

# 2023 AFCSL OPERATING POLICIES AND PROCEDURES

Adopted June 8<sup>th</sup>, 2023

## **POLICY 1. FORMATION OF TEAMS**

- 1.1. Neither the AFCSL (hereafter “the League”) nor its Board of Officers is responsible for the composition of any team roster; nor shall it be the responsibility of the AFCSL or its Board of Officers to be involved with any decisions regarding selection of Individual (Playing) participants (hereafter referred to as “players”), removal of players, sponsorship, or any other team-related activity.
- 1.2. If an open section team is in need of additional players, the Open Section Directors of Player and Team Operations can assist through the publication of a “free agent” list of new AFCSL players. This list is provided as a resource only. If the team is in the Women+ Section, they can contact the Women+ Section Director of Player and Team Operations for assistance. AFCSL is not responsible for the success of this process and cannot guarantee player placement on any team.
- 1.3. AFCSL may, at its discretion, allow for the formation of a new team from those participants at a skills assessment clinic designated for new or returning players; however, any team so formed will be responsible for administration of its own affairs, once a manager has been identified.
  - 1.3.1. At the discretion of the AFCSL Board, participation at a pre-season skills assessment clinic shall be limited only to those individuals who meet any of the following criteria:
    - 1.3.1.1. New players to the League
    - 1.3.1.2. Individuals who have been absent from participation in the League for a period of at least two (2) calendar years (even if they have played in another league)
    - 1.3.1.3. Players with an existing NAGAAA or ASANA rating, who wish to showcase skills for possible inclusion on another team.
    - 1.3.1.4. Members of the AFCSL Board of Officers
    - 1.3.1.5. Individuals designated to assist by the Director of Player and Team Operations for the respective Section.
    - 1.3.1.6. One manager OR chosen representative from each team, who may observe and make notes, but NOT interact with individuals being assessed.
  - 1.3.2. Under no circumstance shall a skills clinic be open to spectators; nor shall a skills clinic be used for the recruitment of players. Individuals who do not meet the criteria outlined in 1.3.1, above, shall be required to leave if asked to do so by a member of the AFCSL Board.
    - 1.3.2.1. Individuals who do not meet the criteria outlined in 1.3.1, OR who attempt to recruit individuals being assessed shall be required to leave if asked to do so any AFCSL board member. Individuals who violate this rule, and their teams, are subject to League sanction as determined by the Board regardless of any public access laws.
- 1.4. Team managers are responsible only as agents for their respective teams, not as agents of the AFCSL.

## **2. POLICY 2. SCHEDULING**

- 2.1. Dates of play and rain-out dates will be determined by the Board of Officers.

- 2.2. It shall be the responsibility of the AFCSL Board to develop and publish the schedule of games for both the Open and Women+ Sections; the League does not accept individual team requests for days off.
- 2.3. Pursuant to the interleague agreement between AFCSL, the Greater Los Angeles Softball Association (GLASA), the Palm Springs Gay Softball League (PSGSL), and the Long Beach Sun and Surf Softball League (SSSL), games for the Open B Division on specified dates during the Spring 2022 season may be played in Long Beach, Los Angeles or Palm Springs.

### **3. POLICY 3. PLAYER AND TEAM FEES**

- 3.1. All teams must pay team participation fees, and all players must pay their individual player fees, prior to playing their first game of the season in order to be eligible for League play.
- 3.2. The fee for team registration is five hundred dollars (\$500.00) per team
  - 3.2.1. For sponsors with more than one team, the fee is four hundred fifty dollars (\$450.00) per team.
  - 3.2.2. Team fees shall be paid by one check (made payable to "AFCSL") or by any other method approved by the Board or Treasurer, including the use of electronic funds transfer via online payment services.
    - 3.2.2.1. Use of online payment services to pay team fees may incur an additional convenience surcharge.
- 3.3. Team fees are due by the final Managers' Meeting. Fees can be submitted to the League Treasurer prior to this date, but it is the manager's responsibility to ensure the fee is received in time.
- 3.4. Player fees for Spring season are eighty-five dollars (\$85.00) per player; fees for the Fall season may be reduced at the discretion of the Board. Use of online service may accrue and additional surcharge.
  - 3.4.1. It shall be a privilege of serving on the Board of Officers to be exempt from player fees for so long as an individual shall serve as an Officer; Officers who are appointed or elected to serve after having paid fees for the current season shall not be entitled to refund.
  - 3.4.2. Player fees shall be submitted to the League using the League-approved payment service through the website.
  - 3.4.3. Players who are added to a roster following opening day of the season shall make full payment of fees in the same manner as described.
  - 3.4.4. Players who are added after the roster freeze deadline (as allowed by policy) shall pay a reduced player fee not to exceed fifty percent (50%) of the regular fee.
  - 3.4.5. Prior to Opening Day, refunds are at the discretion of the Treasurer. On or after Opening Day, refunds are at the discretion of the Board.
- 3.5. AFCSL Individual Participants (Non-Playing) are exempt from player fees; however, all other requirements of registration outlined in Policy 4 below shall still apply.
  - 3.5.1. A non-playing participant must be designated as such on the team roster and is not eligible at any time to be considered a substitute player, unless and until player fees are paid in accordance with AFCSL procedures.

### **4. POLICY 4. REGISTRATION**

- 4.1. Individuals shall be required to register for the League prior to opening day via the League website; once a registration is submitted, it shall be approved by the team manager. There shall be two (2) categories of registration for individual participants:

Individual (Playing) (“players”) and Individual (Non-Playing). Individuals may change their category of participation at any time, provided compliance with the provisions related to fees and roster deadlines.

- 4.1.1. Individual (Playing): This shall include all persons who are included on a team roster as an eligible on-field player in accordance with all applicable bylaws, rules, and policies and procedures of AFCSL, NAGAAA, ASANA, and/or USA Softball.
- 4.1.2. Individual (Non-Playing): This shall include all team personnel who are included on a roster for a given team, but who are not deemed eligible players by the team manager.
- 4.2. A player who is added to a team as a late pick-up or emergency substitute on a game day is allowed to register online on game day but must pay the appropriate fees prior to playing.
- 4.3. In accordance with the definitions set forth, all Individuals (Playing and Non-Playing) who register with the League shall be defined as “participants” within the meaning of the Bylaws for the purpose of participation in the administration of the League.

## **5. POLICY 5. ROSTERS**

- 5.1. A team roster will consist of a minimum of nine (9), but not more than twenty (20), players.
  - 5.1.1. A team roster may also include Individual (Non-Playing) participants (e.g., managers, coaches, scorekeepers, base coaches) who must be designated as non-players on the League roster.
  - 5.1.2. All participants listed on a team roster must be registered and in paid status with the League, in accordance with the applicable provisions of Policies 3 and 4.
- 5.2. All Individual (Playing and Non-Playing) participants on a team roster must be at least eighteen (18) years of age to register.
- 5.3. A team manager or designated team representative must notify the appropriate Director of Player and Team Operations when a new player is added to an already-established roster. Roster limit rules and Divisional classification/ratings rules apply.
  - 5.3.1. For the Open Section, teams and players are subject to the NAGAAA Ratings Guidelines. If an Individual (Playing) participant previously played in the League, his or her most recent NAGAAA rating will be initially used to determine the minimum rating for eligibility purposes. If the player’s skills are higher or lower than previously rated, and the manager has knowledge or is aware of the player’s skills, it is the manager’s responsibility to ensure proper rating is reported. A player rating is subject to a protest if the player and/or manager know that their current capabilities exceed their previous rating.
    - 5.3.1.1. Pursuant to the interleague agreement between AFCSL, GLASA, PSGSL, and SSSL, if any of the Leagues in question make a ratings change to any of their players, which change becomes effective immediately in the respective league, the commissioner of the League making the change will notify the commissioners of the other Leagues in writing, identifying the ratings change and which questions on the ratings form are impacted.
    - 5.3.1.2. Once notification of a change under 5.3.1.1 is received from GLASA, PSGSL, or SSSL, AFCSL will recognize the updated rating immediately.
  - 5.3.2. For the Women+ Section, players are subject to the ASANA National Classification Model. If an Individual (Playing) participant previously played in the League, her most recent classification will be initially used to determine the minimum rating

for eligibility purposes. If the player's skills are higher or lower than previously classified, and the manager has knowledge or is aware of the player's skills, it is the manager's responsibility to ensure proper rating is reported.

5.3.2.1. All classifications are to be reviewed annually. At the beginning of every Spring Season, team managers are required to review and submit a classification for each player on their current roster. It is from this initial submission that the classifications will be reviewed and revised as seen necessary by the defined committee.

5.3.2.2. A player is subject to reclassification with the approval of the Classifications Committee. The player's manager may appeal this decision in writing to their section Director of Player and Team Operations. AFCSL Board members will review and make a final decision. A single one-time appeal will be heard and addressed within one (1) week of receipt of such appeal. All decisions of the Board are final.

5.3.2.3. AFCSL does not follow ASANA team composition requirements (ie. team score cap, max player rating, etc.). Instead, the following rules are in place:

5.3.2.3.1 There is no total score limit for any team in any division.

5.3.2.3.2 There is no limitation on a max score for a single player to play in a division (so long as the player does not exceed 1 division higher than the division they are playing in, ie., an A player cannot play on a C team).

5.3.2.3.3 Teams may carry up to 5 higher division players (5 Cs in D division, 5 Bs in C division, etc.). However only 3 upper division players may be active on the lineup at a given time. If more than 3 are active and the 4<sup>th</sup> upper division is active in the game (plays in the field or takes an at bat) then the game is a forfeit. This includes entering the game as a pinch runner. If a 4<sup>th</sup> B player is on the sub list, they only way they may enter a game is to sub in for an existing B player on the roster.

5.4. An AFCSL player can only be on one (1) Open Section team roster and/or one (1) Women+ Section team roster at any given time. Any player who plays on two (2) or more teams within a Section will be considered ineligible.

5.4.1. A player who wishes to change teams after the roster for a team has been established can do so with a written approval from the original team manager and the Board. Requests to change teams must be submitted to the Board no later than 8 pm on the Thursday prior to next game and must be in accordance with roster freeze. In certain circumstances, the Board may allow a player to leave a team without that manager's approval but will not be responsible for finding hat player another team.

5.4.2. Administrative dropping of an Individual (Playing) participant from, and/or transfer of an Individual (Playing) participant to another team, must be approved but the relevant team manager(s) in writing to the Board, not later than 8 PM Thursday prior to the next scheduled Sunday game.

5.4.3. Team managers shall not solicit players for spring or fall season who are on existing team rosters.

- 5.4.4. Teams may add players up until the end of the fifth week of games played during a given season (known as the roster freeze deadline). This “roster freeze deadline” will be noticed annually by the Board.
  - 5.4.4.1. After the roster freeze deadline, the Board must approve any additional players. Additional players may be added to the roster to bring the number of players to nine (9) to prevent a team forfeit. Players added after the roster freeze deadline shall pay applicable fees and be registered in accordance with AFCSL policies.
  - 5.4.4.2. Players added after the roster freeze deadline may be used again to prevent additional forfeits, but not otherwise.
- 5.5. Team managers and/or players who knowingly falsify information on any official document while acting as a representative of a team, and/or implicitly of the League, will be subject to disciplinary action, up to and including termination of association membership, by the AFCSL Board.
- 5.6. At no time shall an individual not registered with the League be allowed on the field (including in the dugouts).
  - 5.6.1. Should non-registered personnel be found on the field during a game, the offending team will be subject to a fifty-dollar (\$50.00) fine, due not later than the beginning of the next scheduled game.
  - 5.6.2. Should a team incur a subsequent infraction of this Policy during the season, the game(s) during which the subsequent infraction occurs will be immediately subject to forfeit, and the non-registered personnel must immediately sign the Insurance Waiver form, regardless of the team’s forfeit.

## **6. POLICY 6. CONDUCT AND RULES**

- 6.1. While the AFCSL Board of Officers provides rules in regards to conduct and sportsmanship, the AFCSL Board of Officers reserves the right to take necessary action to halt disruptive behavior. Team managers and players are asked to behave in a respectful manner toward the game, umpires, fans/spectators, teammates, park personnel, and opponents. Conduct complaints are considered serious and will be addressed with appropriate parties by the AFCSL Board of Officers.
- 6.2. Operative Code of Conduct can be found in the document section of the AFCSL website
- 6.3. All players shall be required to agree to abide by the current AFCSL Code of Conduct; a player’s registration as described shall signify their agreement under this section.
- 6.4. Conduct, as defined for the purpose of this Policy, does not include protests related to Open Section player ratings.
- 6.5. Disparaging, rude or offensive comments posted on either the AFCSL website or other social media outlets will be dealt with in the same manner and timeliness as live, person-to-person outbursts.
- 6.6. As registered players always reflect on AFCSL, this Code of Conduct applies to all USA Softball events.
- 6.7. AFCSL games follow the rules of USA Softball except as detailed in the AFCSL Season Rules document or as determined by the UIC.

## **7. POLICY 7. FORFEITS**

- 7.1. If a team does not have nine (9) players at game time, the game is considered a forfeit. Any team that forfeits a game without proper notification will be fined fifty dollars (\$50.00) for each occurrence. This fee must be paid to the League prior to the team’s next scheduled game.

- 7.2. To avoid a forfeit fee, the team manager must send an email to “board@afcsl.org” not later than eight o’clock (8:00) pm on the Thursday preceding the upcoming Sunday games. The team manager must receive a confirmation of receipt of forfeiture from the Board. If a team manager does not receive confirmation by Friday at noon, contact must be made directly to appropriate Co-Commissioner.
- 7.3. A team may be disbanded after three (3) forfeits, at the discretion of the AFCSL Board of Officers. Players from disbanded teams are allowed to be picked up by other teams for the remainder of that season, prior to roster freeze deadline; or to avoid team forfeiture for teams that are short players only.

## **8. POLICY 8. UNIFORMS AND EQUIPMENT**

- 8.1. Each player must wear shirts of like color with a number at least six inches (6”) high on the back of the shirt. Only one player per team per game will be allowed out of uniform. Shirts with numbers are required for every game.
- 8.2. Uniforms are required not later than the third week of games. If a team is unable to have uniforms for these games, there will be a twenty-five-dollar (\$25.00) fee assessed for every week the team is unable to comply with uniform requirements.
- 8.3. The Board shall ensure that the USA Softball Rules, Exceptions to those Rules as approved by the Board, and these Policies and Procedures are available to managers in hard copy, on the website, or by link.
- 8.4. The Board shall provide a set of official line-up cards to be used during games; teams must submit their line-up to the umpire using only the official AFCSL line-up cards provided.
- 8.5. Team names and uniforms are subject to the Code of Conduct and approval by the Board.

## **9. POLICY 9. END OF SEASON RESULTS**

- 9.1. If, after all League games have been played, 2 or more teams are tied with the same win/loss record, the following tiebreakers will be used to determine final Leagues standings, in stated order, until are ties are broken.
  - 9.1.1. Head-to-Head record
  - 9.1.2. Head-to-Head run differential
  - 9.1.3. Total Runs Scored Against
  - 9.1.4. Total Runs Scored
  - 9.1.5. Coin-toss

## **10. POLICY 10. PROTESTS**

- 10.1. The AFCSL has a defined process relating to protests, ejected/ineligible players, and violations of the Code of Conduct, and Open Section ratings and Women+ Section Classifications.
- 10.2. All protests will be addressed by the Protest Committee with the exception of Player Rating protests.
  - 10.2.1. Most Player Ratings questions and challenges are dealt with through the Ratings Committee evaluation process. A Player Rating Protest is generally reserved for egregious violations of the ratings rules that have a significant impact on the outcome of a specific game or safety. Examples include a player where there is a factual ratings discrepancy with the Governing Organization’s database, a new player who was not evaluated in clinics or clearly plays differently than when

evaluated, or a change in team members/rating that put a team over their Division Ratings Cap.

- 10.2.2. Due to the importance of a timely result, Player Ratings Protests will be addressed by the Section Director of Team and Player Operations in consultation with the Board of Officers, the managers of the teams involved in the game, and other knowledgeable parties as the Director of Team and Player Operations and the Board deem appropriate
- 10.2.3. The Decision of the Director of Player Operations and Board will be made prior to the next week's games and is final
- 10.2.4. Regardless of the protest outcome, the Director of Player Operations may choose to pass the issue to the Ratings Committee for review through that process. If s/he does not, this does not preclude a rating evaluation request being sent to the Ratings Committee
- 10.3. The Protest Committee will act as an instrument of the League to determine the facts and circumstances pertaining to protests, ejections, and illegal and ineligible players. The Protest Committee will review all complaints by interviewing involved individuals and reviewing the evidence in accordance with applicable USA Softball and AFCSL playing rules and AFCSL Bylaws. All decisions are final and binding.
- 10.4. The term of the Protest Committee will begin at the start of the Spring Season and continue through the completion of Fall Ball each year. The Assistant Commissioner will chair the Protest Committee. Additional members will include the Commissioners and Directors of Team and Player Operations from the Open and Women+ Sections.
- 10.5. Specific procedures for protests shall be as follows:
  - 10.5.1. An official protest must involve a question about a rule interpretation, an illegal player, or an ineligible player. There will be no protest involving a decision based upon the judgment call of an umpire.
  - 10.5.2. Each protest must be accompanied by a fifty-dollar (\$50.00) cash deposit. If the protest, or any part thereof, is upheld, the deposit shall be returned. If the protest is not upheld, the deposit shall be paid to the AFCSL general fund.
  - 10.5.3. Only the team manager, or acting manager, may notify the plate umpire of her/his intent to play the game under protest.
  - 10.5.4. Rule protests shall be in accordance with USA Softball Rules and AFCSL Rules and Addenda as adopted for the current season.
    - 10.5.4.1. Most rule protests can be dealt with at the time of question. The managers and umpires shall stop the game, review the rule and resume the game; if the manager persists, the UIC and/or his/her assistant will be called to the field or on the phone for an immediate ruling. If that ruling is questioned, an official protest can then be requested by the manager.
    - 10.5.4.2. If the protest cannot be resolved immediately, the game will continue
  - 10.5.5. An official protest must be lodged with the umpire before the next legal or illegal pitch, unless the play in question ends the game, in which the protests must be filed immediately. Per USA Softball rules, the protest must be noted on the lineup card, along with pertinent information related to the protest, which may include but not be limited to the following:
    - 10.5.5.1. Details of the protest
    - 10.5.5.2. Inning
    - 10.5.5.3. Number of Outs
    - 10.5.5.4. Ball/Strike count

- 10.5.5.5. Names and Position(s) of Player(s) on Base
- 10.5.5.6. Time remaining in the game
- 10.5.6. The Protest Committee will review all protests.
  - 10.5.6.1. A meeting will be scheduled with the appropriate Committee and the managers or a team representative, to hear the protest and any rebuttal from the manager of the team under protest.
  - 10.5.6.2. The Protest Committee will provide, in writing, their decision to the managers of the teams involved, describing their decision.
  - 10.5.6.3. Decisions from the committee is final and not subject to any additional appeals.
- 10.6. The Protest Committee shall be responsible for administration of claims related to ejected participants.
  - 10.6.1. For the purpose of this Policy, the term “participant” shall refer to any League participant, including rostered players, managers, coaches, assistants, trainers, scorekeepers, or other duly-registered non-player participants.
  - 10.6.2. An ejected participant is one who is removed from a game by the officiating umpire. A participant may be ejected for unsportsmanlike conduct, as defined by the USA Softball Rules; AFCSL Rules and Addenda, as adopted for the current season; and the Code of Conduct agreement. An ejected participant must immediately leave the playing field and the dugout.
    - 10.6.2.1. An ejected participant will not be allowed to return to the playing field until the completion of the next scheduled game, having served a one (1) game suspension.
    - 10.6.2.2. If conduct, or subsequent conduct, is in violation of AFCSL rules, the umpire can direct the participant to leave the facility completely (i.e., out of sight and sound). The AFCSL Board Officer on Duty, the UIC, or the officiating umpire has the right to remove participants from the facility using their discretion.
    - 10.6.2.3. Any participant ejected by an AFCSL Board Officer, UIC, or umpire is automatically suspended from his or her team’s next scheduled game. Failure to adhere to this suspension may result in further disciplinary action as determined by the Board.
    - 10.6.2.4. The officiating umpire shall submit notification of an ejection in writing within a reasonable amount of time following the game to the UIC. At the time of the infraction the umpire will verify the name of the ejected participant with the official scorekeeper.
  - 10.6.3. The umpire will also provide complete details of the circumstances relating to the ejection as well as the specific rule(s) violated. The umpire shall comment on the severity of the situation and recommend further action. The UIC will forward this information to [board@afcsl.org](mailto:board@afcsl.org)
- 10.7. The Protest Committee shall be responsible for administration of claims related to ineligible players.
  - 10.7.1. An ineligible player is one that is not in compliance with USA Softball, NAGAAA, ASANA, or AFCSL rules, code, bylaws, or any other governing document for the aforementioned entities; this may include ejected or suspended players or persons having been banned from participation in the above listed organizations. As an ineligible player, the player will not be able to participate in games until approved by the AFCSL Board of Officers.



10.7.2. It will be at the discretion of the AFCSL Board Officer on Duty to exercise the right to have the Team Manager ejected upon the discovery of an ineligible player or players in their lineup.

10.7.2.1. The process outlined for ejected players in 10.6 above, will apply to any manager ejected for using ineligible players.

## **11. POLICY 11. (OPEN SECTION) RATINGS/CLASSIFICATIONS**

11.1. The purpose of this policy is to establish the method and timing for rating players according to the system enacted by Governing Organizations (NAGAAA/ASANA). The procedure is designed to take place during the spring season and prior to the final submission of player ratings to determine eligibility for the current year's World Series.

11.2. The Directors of Team and Player Operations, in consultation with the Board of Officers, will begin the formation of a Ratings Committee prior to the start of the spring season.

11.2.1. The Committee will consist of members of the Board of Officers, team managers or their designee, and other players or participants deemed appropriate by the Director of Player Operations.

11.2.1.1. Managers must serve on the Committee themselves or designate a player or participant from their team to do so

11.2.1.2. Managers can submit an unlimited number of additional potential Committee members

11.2.1.3. The Directors of Team and Player Operations will lead the Ratings/Classifications Committee unless otherwise directed by the Board of Officers.

11.3. Initial ratings/classifications based on Governing Organization questions for all players must be provided by the manager to the Director of Team and Player Operations at the time requested.

11.3.1. The initial rating/Classifications for all players with Governing Organization ratings active from July 15 of 2 calendars years prior to the season in question must be no lower than the rating in the Governing Organization database unless a medical exemption has been approved.

11.3.1.1. If a manager feels the Governing Organization database ratings/classifications underestimate a player's true skill level, they may add "Yes" questions/Percentages as they see fit to the initial rating for that player. These additions will be immediately considered accepted changes and will be used in calculating the appropriate player Division and team rating.

11.3.1.2. A manager may NOT remove a "Yes" question/decrease Percentages from what is reflected in the Governing Organization database in the initial ratings. This applies even if they have added a different "Yes" questions.

11.3.1.3. A request for a medical exemption must be made to the Director of Team and Player Operations at least one week before the submission of initial ratings. The request should include: (1) Specific ratings questions for which allowances are sought; (2) Date and nature of injury, can be a narrative from player, but preferably a medical evaluation from near the time of injury; (3) X-rays/CT images with dates and/or text reports; (4) Timing and records from any surgery; (5) Medical information on plan for healing and prognosis; (6) Continued updates on treatment and release from care. The Board retains the

right to request a skill demonstration before making a decision on the allowance.

11.3.1.3.1. Approval of a medical exemption is at the discretion of the Board of Officers. Continuation of medical exemptions will be reviewed throughout the season based on performance and additional information. We hope the player will update the board on their own, but further information should be provided in a timely manner at the Board's request

11.3.1.3.2. In general, Medical Exemptions may only be requested for a condition that arose after the most recent ratings/classifications were sent to the Governing Body

11.3.2. The initial rating/classifications for players without a Governing Organization rating within 2 calendar years is at the discretion of the manager.

11.3.2.1. The decisions made at Skills Clinics are binding as to the lowest skill Division in which a player may start the season, but do not determine initial player ratings. (e.g., a manager may give a player designated for "C" a rating of 10, but this does NOT change the "C" decision for that season.)

11.3.3. Initial ratings/classifications must be submitted in the format requested by the Board. Information submitted any other way may be considered invalid.

11.3.4. Teams may not play until their initial ratings/classifications have been received.

11.3.5. The Director of Team and Player Operations will provide all managers with the initial ratings/classifications for players with Governing Organization ratings for ALL teams in their Division prior to the beginning of the season.

11.3.6. Initial team ratings/classifications must not exceed any applicable Division cap.

11.4. Managers may request a change in one of their player's rating/classifications any time prior to the Monday after the 4<sup>th</sup> week of games. This request must be submitted by email to the Director of Team and Player Operations.

11.4.1. Requests to add "Yes" on questions/percentages will be immediately accepted as active and used in determining the players' appropriate Division AND team rating.

11.4.2. Requests to remove the "Yes" on questions/decrease percentages will be reviewed by the Ratings Committee and, if approved, will not take effect until the end of Spring season of the year in question. This is true even if "Yes" questions/percentages are added.

11.4.3. Therefore, simultaneous requests to add "Yes" questions/percentages while subtracting others will result in an increase in the player and team rating until at least until the end of the season.

11.4.4. The Director of Team and Player Operations will notify managers of the relevant Divisions as soon as possible after ratings/classification changes are made.

11.5. Managers may challenge the ratings/classifications of other players in their Division. For the 2022 Spring Season Open. Section, all but the most egregious challenges may be deferred until final decisions are made regarding the new NAGAAA ratings rules are implemented prior to the GSWS.

11.5.1. Managers must send challenges to the Director of Team and Player Operations by email.

11.5.2. Managers must cite specific questions on which the challenged player(s) is to be evaluated. There is not a limit to the number of players or questions that may be challenged.

11.5.3. Data supporting the challenge is welcome, but its use is at the discretion of the Director of Team and Player Operations and Ratings Committee.

11.5.4. Managers are allowed and encouraged to submit ratings challenges as quickly as possible, but challenges will not be accepted more than one week after the roster freeze. Any exceptions to this deadline are at the discretion of the Director of Team and Player Operations and the Board of Officers.

11.5.5. The result of challenges will not retrospectively change the outcome of any game. (this can only be done through a Ratings Protest.)

11.6. The Ratings/Classification Committee, led by the Director of Team and player Operations, will evaluate ratings challenges, requested changes, and players without an active Governing Organization rating.

11.6.1. The Director of Team and Player Operations will request members of the Ratings Committee to evaluate players as he or she deems fit.

11.6.1.1. Members of the Board of Officers may evaluate any player from any Section or Division

11.6.1.2. Ratings/Classification Committee members NOT on the Board of Officers may NOT rate any player from a Division in which they play or coach/manage.

11.6.1.3. There is no minimum or maximum number of Committee Members or chances/games that must be evaluated to make a recommendation.

11.6.1.4. All information obtained through the Ratings/Classifications Committee is strictly confidential, including to the members of the Committees. Committee members who are believed to have disclosed confidential information may be removed from the Committee at the discretion of the Director of Team and Player Operations.

11.6.2. Members of the Committee must evaluate players and submit information in the format requested by the Director of Team and Player Operations. The goal will be to use objective data related to the Governing Organization questions as observed.

11.6.3. The following players may be automatically reviewed by the Ratings/Classification Committees: New players, players without an active Governing Organization database rating more recent than July of 2 calendar years prior, players with active ratings/classifications from Governing Organizations databases from leagues other than AFCSL, and players for whom medical exemptions or the removal of "yes" question/percentages have been requested.

11.6.3.1. The Committees are NOT bound by any decision made at skills clinics regarding the appropriate Division for the players

11.7. Ratings Challenge Decisions

11.7.1. The Director of Team and Player Operations will collect and assess the evaluation information from Ratings/Classification Committee members asked to evaluate a certain player. At whatever time s/he has sufficient information, the Director of Team and Player Operations will make a recommendation to the Board of Officers by any form of communication used by the Board.

11.7.1.1. The Director of Team and Player Operations may choose to have meetings or discussions of the full Committee or subsets of the Committee as s/he sees fit; however, the final recommendation is at his/her discretion.

11.7.1.2. Supporting documentation may be provided as the Director of Team and Player Operations sees fit or at the request of the Board.

11.7.2. The Recommendation of the Director of Team and Player Operations may be approved, rejected, or changed by a majority vote of the Board of Officers by any voting mechanism deemed appropriate.

11.7.2.1. If the Board rejects a recommendation, it must either request additional information/evaluation OR hold a vote endorsing a specific rating for the player.

- 11.7.3. Decision of the Board will be announced to the manager and player as soon as possible after a decision is made, and on a rolling basis through the season.
- 11.7.4. Managers may appeal a decision made by the Board.
- 11.7.4.1. The manager must send an email to “board@afcs.org” indicated that they wish to appeal within 48 hours of the receiving the decision.
- 11.7.4.2. The appeal should include e-copies of any relevant data/scorebook pages.
- 11.7.4.3. Within 72 hours, the Board will decide whether to deny the appeal, grant the appeal, or ask for a meeting with the manager. The manager will be notified of this decision as soon as possible.
- 11.7.4.4. The player MAY play with their prior rating while an appeal is pending.
- 11.7.4.5. The time for an appeal can NOT include more than one week of games.
- 11.7.4.6. Appeal decisions are final.
- 11.7.5. Ratings changes take effect as soon as the time to request an appeal has passed or after the appeal process is complete
- 11.7.5.1. If a player’s new rating exceeds the limit of his/her Division, the player can no longer play in that Division. The Board will try to assist the player in finding a team in the new Division, but cannot guarantee placement, and roster freeze deadlines will still apply at the discretion of the Board.
- 11.7.6. If a player’s new rating causes a team rating to go over the team rating cap, the team must take action to be under the cap prior to their next game. This action need not involve the player reviewed if his/her rating remains under the Division cap.

## **12. POLICY 12. WOMEN+ DROP-IN / SUBSTITUTE PROGRAM RULES**

- 12.1 Pick-Up Players:
- 12.1.1 A team can pick up an eligible AFCSL player (Paid/Rostered) from the same or a lower division in the same section.
- 12.1.2 Pick-up players must be designated on the line-up card with a (P) in the position column.
- 12.1.3 Pickup games do not count toward World Series eligibility.
- 12.1.4 In order for a team to pick up players they must have at least 7 rostered players present. When using pick up players, the maximum roster size, including pick-up players, is 9.
- 12.1.5 Higher Division players may, with Board approval be eligible as pick up player(s) for lower division teams as requested and deemed appropriate based on individual player rating.
- 12.1.6 A request for higher division pick-up players must be made in writing to the board at least 24 hours in advance of the game time.
- 12.1.7 Any pick-up player who does not comply with the rules above will be considered an illegal player by USA softball rules. Any determination during game play or before the start of play the following week that a team used an illegal player as a pick-up player will result in the actions listed under 12.3.:
- 12.1.8 A protest for a pick-up player can be verbally made at the field while the game is in play or after the game in writing to the board.
- 12.1.9 A verbal protest should be made to the umpire. Game time will stop and a member of the AFCSL board will be notified to make a decision on the player’s eligibility.
- 12.1.10 A written protest must be sent to afcs.org within 48 hours of the game ending.

- 12.1.11 There is no fee for protesting a pick-up player.
- 12.1.12 All USA softball rules concerning illegal players will be enforced.

## 12.2 Drop-In Players:

- 12.2.1 Drop-In Players may not be combined with Pickup Players in the same game.
- 12.2.2 Manager may pick up a player who is not on an official AFCSL roster for a fee of \$10 per player per game.
- 12.2.3 Drop-in players must sign up online and sign the waiver before playing
- 12.2.4 Drop-in players cannot gain World Series eligibility
- 12.2.5 Up to 2 Drop-in players can be added to a roster per game. There is no roster cap limit. (i.e., if a team has 12, they can still add Drop-in players)
- 12.2.6 Manager must submit a player rating form for Drop-in player(s). If unknown, they will be considered 1 level high than the division they are playing in.
- 12.2.7 If a team is playing short (with less than 10 players), they may only add Drop-in players to get their roster up to 9.
- 12.2.8 Drop-in players count as a regular rostered player for that game.
- 12.2.9 Drop-in player must be indicated on lineup card with a (D) in the position column.
- 12.2.10 Drop-in players may not be added on the last weekend of regular season play
- 12.2.11 Board members and/or or umpires reserve the right to not allow the Drop-in player in a game if they are a danger to the division they are playing in. i.e., a B rated player may not play on a D team
- 12.2.12 A protest for a drop-in player can be verbally made at the field while the game is in play or after the game in writing to the board.
  - 12.2.12.1 A verbal protest should be made to the umpire. Game time will stop, and a member of the AFCSL Board will be notified to make a decision on the player's eligibility.
  - 12.2.12.2 A written protest must be sent to [board@afcsl.org](mailto:board@afcsl.org) within 48 hours of the game ending and must include all necessary documentation to support the protest
  - 12.2.12.3 There is no fee for protesting a drop-in player. Any drop-in player who does not comply with the rules above will be considered an illegal player by USA softball rules. Any determination during game play or before the start of play the following week that a team used an illegal player as a drop-in player will result in the actions listed under 12.3.

## 12.3 Offenses:

- 12.3.1 1st offense: With NO WARNING given, the team will be charged a \$50 fine which must be paid before the start of their next game. Failure to pay the fine will result in a forfeit. The game in which the illegal player(s) participated will be considered a forfeit.
- 12.3.2 2nd offense: The team will be charged a \$100 fine which must be paid before the start of their next game. Failure to pay the fine will result in a forfeit. The game in which the illegal player(s) participated will be considered a forfeit.
- 12.3.3 3rd and all following offenses: The coach will be ejected from the field and dug out for one game; the team will be charged a \$100 fine, AND the game in which the illegal player(s) participated will be considered a forfeit. Failure to pay the \$100 fine will also result in a forfeit of the next game.

### **13. POLICY 13. WORLD SERIES BERTHS**

- 13.1. NAGAAA requires players to participate in fifty percent (50%) of official League games in order to be eligible to participate in the annual Gay Softball World Series (GSWS).
  - 13.1.1. Participation, for the purpose of this Policy, is defined as being listed as a player or substitute on the official game lineup card.
  - 13.1.2. The Open Section Director of Team and Player Operations will determine eligibility for all GSWS bound players prior to the start of GSWS play.
- 13.2. ASANA requires players participate in thirty-three percent (33%) of official League games in order to be eligible to participate in the annual ASANA Softball World Series (ASWS).
  - 13.2.1. Participation is defined as being listed as a player or substitute on the official game lineup card.
  - 13.2.2. The Women+ Section Director of Team and Player Operations will determine eligibility for all ASWS bound players prior to the start of ASWS play.
- 13.3. For purposes of either Series eligibility, a player is considered legally part of the game if he/she is present at the playing site before the start of the game and their name is entered on the lineup card. A player present at the playing site and listed on the lineup card will receive credit for all Series eligibility regardless of whether or not they enter the game.
- 13.4. Should a player be active-duty military and be deployed during the course of the season, the AFCSL shall exempt said player from the participation requirements of sections 12.1 to 12.3 inclusive.
  - 13.4.1. The number of teams representing the AFCSL in the World Series will be based upon the berths available by league size.
- 13.5. Berth distribution will be determined by the procedure defined in this section, in accordance with NAGAAA rules
  - 13.5.1. Berths will be distributed as evenly as possible among Divisions within the Open and Women+ Sections in accordance with NAGAAA/ASANA rules. AFCSL will pay the NAGAAA/ASANA World Series team fees for the first place team in each Open Division and the first place team in each Women+ Division. The AFCSL Board of Officers shall have the discretion to increase the number of teams paid for from a Section to ensure that there is equity in the number of teams paid for in each Section. Should the first place team in a division choose not to go, the re-allotment of the paid berth is at the discretion of the AFCSL Board of Officers, with the intention of paying for an equal number of teams from each section.
    - 13.5.1.1. The first-place team in each Division automatically qualifies for that Division's World Series berth.
    - 13.5.1.2. Open Division teams must have a regular season record of .500 or better to receive a berth.
    - 13.5.1.3. To be eligible for a berth, teams must comply with all NAGAAA and ASANA roster requirements.
  - 13.5.2. Additional berths for the Open Section will be spread evenly among the Divisions.
    - 13.5.2.1. A Division must have a minimum of four (4) teams to receive an additional GSWS berth.
    - 13.5.2.2. If there are fewer than three (3) additional berths, the largest Division by number of teams shall receive the first additional berth, with the next largest Division receiving the second additional berth; and so on.

13.5.2.3. If two divisions are the same size as determined by number of teams, and there are insufficient berths for both divisions, the extra berth will go to the team with the better record within their division. (i.e. a 3<sup>rd</sup> place C team with a record of 12-6 would get a berth over a 3<sup>rd</sup> place D team with an 11-5 record.)

13.5.2.3.1. A berth awarded this way does NOT continue down the division but goes to the highest placing team of either division. (In the example above, should the 12-6 C team choose not to take the berth, it would go to the 3<sup>rd</sup> place D team, NOT the 4<sup>th</sup> place C team.)

13.5.2.4. Masters Team berths are not counted in these caps. Paying for Masters Teams berths is at the discretion of the Board.

13.5.3. For the Women+ Section, additional berths per Division will be awarded based upon the number of teams per Division interested in attending each annual ASANA Series. Divisions with higher team counts will be considered first.

#### **14. POLICY 14. EVENTS**

14.1.1. The Board of Officers includes a Marketing Coordinator and a Website/Social Media and Events Coordinator to coordinate publicity for League-sponsored events, and to provide a central point-of-contact for teams wishing to publicize events through the League website, Facebook, Twitter, and/or any other media deemed appropriate.

14.2. Teams who are hosting a social event or fundraiser, and who would like the League to publicize such an event, are requested to submit to the Events Coordinator (via e-mail at [events@afcsl.org](mailto:events@afcsl.org)) the following information:

14.2.1. Team name(s)

14.2.2. Sponsor name(s)

14.2.3. Event date

14.2.4. Event location

14.2.5. Event start and end time

14.2.6. Event Point-of-Contact information, including e-mail and telephone

14.2.7. Relevant event details/brief description

14.3. Event information will be posted to the League Calendar at [www.afcsl.org](http://www.afcsl.org) as it is received.

14.4. Teams creating events on Facebook are requested to invite the AFCSL Facebook page to attend; the AFCSL Facebook page will then accept and share the event via its own Facebook wall.

14.5. Additional promotion in the form of flyers or other media is at the discretion of the Events Coordinator, in consultation with the Board.

14.6. Use of the AFCSL Logo is done only at the discretion of the Board of Officers; requests for use of the logo, and/or any other specific endorsement citing the AFCSL specifically by name, must be submitted to the Board for approval prior to use.

14.6.1. Publicity for teams in attendance at tournaments throughout the season is available via the Events Coordinator as well; teams wishing to publicize their accomplishments during a tournament shall do the following:

14.6.1.1. Teams may post updates of scores, results, standings, and/or other relevant information directly to the AFCSL Facebook page.

14.6.1.2. Teams may also select an individual to serve as the Tournament Point of Contact, who will then be responsible to submit their name and team affiliation to the Events Coordinator prior to the start of the

tournament; this individual will then be responsible to text or otherwise transmit updates to the Events Coordinator periodically throughout the tournament.

14.6.1.3. The AFCSL Facebook page and newsfeed will be updated as often as possible throughout the course of the tournament.

14.6.1.4. Errors and corrections shall be transmitted directly to the Events Coordinator or Website/Social Media Coordinator and/or to the AFCSL Facebook page via e-mail; teams are asked not to post corrections directly to the Facebook page itself.

## **15. POLICY 15. HALL-OF-FAME COMMITTEE**

15.1. The objective of the Hall of Fame Committee is to recognize the significant contributions of members of the AFCSL community, a committee shall be established to promote and operate the AFCSL Hall of Fame (HOF).

15.1.1. A call for volunteers to serve on the HOF Committee will be made at the end of the spring season. The committee will be comprised of not less than five (5) individuals in good standing of the League, past or present, who served as players, umpires, coaches, scorekeepers, sponsors, or board members for a period of not less than five (5) years.

15.1.2. Composition of the committee shall include a minimum of two (2) individuals, one each from the Open and Women+ Sections.

15.1.3. The Board shall appoint members from among those volunteers who express interest; the term of service of one (1) year shall commence On July 1, at which time the committee shall be delegated the responsibility of selecting its own chairperson in any manner it deems fit.

15.1.4. Once established, the committee will oversee and facilitate the following activities, providing reports to the Board on progress as appropriate.

15.2. Nominations for the AFCSL Hall of Fame shall be solicited by the committee via application on [www.afcsl.org](http://www.afcsl.org), and can be submitted by any AFCSL player, umpire, coach, scorekeeper, sponsor, or board member (past or present) and/or Hall of Fame member who is familiar with the candidate.

15.2.1. It is strongly recommended that the application include a photograph of the nominee. The photo will become the property of the AFCSL Hall of Fame Committee and may be used for publicity purposes.

15.2.2. Nominations will be accepted beginning September 1<sup>st</sup> of each year and will close no later than the first Sunday of May.

15.2.3. Nominees will remain confidential until the induction vote has taken place and have been verified by the Board.

15.2.4. For all NAGAAA & ASANA Hall of Fame inductees not already in the AFCSL Hall of Fame, the AFCSL Hall of Fame Committee will contact the NAGAAA Hall of Fame and the ASANA Hall Of Fame chairperson to request the submitter of the NAGAAA or ASANA Hall of Fame application. The AFCSL Hall of Fame Committee would then contact the submitter and request that they submit an AFCSL Hall of Fame nomination, listing their AFCSL contributions through the current year of voting. Submitter and nominee must meet the criteria for the AFCSL Hall of Fame. This would be a one-time requested nomination.

15.2.5. Each year, the HOF Committee should submit at least one (1) nominee to the NAGAAA Hall of Fame, and one (1) nominee to the ASANA Hall of Fame, based on the respective organizations criteria.



- 15.3. The Hall of Fame Committee reserves the right to designate nominees as a Legacy induction. Following the close of nominations, the Hall of Fame Committee will review the eligibility of all nominees. Nominees whose contributions were completed 20 or more years ago are eligible for a Legacy induction. Nominees eligible for Legacy induction will be discussed and voted upon. A majority vote of Hall of Fame Committee members present will award a Legacy induction. Nominees awarded a Legacy induction will automatically be inducted into the AFCSL Hall of Fame and will not be included in the voting process. Nominees failing to meet the majority vote will move to the voting process.
- 15.4. Induction into the AFCSL HOF is open to any participant of the AFCSL, living or deceased, (including players, managers, coaches, scorekeepers, sponsors and umpires), who has made significant contributions to their teams and/or AFCSL; and/or to any participant of the AFCSL, living or deceased, (including players, managers, coaches, scorekeepers, sponsors and umpires) who has been in the association for at least ten years.
- 15.5. The induction vote will take place within two (2) weeks after the closing of nominations. The living members of the HOF, the Board, and the HOF Committee will vote on the nominees each year, based on the credentials presented with the nomination applications.
  - 15.5.1. A voting member may vote for as many of the nominees they wish.
  - 15.5.2. A nominee must be selected on at least two-thirds (2/3rds) of the ballots to be elected to the HOF, and induction each year will be limited to a minimum of three and a maximum of top five (5) vote-getters. If three inductees are not identified on the initial (2/3rds) vote, the top vote-getters, based on a percentage of votes received will fill the remaining spots, as long as 50% of the initial vote is met.
  - 15.5.3. The chairperson will tabulate the results of the voting and share all information and recommendations with the Board.
  - 15.5.4. Once the results have been verified by the Board, the Chair of the Hall of Fame Committee will notify the nominees.
- 15.6. Individuals elected to the AFCSL Hall of Fame will be invited, as a guest of the League, to attend the HOF Induction Ceremony, following the spring season to receive their HOF award and be recognized for their contributions to AFCSL.
  - 15.6.1. The inductee's name, biographical sketch, and photo will appear on the AFCSL website.
  - 15.6.2. Individuals elected to the Hall of Fame become permanently eligible to vote on the selection of future inductees.

## **16. POLICY 16. ELECTIONS COMMITTEE**

- 16.1. An elections committee consisting of a minimum of two (2) Board Officers not affected by the outcome of the vote will tally the ballots.
- 16.2. The Board Officers comprising the Elections Committee may recruit other individuals to assist in executing the elections.
- 16.3. Election results will be reported to the Board and all Candidates as soon as reasonable after the votes have been tallied.

## **17. POLICY 17. BOARD QUORUM**

- 17.1. The presence of a simple majority of the members of the Board will be considered a quorum for the purposes of holding a meeting and taking action
- 17.2. Once a quorum is established, a simple majority of those present shall carry any vote.