules. By-Laws, Policies)
   5. Hold a Suitability Card from the Commissioner for Children and Young People.
   6. Hold minimum Coaching Level Accreditation as required by SQI to attend State Championships.

**21.4 STATISTICIAN**

* + 1. Act as Official Statistician for the team.
    2. Liaise with the Coach re: statistical requirements
    3. Assist other officials in any way as required.
    4. Within twenty-eight (28) days after the end of any state championship, tournament or tour undertaken by a Redlands representative team submit a report to the Secretary containing such details as may be required by the Management Committee from time to time
    5. Abide by the Administrators Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws and Policies).
    6. Hold a Suitability Card from the Commissioner for Children and Young People.
    7. Hold minimum Australian Scoring Accreditation Level as required by SQI to attend State Championships.

1. **ASSISTANT COACH (if applicable)** 
   * 1. Assist the Coach at training and during games.
     2. Assist other officials in any way as required.
     3. Within twenty-eight (28) days after the end of any state championship, tournament or tour undertaken by a Redlands representative team submit a report to the Secretary containing such details as may be required by the Management Committee from time to time
     4. Abide by the Coaches Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws and Policies).
     5. Hold a Suitability Card from the Commissioner for Children and Young People.
     6. Hold minimum Coaching Level Accreditation as required by SQI to attend State Championships.
2. **SPECIALIST COACH (if applicable)** 
   * 1. Assist the Head Coach with the development and conduct of squad/team programs, training and game management in consultation with the RSA Director of Coaching.
     2. Attend all squad/team training sessions.
     3. Assist other officials in any way as required.
     4. In consultation with the Head Coach & Manager, provide written reports/feedback on squad/team programs and performance.
     5. Maintain comprehensive documentation regarding incidents and resultant procedures and outcomes in consultation with the Manager.
     6. Abide by the Coaches Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws and Policies).
     7. Hold a Suitability Card from the Commissioner for Children and Young People.
     8. Hold minimum Coaching Level Accreditation as required by SQI to attend State Championships.
3. **TRAINEE COACH (if applicable)** 
   * 1. Attend all squad/team training sessions and be involved with all aspects of the squad/team programs, at training and game management under the direction of the Head Coach.
     2. Assist other officials in any way as required
     3. Maintain comprehensive documentation regarding incidents and resultant procedures and outcomes in consultation with the Manager.
     4. Abide by the Coaches Code of Conduct/Ethics and the RSA Constitution (Rules, By-Laws and Policies).
     5. Hold a Suitability Card from the Commissioner for Children and Young People.
     6. Trainee Coach shall only take the field should one (1) of the senior Coaches be removed from the game.
     7. Hold minimum Coaching Level Accreditation as required by SQI to attend State Championships.

**BY- LAW 22.** **RSA REPRESENTATIVE TEAMS - GENERAL**

1. Subject to By-Law 22.2, general authority over any Redlands Representative side, including officials, shall repose in the Manager, and all members of such team shall submit to that authority and comply fully, at all times, with the directions of the Manager.
2. Notwithstanding the provisions of By-Law 22.1, authority over any Redlands Representative team so far as concerns training and match play shall repose in the Coach and members of the team shall submit to that authority and comply fully, at all times, with the directions of the Coach provided that the Manager shall have an overriding authority to direct players in respect of unsportsmanlike or unconscionable on-field conduct. For the purposes of this By-Law, training and match play will be deemed to include pre and post-match briefing by the Coach.
3. Save and except where the President or another officer of the Association in lieu of the President is traveling with or as part of a Redlands Representative team, the Manager of the side shall be deemed the official representative of the Association for all purposes connected with the team.
4. All personnel selected in a Redlands Representative team shall at all times abide by the procedures and guidelines as set our in the representative team policy documents. Where any such personnel breach of the policy, such to be reported to the Secretary and the Executive Committee may dismiss that person from the team and direct the relevant Selection Committee to choose a replacement.
5. During state championships, tournaments or on tour, the selection of a playing team shall be the responsibility of the relevant Coach in consultation with the Assistant Coach having regard to advice from the Manager as to any illnesses, injuries or disciplinary action which would exclude a player from consideration.

**BY- LAW 23 MEDIA**

23.1 No official, player or team has the authority to submit to the papers, T.V., Radio, or Social Media any advertisement or reports on Association softball games, or any subject on behalf of RSA without the approval of the Management Committee or Marketing & Commerce Co-ordinator.

*See E-communications Policy & Social Media Policy*

**BY-LAW 24** **REDLANDS SOFTBALL AWARDS PROGRAM**

Redlands Softball Association Inc (RSA) values the contribution members of the softball community make to the sport of softball in Redlands. It is important to recognise this contribution and also the achievements of athletes, coaches, scorers, umpires, administrators and other volunteer participants.

In addition to the RSA Awards, RSA will nominate members of the softball community for other awards including, but not limited to, Softball Qld, Queensland Sport Awards and Womensport Queensland.

In the absence of a RSA Awards Panel and/or Awards Panel Chairperson, the RSA President shall be delegated the authority to manage the processes for the RSA Awards Program.

**24.1 LIFE MEMBERSHIP**

24.1.1 Life Membership is the highest award that can be bestowed upon a person in Redlands Softball Association Inc.

24.1.2 Life membership may be conferred upon any person who has rendered distinguished and meritorious service, in a voluntary capacity, to Redlands Softball Association Inc over a period of not less than ten (10) consecutive years. (Refer to Rule 5.6)

24.1.2 All nominations for Life Membership of RSA shall be submitted in writing on the relevant prescribed form, signed by the Nominator and countersigned by a Seconder, and must include a full history of the service rendered by the nominee set out on RSA’s official Profile Form. Support material, which verifies the service, may also be included.

*Note: The person being nominated should not be advised of their nomination nor should they be asked to supply details of their service.*

* 1. **SOFTBALL SERVICE AWARD**

24.2.1 RSA may confer an award, to be known as the Softball Service Award, upon any person who is a current financial registered member of RSA and who has rendered distinguished and meritorious service, in a voluntary capacity, to the game of Softball in Queensland and been an outstanding role model for others in the sport.

* + 1. Nominations for a RSA Service Award may be made by:
* A member club
* The RSA Management Committee
* The RSA Awards Panel
  + 1. All nominations for a Softball Service Award shall be submitted in writing on the relevant prescribed form, to be received by the RSA office or the Chairperson of the Awards Panel not later than eight (8) weeks prior to the RSA Annual General Meeting.
    2. Each nomination shall be approved by the District Association Management Committee or the RSA Management Committee, signed by the Nominator, countersigned by a Seconder, both of whom shall be a member of the District Association Management Committee or the RSA Management Committee, and accompanied by the RSA’s official Personal Profile form setting out the full history of service rendered by the nominee.
    3. The RSA Awards Panel shall submit recommendations for Service Awards to the RSA Management Committee for their consideration.
    4. RSA Softball Service Award Categories and relevant timeframe eligibility are as follows:
       1. Bronze Softball Service Award:
* Service rendered over a period of not less than five (5) consecutive years
  + - 1. Silver Softball Service Award:
* Service rendered over a period of not less than ten (10) years
  + - 1. Gold Softball Service Award:
* Service rendered over a period of not less than fifteen (15) years
  + - 1. Platinum Softball Service Award:
* Service rendered over a period of not less than twenty (20) years
  + - 1. Diamond Softball Service Award:
* Service rendered over a period of not less than twenty-five (25) years

24.2.6 GENERAL

24.2.6.1 Playing does not constitute service to the game for the purpose of this award however, volunteer service as stated in 24.2.1, in other areas during the same period as playing does apply.

24.2.6.2 The Award Category a nominee will be considered for will be based on their period of service at the time of nomination. This category becomes their entry level and they are not entitled to receive lower category awards (if any).

24.2.6.3 A person who received a 10 year Service Award prior to 2013 (known as the Silver Award from 2012, shall be eligible to be nominated for a higher award as they reach the timeframe milestones listed in 19.2.6 above.

24.2.6.4 The person being nominated should not be advised of their nomination nor should they be asked to supply details of their service.

24.2.7 SPECIAL CIRCUMSTANCES

Consideration may be given to nominations that may not fulfil – in strictest terms – the criteria previously detailed. The Awards Panel may submit those nominations (with full details) which in its opinion fall into this category and endorsement will be at the discretion of the Management Committee.

* 1. **NOMINATION FOR SOFTBALL HALL OF FAME AWARD**
     1. Redlands Softball Association Inc may confer an award, to be known as the Redlands Softball Hall of Fame Award, upon a player who has made an outstanding contribution to Softball in Redlands through their participation in the Queensland Open Representative Team. Such player shall have displayed exemplary behaviour as a member of Redlands Softball/Redlands both within and outside the team environment.
     2. All nominations for a Redlands Softball Hall of Fame Award shall be submitted in writing on the relevant prescribed form, to be received by the RSA office or the Chairperson of the Awards Panel not later than eight (8) weeks prior to the Annual General Meeting of the Association.
     3. Each nomination shall be signed by the Nominator, countersigned by a Seconder and accompanied by a full and accurate resume of the player’s contribution.
     4. Nominations for the Hall of Fame may be made by
* A member club
* the RSA Management Committee
* the Awards Panel
  + 1. The Awards Panel shall select those players to be recommended to the RSA Management Committee for approval for the Hall of Fame.
    2. The announcement of the successful nominees and the presentation of their award shall be made at the discretion of the RSA Management Committee.
    3. CRITERIA

To qualify for consideration for the Hall of Fame Award a player must have:

1. retired from participation at Open State Championships for a minimum of four years
2. represented Redlands for a minimum of four (4) State Open Championships
3. made an outstanding contribution to the team’s performance by playing a key role for much of that time and performed at a level higher than average.

Other contributing factors may be

1. State/Australian representation
2. Award/s received at State/National Championships

*Note: To assess a player’s contribution reference to statistics from State Championships should be made.*

* + 1. SPECIAL CIRCUMSTANCES

Consideration may be given to nominations that may not fulfil – in strictest terms - the criteria previously detailed. Such special circumstances may include, but is not limited to, consideration of athletes who:

1. Have not retired but who continually make an outstanding contribution to the team’s performance representing Redlands at the Open level for a minimum of ten years; or
2. have retired from State representation but continue to represent Redlands; or
3. retired from State representation before retiring from Redlands representation. (This is to provide the opportunity for eligible athletes, in most cases, to become a member of the RSA Hall of Fame before the SQI Hall of Fame).

The Awards Panel may submit those nominations (with full details) which in its opinion fall into this category and endorsement will be at the discretion of the RSA Management Committee always maintaining the criteria of “outstanding contribution”.

**24.4 REDLAND SOFTBALL ASSOCIATION INC GENERAL AWARDS**

General information:

1. The Redland Softball General Awards may not necessarily be awarded each year.
2. The period of nomination is from 16 January of the previous year to 15 January of the current year.
3. The decision of the RSA Management Committee is final.
4. Awards will be presented at the RSA Annual Dinner

**24.4.1 VOLUNTEER OF THE YEAR AWARD**

**24.4.1.1** The Redland Volunteer of the Year Award may be awarded to any person who has made a significant contribution to the sport over the previous twelve month period.

**24.4.1.2** The contribution made by the Redlands Volunteer of the Year recipient must be of such standards of excellence to have set themselves apart from their peers so as to warrant them becoming the recipient of this award and should be for service over and above any role or position (volunteer) they may hold in a given twelve month period.

**24.5.1.3** The recipient of this award may be, for example, an administrator, coach, official, grounds person, fundraiser etc. and must receive no remuneration (apart from reimbursement for expenses incurred) in respect of their duties.

**24.5.1.4** Nominations for the Volunteer of the Year Award may be made by:

* a member club
* the RSA Management Committee
* the Awards Panel

**24.5.1.5** Factors to consider when assessing nominations include:

* Level of contribution as a volunteer over the 19 month period;
* Achievements over the period; and
* Significance of those achievements.

24.5.1.6 All nominations for Redlands Volunteer of the Year shall be submitted in writing on the relevant prescribed form, to be received by the RSA office or the Chairperson of the Awards Panel not later than eight (8) weeks prior to the RSA Annual General Meeting.

24.5.1.7 Each nomination shall be approved by the member club Management Committee or the RSA Management Committee, signed by the Nominator, countersigned by a Seconder, both of whom shall be a member of the member club Management Committee or the RSA Management Committee.

24.5.1.8 Each nomination must be accompanied by a detailed summary of the contribution and achievements made by the nominee over the previous 19 months and why their contribution is greater than those of their peers. The nominee must be a currently registered member of RSA.

24.5.1.9 The RSA Awards Panel shall submit the recommendation for the Redlands Volunteer of the Year Award to the RSA Management Committee for their consideration.

24.5.1.10 Where applicable, the Redlands Volunteer of the Year will automatically become the RSA nominee to the SQI - Volunteer of the Year Award.

*Note: This award applies to achievements over the 12mthperiod with the number of years of service not considered in the judging of this category.*

**24.5.2 ADMINISTRATOR OF THE YEAR AWARD**

24.5.2.1 The Redlands Administrator of the Year Award may be awarded to any person who has made a significant contribution to the sport in a voluntary capacity, over the previous twelve month period.

24.5.2.2 The contribution made by the Redlands Administrator of the Year recipient must be of such standards of excellence to have set themselves apart from their peers so as to warrant them becoming the recipient of this award and is in recognition of the achievements they have made as a direct result of the position/s they hold.

24.5.2.3 Nominations for the Administrator of the Year Award may be made by:

* a member club
* the RSA Management Committee
* the Awards Panel

24.5.2.4 Factors to consider when assessing nominations include:

* Level of contribution as a volunteer over the 19 month period;
* Achievements over the period; and
* Significance of those achievements.

**24.5.2.5** All nominations for Redlands Administrator of the Year shall be submitted in writing on the relevant prescribed form, to be received by the RSA office or the Chairperson of the Awards Panel not later than eight (8) weeks prior to the RSA Annual General Meeting.

24.5.2.6 Each nomination shall be approved by the member club Management Committee or the RSA Management Committee, signed by the Nominator, countersigned by a Seconder, both of whom shall be a member of the member club Management Committee or the RSA Management Committee.

24.5.2.7 Each nomination must be accompanied by a detailed summary of the contribution and achievements made by the nominee over the previous 19 months and why their contribution is greater than those of their peers. The nominee must be a currently registered member of RSA.

24.5.2.8 The RSA Awards Panel shall submit the recommendation for the Redlands Administrator of the Year Award to the RSA Management Committee for their consideration.

24.5.2.9 Where applicable, the Redlands Administrator of the Year will automatically become the RSA nominee to the Softball Queensland Administrator of the Year Award.

*Note: This award applies to achievements over the 12month period with the number of years of service not considered in the judging of this category unless the achievements are part of a long-term plan in which case this must be clearly stated in the nomination.*

**24.5.4 NOMINATION FOR SOFTBALL CLUB OF THE YEAR AWARD**

24.5.4.1 The Redlands Softball Club of the Year Award may be awarded to any softball club which is a member of a full member Redlands Softball Association that has attained a level of excellence through the adoption of progressive programs, initiatives and strategies to grow and improve Softball within their area (supporting both the Club and the DA) and whose performance in this way has been so exceptional that their achievements have identified them as being clearly outstanding from their peers.

24.5.4.2 Nominations for Softball Club of the Year may be made by either the club or their home District Softball Association and shall be submitted in writing on the relevant prescribed form, to be received by the RSA office or the Chairperson of the Awards Panel not later than eight (8) weeks prior to the RSA Annual General Meeting. The club must be current members of RSA.

24.5.4.3 Each nomination shall be approved by the District Association Management Committee signed by the Nominator, countersigned by a Seconder, both of whom shall be a member of either the club or the District Association Management Committee.

24.5.4.4 Each nomination must be accompanied by a detailed summary of the club’s performances for the year, or over an extended period as part of a long-term plan, through their programs, initiatives and strategies and must be of such a standard of excellence to truly warrant this award.

24.5.4.5 Factors to consider in completing nominations include:

* the types of programs, initiatives and strategies that have been adopted;
* the achievements and outcomes that have resulted from the programs, initiatives and strategies; and
* the significance of any achievements, with a particular focus on growth, participation and new products, including development of officials and increase in participation (new members excluding existing members who have transferred from other Clubs or DA’s) and retention of members.

24.5.4.6 The RSA Awards Panel shall submit the recommendation for the Redlands Softball Club of the Year to the RSA Management Committee for their consideration.

24.5.4.7 Where applicable, the Redlands Softball Club of the Year may become the RSA nominee to any Softball Queensland relevant award.

**24.6 REDLANDS SOFTBALL ASSOCIATION INC TECHNICAL AWARDS**

General information:

1. Redlands Technical Awards may not necessarily be awarded each year.
2. The period of nomination is from 16 January of the previous year to 15 January of the current year.
3. The decision of the RSA Management Committee is final.
4. Awards will be presented at the RSA Annual Dinner.

**24.6.1 NOMINATION FOR COACH OF THE YEAR AWARD**

24.6.1.1 RSA may confer an award, to be known as the Redlands Coach of the Year Award, to an individual who, in a voluntary capacity, has made a significant contribution to the success of a team and/or individual athletes that they have coached or been the major cause for an increased standard of coaching in Softball.

24.6.1.2 The nominees’ achievements for the yearmust have been of such a standard of excellence and achieved in an arena sufficiently competitive to warrant them being the recipient of this award. Factors to consider in completing nominations include:

* success of the team and/or athletes that they have coached;
* level of coaching i.e. regional, state, national or international;
* achievements over the period;
* significance of achievements; and
* contribution to the development of coaches or coaching.

24.6.1.3 All nominations for a Redlands Coach of the Year Award shall be submitted in writing on the relevant prescribed form, to be received by the RSA office or the Chairperson of the Awards Panel not later than eight (8) weeks prior to the Annual General Meeting of the Association

24.6.1.4 Nominations for the Coach of the Year Award may be made by

* a member club
* the RSA Coaching Technical Directorate
* the RSA High Performance Committee

24.6.1.5 Each nomination shall be signed by the Nominator, countersigned by a Seconder both of whom shall be a committee member of the organisation submitting the nomination and be accompanied by a full and accurate resume of the coach’s contribution. Nominations received from an Associate Member Softball Club must be endorsed by their District Association.

24.6.1.6 A Selection Panel shall comprise three (3) persons appointed by the Chairperson of the RSA Awards Panel and shall select the recipient to be recommended to the RSA Management Committee to be awarded the Redlands Coach of the Year Award.

**24.6.2 NOMINATION FOR REDLANDS UMPIRE AWARDS**

**24.6.2.1 General**

**24.6.2.1.1** The Association may confer awards, to be known as:

1. Redlands Umpire of the Year
2. Redlands Junior Umpire of the Year

upon umpires who have made an outstanding contribution to Umpiring in Queensland.

* + - * 1. All nominations for the RSA Umpiring Awards shall be submitted in writing on the relevant prescribed form, to be received by the RSA office or the Chairperson of the Awards Panel not later than eight (8) weeks prior to the Annual General Meeting of the Association.
        2. Nominations for the Redlands Umpiring Awards may be made by:
* A member club
* the RSA Umpiring Technical Directorate
  + - * 1. Each nomination received from a District Association must be endorsed by the nominee’s Umpiring Co-Ordinator, or a member of the Umpiring Committee on the Co-Ordinator’s behalf, and the District Association. Nominations from the RSA Directorate must be endorsed by the RSA Directorate and the nominee’s District Association and accompanied by a full and accurate resume as set out on the relevant official nomination form.
        2. The Selection Panel shall select the recipients to be recommended to the RSA Management Committee to be awarded The Umpire of the Year Award, The Junior Umpire of the Year Award.
        3. The Selection Panel shall comprise three (3) persons appointed by the Chairperson of the RSA Awards Panel.

**24.6.2.2 Redlands Umpire of the Year**

24.6.2.2.1 ELIGIBILITY

To be eligible for nomination for the Redlands Umpire of the Year Award, a nominee shall be:

* 1. registered with the Redlands Softball Association Inc;
  2. nominated in accordance with By-Law 24.6.2.1.4
  3. accredited (at any level) within the Softball Australia National Umpire Accreditation Program.
     + - 1. CRITERIA

To qualify for consideration for the Redlands Umpire of the Year Award, a nominee must:

1. be a current umpire in the year of nomination who consistently demonstrates a high level of officiating skill;
2. have a minimum of two (2) years’ service to umpiring in any capacity (e.g. contributing to umpire development as an instructor, examiner, mentor or program designer);
3. be an umpiring role model and one who presents a positive public image of umpiring and the role of the umpire

**24.6.2.3 Redlands Junior Umpire of the Year**

**24.6.2.3.1** ELIGIBILITY

To be eligible for nomination for the Redlands Junior Umpire of the Year Award, a nominee shall be:

1. 13 to 18 years of age as at 30 April in the year the Award is presented
2. registered with the Redlands Softball Association Inc;
3. nominated in accordance with By-Law 24.6.2.1.4;
4. accredited (at any level) within the Softball Australia National Umpire Accreditation Program.
   * + - 1. CRITERIA

To qualify for consideration for the Redlands Junior Umpire of the Year Award, a nominee must:

1. be a current umpire in the year of nomination who consistently demonstrates a high level of officiating skill;
2. have contributed to umpiring (in any capacity) over the previous twelve month period;
3. be an umpiring role model and one who presents a positive public image of umpiring and the role of the umpire.

**24.6.3 NOMINATION FOR REDLANDS SCORING AWARDS**

**24.6.3.1 General**

24.6.3.1.1 The Association may confer awards, to be known as:

(i) Redlands Scorer of the Year

(ii) Redlands Rookie Scorer of the Year

upon scorers who have made an outstanding contribution to Umpiring in Queensland

* + - * 1. All nominations for the RSA Scoring Awards shall be submitted in writing on the relevant prescribed form, to be received by the RSA office or the Chairperson of the Awards Panel not later than eight (8) weeks prior to the Annual General Meeting of the Association.
        2. Nominations for the Redlands Scoring Awards may be made by:
* A member club
* the RSA Scoring Technical Directorate
  + - * 1. Each nomination received from a District Association must be endorsed by the nominee’s Scoring Co-Ordinator, or a member of the Scoring Committee on the Co-Ordinator’s behalf, and the District Association. Nominations from the RSA Directorate must be endorsed by the RSA Directorate and the nominee’s District Association and accompanied by a full and accurate resume as set out on the relevant official nomination form.
        2. The Selection Panel shall select the recipients to be recommended to the RSA Management Committee to be awarded The Scorer of the Year Award, The Rookie Scorer of the Year Award.

24.6.3.1.6 The Selection Panel shall comprise three (3) persons appointed by the Chairperson of the RSA Awards Panel.

**24.6.3.2 Redlands Scorer of the Year**

24.6.3.2.1 ELIGIBILITY

To be eligible for nomination for the Redlands Scorer of the Year Award, a nominee shall be:

(i) registered with Redlands Softball Association Inc;

(ii) nominated in accordance with By-Law 24.6.3.1.4

(iii) accredited to at least a Level 2 within the Softball Australia National Scoring Accreditation Program.

* + - * 1. CRITERIA

To qualify for consideration for the Redlands Scorer of the Year Award, a nominee must:

(i) be currently scoring in the year of nomination demonstrating a high level of ability;

(ii) have contributed through any or all of the fields of scoring, lecturing, mentoring and promoting the public image of scoring;

(iii) be a scoring role model and one who presents a positive public image of scoring and the role of the scorer.

**24.6.3.3 Redlands Rookie Scorer of the Year**

24.6.3.3.1 ELIGIBILITY

To be eligible for nomination for the Redlands Rookie Scorer of the Year Award, a nominee shall:

(i) have been scoring for no longer than 4 years

(ii) be registered with Redlands Softball Association Inc;

1. nominated in accordance with By-Law 24.6.3.1.4;
2. accredited (at any level) within the Softball Australia National Scoring Accreditation Program.
   * + - 1. CRITERIA

To qualify for consideration for the Redlands Rookie Scorer of the Year Award, a nominee must:

(i) be currently active in scoring in the year of nomination;

(ii) have contributed to scoring within a District Association over the previous twelve month period;

1. be a positive role model and one who presents a positive public image of scoring and the role of the scorer.

**BY- LAW 25.** **POLICIES AND PROCEDURES**

The Management Committee may make, amend or repeal, from time to time, policies and procedures not inconsistent with these By-Laws so as to facilitate the management and administration of the affairs of the Association and its objects but the Management Committee shall not make any policies and procedures for the purpose of amending in any way the amounts or levels of any fees, subscriptions, levies or imposts set or determined by the Association at its AGM, except where the impost is levied subsequently, by the Australian Softball Federation Inc, SQI Inc or an increase in Sporting Insurance premiums.

* 1. Australian Representative Player/Official Rebate Policy (see attachment marked “Attachment A”)
  2. Smoke free Policy (see attachment marked “Attachment B”)
  3. Australian Softball Federation Member Protection Policy (see attachment marked “Attachment C”)
  4. Australian Softball Federation Heat Policy (see attachment marked “Attachment D”)
  5. Outgoing Championship Release Guideline (see attachment marked “Attachment E”)

**BY- LAW 26.** **REPEAL AND AMENDMENT**

* 1. These By-Laws may be repealed or amended at any time and from time to time:
  2. at any meeting of the Management Committee by a seventy-five percent (75%) majority of the votes of members present, entitled to vote and voting; or
  3. at any general meeting of the Association by a two-thirds (2/3) majority of votes of members present entitled to vote and voting,

abstentions shall be disregarded for all purposes, that is to say that whether or not the requisite majority of votes exists will be determined by counting only those votes cast by members present and entitled to vote.

These By-Laws shall be deemed to have repealed all previous By-Laws of the Association but, save and except as specifically provided herein, these By-Laws shall not affect any right, duty or liability in respect of any act, matter or thing done or commenced, acquired or imposed pursuant to any previous Rules or By-Laws of the Association.

**26.2** The RSA Policies and Procedures may be repealed or amended at any time and from time to time:

* 1. at any meeting of the Management Committee as per By-Law 25 by a simple majority of votes of members present, entitled to vote and voting; or
  2. at any General Meeting of the Association - in both cases a simple majority of votes will apply, abstentions shall be disregarded for all purposes, that is to say that whether or not the requisite majority of votes exists will be determined by counting only those votes cast by members present and entitled to votes

**“Attachment E”**

**Outgoing Championship Release Guideline**

1. As per By-Law 19.1 – 19.14
2. As per By-Law 8.4
3. In the case of a withdrawal from the team, the manager must obtain approval from the Executive committee for any new players to be added to the squad, prior to anyone being approached.
4. The pick-up of any players via a Championship release form from outside the association will be as a last resort and will require approval from the Management committee under special circumstances.
5. Should approval be granted to any official to participate as a player in the team then full fees will be required to be paid.
6. Two weeks after the representative team has been announced a $50.00 deposit will be paid to the manager to secure their position in the team.

Failure of payment – may be removed from the team and no championship release will be grant