

AMATEUR SPORTS ALLIANCE OF NORTH AMERICA

Women's Softball

Procedures

Revised Winter 2009

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AMATEUR SPORTS ALLIANCE OF NORTH AMERICA

Women's Softball

**Qualifying Tournament, Regional and ASANA Softball
World Series Procedures**

Created Winter 2009

Objective: This Procedures Code shall guide the organizing and conducting of any qualifying tournament, regional championship playoffs, and the ASANA Softball World Series. It is the purpose of ASANA to organize, promote, and conduct the best possible tournaments in Gay athletics. (S'99)

Article One Competition**1.01 Rules of Play for Official Tournaments**

All regional championships, qualifying tournaments, and the ASANA World Series shall be conducted in accordance with applicable rules as outlined in the ASANA Code. The playing format for all Divisions shall be the same. (W'95) (W'99) (W'04) (W'06)

1.02 Eligibility

- A. Player eligibility shall be established and be in accordance with applicable rules as outlined in the ASANA IOG documents.
- B. Protest of player eligibility can be made or appealed at any time.
- C. A local league official will certify in writing at the time of roster submission that all players on the ASANA World Series roster have participated on a team or teams in their local league in at least one-third (1/3) of the games played by said team or teams during either their completed regular season or during that part of their regular season which is completed prior to the World Series play. (W'91) (W'92)
- D. If an active duty military rostered player is deployed during any part of season play an exception will be made, waiving the required one-third (1/3) games played. The player must be on the team's roster at the beginning of the member city's season. (W'09)

1.03 Tournament Appeals and Forfeits

- A. **Tournament Protest Committee:** A tournament protest committee shall be appointed to whom a decision (except one of an umpire's judgment) in championship play may be appealed. The decision of such committee shall be final. The selection of the committee shall be made by the tournament director and/or the ASANA Commissioner in section 3.07 of the Code.
- B. **Forfeits and Disqualification:** Upon the discovery of an illegal player or acts of disqualification under the ASANA Code, the team or team member shall be provided fair notice and opportunity for a hearing before the Tournament Protest Committee, whose decision shall be final. Teams disqualified under this rule shall forfeit the game being played, or the last game played.

1.04 Rosters

- A. Each team and team member must be listed on a properly submitted roster on file with the team and player compliance director and/or the tournament director, as per Code 3.06D.
 - 1. EXCEPTION: PNC Teams are subject to the requirements outlined in Code 3.01A and their rosters shall be submitted upon team check-in at the ASANA World Series.
- B. Additional players must be indicated on a roster to be submitted prior to the beginning of championship play.
- C. Teams must compete with the same roster in championship play as submitted to the ASANA prescribed by Code 3.06D, with the exception of the "additional" players who, in any case, must be on their association's rosters. (W'90)
- D. Each member of each team shall be required to check in with the Division Commissioner or her designee prior to the start of their team's final round robin game, and shall be asked to furnish identification at that time. (W08)

Article Two Qualifying Tournament & Regional Championship Rules**2.01 Qualifying Tournaments - Definition**

Created to establish a system of district qualifying tournaments for additional ASANA World Series berths by selecting District Qualifying Tournaments, hosted by ASANA Women's Softball Division Association Cities, to be designated as "ASANA World Series Qualifying Tournaments".

2.02 Qualifying Tournaments – Berth Award

The winner or highest eligible team from the ASANA World Series Qualifying Tournament will earn a berth to the ASANA World Series for the year designated, provided they meet all other requirements for ASANA World Series participation.

2.03 Qualifying Tournaments - Purpose

To provide additional opportunities for teams to participate in the ASANA World Series and to encourage participation in ASANA Sanctioned Qualifying Tournaments, while preserving the strength of the ASANA Division and its ASANA Association leagues.

2.04 Qualifying Tournaments – Tournament Selection

- A. The Division shall select annually the ASANA Association Tournaments to be designated as ASANA World Series Qualifying Tournaments. A total of up to three (3) Qualifying Tournaments shall be selected annually.
- B. Only those tournaments hosted by Division ASANA Member Associations shall be considered for selection as a Qualifying Tournament.
- C. Qualifying Tournament locales shall be determined at the ASANA Winter meetings.

2.05 Qualifying Tournaments – Tournament Bidding Procedure

- A. No later than seven (7) days prior to the Winter meetings, any Association wishing to bid for a Qualifying Tournament will submit a letter of intent to the ASANA Commissioner (via email to the Board of Directors is acceptable)
- B. Application materials must be submitted prior to the start of the winter meetings and must include: tournament format, playing rules, umpires (per game), team check-in procedure, availability of fields, and availability of funds.
- C. Additional information (hotels, events, etc.) may also be presented.
- D. **A \$25 sanctioning fee must be enclosed with the application materials**
 1. The sanctioning fee shall be returned to any Association that is not awarded a Qualifying Tournament.

Included in their application materials, the bidding Association(s) shall indicate intent to pay the current year's team fee for each division ("B", "C" & "D") (W'04) (W'06)

2.06 Qualifying Tournaments – Tournament Review & Voting Procedure

- A. The bidding Associations shall present their materials to the Division Council at the ASANA Winter meetings. Presentation shall be limited to the items contained in the packet submitted to the Commissioner.
- B. The host city must offer "B", "C" & "D" Divisions when bidding for the tournament. (S'99) (W'04) (W'06)
- C. The ASANA Council shall vote on no more than Three (3) Qualifying Tournaments (no more than one (1) per district), with the Associations with the highest number of votes being awarded the Qualifying Tournaments.
- D. The ASANA Board of Directors will notify Tournament Directors and ASANA Association Women's Commissioner of the following:
 1. Approval of Tournament Sanctioning
 2. Official Rosters
 3. Tournament Requirements
 4. Any additional information required to host tournament

2.07 Qualifying Tournaments – Open Bids

- A. If, after the bid process is complete, any of the three district QT berths are left vacant, any member association may immediately apply in an open bid to have a QT.
- B. Priority will be given to un-represented regions.
- C. Any member association who is already hosting a tournament in the applicant's region has the right to veto the application if they believe it may negatively impact participation in their tournament.
- D. A \$25 sanction fee and application must be submitted at the time of open bid.
- E. If after the winter meetings, any of the 3 district QT berths are left vacant any member association whose tournament occurs prior to 3/01 of the following year may apply to host a QT at the subsequent summer meeting, following the same guidelines previously stated. (S'02)

2.08 ASANA District Definition

One Qualifying Tournament shall be selected from each of three districts:

West: WA, OR, MT, ID, AK, ND, SD, NE, WY, UT, NV, CA, AZ,

1. Current Member Cities: Seattle, Portland, San Francisco, Long Beach/Orange County, Los Angeles, Phoenix, Tucson, San Diego, San Jose

Central: CO, OK, NM, HI, TX, AR, LA, MS, KY, TN, AL, MN, IA, IL, WI, IN, MI, OH,

2. Current Member Cities: Denver, Dallas, Houston, Kansas City, Twin Cities, Chicago MSA, Nashville, Memphis, Madison, Austin

East: GA, FL, SC, NC, VA, KS, MO, WV, D.C., Toronto, PA, NY, VT, CT, NH, ME, MA, RI, NJ, DE, MD

3. Current Member Cities: Atlanta, Tampa, Fort Lauderdale, Washington, D.C., Toronto, Philadelphia, Boston, Norfolk, Orlando, Greater Palm Beaches

2.09 Qualifying Tournament Requirements for Verification

- A. The Qualifying Tournament must host a minimum of two (2) teams within each declared level of play ("B", "C" & "D") with both of those teams (in each division) meeting ASANA eligibility requirements **and** representing a minimum of two (2) different ASANA Associations. (S'99)
- B. If at least one team in a division declares intent then the tournament becomes a Qualifying Tournament for that division. (W'07)
- C. If only one declared level of play meets the criteria for a qualifying Tournament, it would result in a berth for that division.

2.10 Qualifying Tournament Check-In Procedures

- A. Each team member shall present the Tournament Committee with a picture identification card and sign the roster. The Tournament Committee shall verify that the name on the roster is the same as the name on the ID card, and that the player's face matches the picture. (S'02)
- B. The Tournament Committee must provide a copy of official rosters for Qualifying Tournament Teams on official ASANA World Series Qualifying Tournament rosters, to the ASANA World Series Officer designated to attend the Qualifying Tournament. Rosters shall be provided to the ASANA Officer at the completion of team check-in.

2.11 Qualifying Tournament Verification Procedure

- A. Tournament results and all Qualifying Tournament rosters must be provided to the ASANA Secretary (mail-return receipt), and must be postmarked within seven (7) days of completion of the tournament.
- B. Copies of the Qualifying Tournament rosters must be returned to their respective ASANA Association Boards (mail-return receipt), and must be postmarked within seven (7) days of the completion of the tournament.
- C. In the event that rosters are not postmarked within seven (7) days of completion of the tournament, the Qualifying Tournament host Association shall be held liable for any fines incurred under ASANA Code 3.06.
- D. The Commissioner of the participating teams' ASANA Association(s) must verify and sign the Qualifying Tournament roster(s) of the participating team(s) and mail said roster(s), along with **all** regular season Association rosters to the ASANA World Series Secretary prior to July 15th, in accordance with ASANA Code, Section 3.06.
- E. If the Qualifying Tournament roster is not submitted in accordance with the ASANA Code, the local Association shall be held liable for any fines as set forth in the Code, section 3.06.

- F. The **non-refundable** per team fee must be submitted to the ASANA Treasurer (mail-return receipt) postmarked within seven (7) days of completion of the tournament or by July 15th, whichever is earlier.

2.12 **Qualifying Tournament Team Eligibility**

Teams must meet specific eligibility requirements to win a Qualifying Tournament berth to the ASANA World Series.

- A. All team members must belong to an ASANA Association as defined in ASANA Code, Section 1.13.
- B. Teams must adhere to Codes 1.01 – 1.03, for qualifier consideration.
- C. All players must meet the minimum player eligibility requirements of the ASANA (Procedures, 1.02), and their ASANA Association. (S'06)
- D. Only players whose signature appears on the ASANA qualifying tournament roster will be considered eligible members of the qualifying tournament team. Any player who has NOT signed the Qualifying Tournament Roster may join that roster as an additional player, providing all other ASANA eligibility requirements have been met. (S'02)
- E. Teams must indicate intent to qualify for a ASANA World Series berth on the roster.
- F. Once a team has declared intent to attempt to qualify for a ASANA World Series berth, that intent may not be withdrawn.
- G. In the event that a team that had declared intent to qualify is later declared ineligible, they shall be notified of their ineligibility immediately.
- H. The qualifying tournament roster of players used for the ASANA World Series must meet the standards of all teams participating in the ASANA World Series, as defined by Code 3.06 and Procedures 1.04.

2.13 **Qualifying Tournament Additional Player Standards**

- A. For Qualifying Tournaments, a participating team shall be allowed a maximum of two (2) additional players, as defined in ASANA Code, Sections 1.01, 1.02 & 1.03 and Procedures, Section 1.04.
- B. Qualifying Tournament participant teams may add their additional players up until team check-in. Additional players shall be designated as such on the Qualifying Tournament roster.
- C. For purposes of the ASANA World Series, the two (2) additional players allowed for a Qualifying Tournament shall count toward the total of five (5) additional players the team shall be allowed in ASANA World Series competition.
- D. In the event the two (2) players who served as additional players in a Qualifying Tournament are unable to attend the ASANA World Series, the team shall be allowed to add a total of five (5) additional players. Additional players shall be added in accordance with ASANA Code, Sections 1.01, 1.02 & 1.03 and Procedures, Section 1.04.

2.14 **Qualifying Tournament Rules**

- A. All Qualifying Tournaments shall be played in accordance with ASA regulations. House rules (ex: courtesy runners and open roster batting) **shall not be allowed.**

2.15 **Qualifying Tournament ASANA Officer**

- A. A member association that has not run a Qualifying Tournament in the last four (4) years shall provide the office travel expenses (airfare or mileage to and from host city), housing and tournament per diem. (W'07)

- B. The Qualifying Tournament ASANA officer should not be a member of the Qualifying Tournament host association (W'07)
- C. Duties of the Officer shall include:
 - 1. Verifying that team check-in procedures are followed.
 - 2. Verifying that ASA rules are followed during the Qualifying Tournament.
 - 3. Verifying that at least two (2) "D" division; two (2) "C" division; and/or two (2) "B" division teams participate in the Qualifying Tournament. (W'03) (W'04)
- D. In the event the host city does not provide housing and transportation, the officer shall submit such receipts within 7 days of the completion of the tournament. The host city will then have 7 days to reimburse the officer. Failure to provide reimbursement within 7 days shall result in a \$200 fine payable to ASANA. (S'99) (W'04)

2.16 **Qualifying Tournament Berth Acceptance Process**

- A. The Qualifying Tournament ASANA World Series berth (in each division) shall be awarded to the eligible ASANA Association team (that declared intent) that places highest in the Qualifying Tournament.
- B. The team shall then have three (3) business days to accept or decline the berth. The team must notify the ASANA Commissioner of their decision within the three-day parameter. This shall be a verbal notification.
- C. If the highest-placing eligible team declines the berth, becomes unable to participate, or is declared ineligible, the berth shall be offered to the second place team. The second place team may accept or reject the berth. If the berth is rejected, it shall continue to be passed down to the next eligible team until no eligible teams remain.
- D. If no eligible team from the Qualifying Tournament is able to attend the ASANA World Series, the berth shall remain unused and the Tournament Committee will pay one GSWS entry fee regardless of how many division berths were made available. (W'07)

2.17 **Regional Competition:**

In the event that regional championships are held prior to the ASANA World Series, the regional championships are open to the following teams:

- A. Champions of the associations within the respective region: If for any reason a championship team cannot compete in a regional championship, then the runner-up or next highest eligible team in the association shall be substituted for the championship team at this and any higher levels of play reached.
- B. Such additional teams (host, defending champions, etc.) as may be approved by the ASANA Council.

2.18 **Regional Tournaments and Qualifying Tournaments Awards:**

A team trophy shall be awarded to the winner and runner-up of a regional tournament or qualifying tournament. Individual awards are optional.

Article Three Alternative ASANA World Series Entry Options

3.01 **Potential New City Team - PNC Team**

A PNC Team is a team that is participating in the ASANA World Series via the Rush Program, which was developed to increase membership in the ASANA Women's Division. (w'07)

- A. A PNC Team's ASANA World Series participation must be authorized by the Membership Committee and its entry must be declared in writing to the Tournament Director by on or before July 15th of that year. (W'07) (S'08)
- B. A PNC may send one team, one time, to a ASANA World Series before bidding for membership. (W '07)
- C. A PNC Team's roster shall be submitted upon team check-in at the ASANA World Series. (W '07)
- D. A PNC Team shall meet the criteria as outlined in Code 3.01A. (W '07)

Article Four ASANA World Series Competition

4.01 ASANA World Series Team Qualification:

The following teams will be allowed to participate in the ASANA World Series:

- A. Member association teams as defined in Code 3.02
- B. ASANA World Series Reclassification berth recipients:
 - 1. ASANA World Series Reclassification recipients are defined in Code 1.10
 - 2. "A" Division Reclassification:
 - a) A team accepting a berth to the "A" Division by placing first in the prior year's ASANA World Series "B" Division. (W'09)
 - b) *A team who is reclassified to play in the "A" Division based upon placement in the prior year's ASANA World Series "B" Division.*
 - 3. "B" Division Reclassification,:
 - a) A team accepting a berth to the "B" Division by placing first in the prior year's ASANA World Series "C" Division. (W'09)
 - b) *A team who is reclassified to play in the "B" Division based upon placement in the prior year's ASANA World Series "C" Division.*
 - 4. "C" Division Reclassification,:
 - a) A team accepting a berth to the "C" Division by placing first in the prior year's ASANA World Series "D" Division. (W'09)
 - b) *A team who is reclassified to play in the "C" Division based upon placement in the prior year's ASANA World Series "D" Division.*
- C. Qualifying tournament and/or regional champions.
- D. ASANA World Series host city may send a maximum of two additional teams from either the "B", "C" & "D" division's of their association. (S'99) (W'04) (S'04) (W'06)
- E. A PNC Team as outlined in Code 3.01A. (W '07)

4.02 Championship Draw

- A. The tournament draws for all divisions are to be held in public view or by conference call with all association's representatives invited to attend. The draws are to be done before or during the Summer meeting of the ASANA Council. (W'95) (W'04) (W'09)

4.03 Official ASANA World Series Tournament Rules

- A. All regional championships, qualifying tournaments and ASANA World Series championships shall be decided by a method approved by the Division Council and must be conducted in accordance with the ASANA Code and the playing rules adopted by the ASANA. (S'91)(W'99)
- B. All games must be completed. In the event of rain or any other cause which interrupts a game, the game must be resumed at the exact point where it was stopped. In the event the tournament cannot be completed as scheduled, the ASANA Directors shall ascertain the procedure to determine the final standings.

- C. A run rule and/or time limit may be used in regional tournaments and qualifying tournaments. A run-ahead rule and/or time limit may be used in the ASANA World Series upon recommendation of the playing rules committee and approval of the Council. (W'99) (W'00)
- D. All regional championships, qualifying tournaments, and ASANA World Series championships shall be conducted according to the prevailing Amateur Softball Association (ASA) rules for slow pitch softball with the following exceptions:
 - 1. Council shall have the option at the Winter Meeting of accepting or rejecting any new ASA rule change, addition, or deletion.
 - 2. No metal cleats shall be worn by any player, coach or umpire. (W'86) (W'97) (W'99)

4.04 **Official ASANA World Series General Rules & Responsibilities**

- A. Team managers will be held accountable for the conduct of their players at all times during a ASANA conducted tournament, both on and off the field.
- B. In case of disputed play or decision, team managers or captains may consult game officials. The other players, coaches, or sponsor may not participate in the discussion.
- C. At no time will any players, coaches, or managers be allowed to smoke on the field or in the dugout.
- D. Managers are to report any unsportsmanlike or derogatory acts by players or spectators to the tournament director.
- E. Any player discovered using an illegal bat that is doctored or loaded by additional weight shall be disqualified from further tournament competition. A team that is discovered to have within its possession or control an illegal bat may be disqualified from further tournament competition.
- F. During regional championships, qualifying tournaments or ASANA World Series championship play, any time a player, coach or manager strikes another player, coach, or manager, that offending player, coach or manager, shall be ejected from the game and shall not be allowed to sit on the players' bench.
- G. Each team participating in the ASANA World Series must be represented by its team manager or her/his representative at the pre-tournament meeting. Failure to attend this meeting will result in a \$100 fine, payable before taking the field. (W'02)

4.05 **Uniform Standards**

- A. **Player Jerseys**
 - 1. Players competing in regional championships, qualifying tournaments and ASANA World Series championships must wear uniform shirts (tees, tanks, and/or jerseys) of the same color. (S'97)
 - 2. Each shirt must have a number on the back of at least 6 inches.
- B. **Player Pant and Shorts**

All players' pants must be of the same color and all players' shorts must be of the same color, but the pants need not be of the same color as the shorts color. (W'93) 95% of each player's pants or short must be of matching color and similar athletic style. (W'02) The color of any player's sliding shorts is irrelevant. (W'93)
- C. **Coaching Attire**

Coaches must be neatly attired, dressed uniformly and in accordance with the color code of the team. (W'86) (S'91) (W'99)
- D. **Headgear**

All headgear is optional and may or may not be worn at the individual player's discretion. For purposes of this section, headgear may be headbands, caps, visors, or any combination thereof, without regard to color. (W'93)

4.06 Certified Equipment

- A. The ASANA council shall decide the game balls for any regional championship, qualifying tournament and the ASANA World Series, in accordance with ASA regulations. (W'86) (S'97) (W'99)
- B. The Women's Division shall adopt the ASA Bat Testing and Certification Program for the World Series and all other bats that meet ASA specifications. The most current list published before the ASANA World Series will be legal during the Series for that year. (W'00)

4.07 Umpires

- A. The ASANA Tournament Director and the ASANA World Series UIC will work together regarding all officiating decisions. (F '98)
- B. Each member association must submit to the ASANA officiating chair, by June 1st (registered or certified mail), a complete list of gay friendly umpires used in local association play that would like to umpire in the ASANA World Series, in addition to any umpire applications for the upcoming ASANA World Series. All documents must be submitted in duplicate. The Chair will then forward a copy to the current ASANA World Series UIC. (F '98)
- C. Every umpire on the ASANA World Series payroll will be either ASA or CASA sanctioned. (F '98)
- D. The ASANA officiating chair will send a letter of acknowledgement to each applicant by June 15th. (F '98)
- E. The ASANA officiating chair will send a letter of acceptance and an informational letter (including but not limited to: hotel information, dates of tournament, uniform information, pay structure, ASANA World Series UIC phone number) to each umpire accepted to the ASANA World Series by June 30th. (F '98)
- F. Assignment of umpires to championship play is the responsibility of the ASANA's Umpire in Chief. It is recommended that each member association furnish one or more umpires.
- G. The ASANA World Series UIC will attend the Women's Division Summer meeting. (F '98) (W'02)

4.08 ASANA World Series Tournament Awards

- A. Team trophies, provided by the host association, shall be presented to the top three teams.
- B. Individual awards shall be made to each individual on the championship team whose name appears on the official competition roster, including additional players, and managerial and coaching staff who are present. Additional individual awards may be given.
- C. The cost of all awards listed above shall be borne by the ASANA. Any participation awards borne by the host association must obtain prior ASANA approval. (W'09)
- D. At no time will unauthorized awards be presented, including merchandise awards that can be converted into money by a recipient.

Article Five ASANA World Series Financial Responsibilities**5.01 Financial Obligations of Host City for Championship Play**

Associations awarded a regional championship, qualifying tournament or ASANA World Series tournament must fulfill all obligations as specified in the bid as originally accepted unless other changes are accepted by the ASANA Council at a meeting prior to the start of the tournament in question.

5.02 Penalties for Host City

Failure to fulfill all obligations may result in the suspension of the local association conducting the tournament and its council representative for a period of one year. (S'91)

Article Six Tournament Reports**6.01 Regional Championships Report:**

Each regional tournament director is responsible at the conclusion of the tournament to:

- A. Notify the respective ASANA World Series organizing committee of the winning team.
- B. File a copy of the official tournament bracket, with the results of each game posted, with the ASANA Commissioner.

6.02 Qualifying Tournaments Report:

Each qualifying tournament director is responsible at the conclusion of the tournament to notify ASANA Secretary of rosters and tournament standings as set forth in Procedures 2.11. (W'99)

6.03 ASANA World Series Report:

At the conclusion of the tournament, the tournament committee is responsible to file with the Secretary the following:

- A. A listing of the official final standings.
- B. A copy of all score sheets for each tournament game.

6.04 Final ASANA World Series Report

At the next regular meeting of Council after the close of any championship of ASANA World Series, the host city shall be required to present a final financial summary and financial statement of the event.

6.05 Security and First Aid

All regional championships, qualifying tournaments and the ASANA World Series will have at all times adequate police or security personnel on duty at tournament games. (W'99)

Note: all revisions and amendments to the Procedures are dated according to the meeting in which the Council took such action: W= Winter meeting, S=Summer meeting.