

Cumberland Nepean Softball Association Inc.



By-Laws

2016

CNSA Inc. BY-LAWS

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1. DEFINITIONS

- 1.1. Finals Series means the Semi-finals, Final and Grand Final of a Competition.
- 1.2. MPIO – Member Protection information officer
- 1.3. Representative team includes CNSA Development teams
- 1.4. Junior means a member that is under 18 years of age as at 31 December of the relevant playing season.

2. MEMBERSHIP

2.1. Life Members

- 2.1.1. To qualify for Life Membership, a member, or previous member shall have given at least five (5) years continuous and active service for the good of softball on behalf of CNSA.
- 2.1.2. Nominations shall be in writing by a mover and a seconder outlining the services performed by the member to merit consideration of Life Membership. This is to be forwarded to the CNSA Secretary at least 6 weeks prior to the AGM. When outlining the services performed, a full list of the person's actual commitments/services/duties to CNSA is to be shown, as this will amongst other things, assist new Club delegates to consider the merits or otherwise of the nominee. Nomination for Life Membership shall only be voted for at the AGM held in June of each year and this is provided that all requirements and conditions for the nomination have been correctly carried out. The nomination shall be circulated to all registered Clubs, Executive Committee Members and Life Members twenty-one days prior to the AGM.
- 2.1.3. Election to Life Membership shall be decided by a majority of three-quarters of members present and eligible to vote.

2.2. Other Association Teams

- 2.2.1. A team of players which has more than three quarters of the team first registered with another Association within SNSW may participate in the CNSA competition. The Executive Committee of CNSA shall have the right to accept or reject any such application.
- 2.2.2. Where a team is allowed to participate in the CNSA competition the team may be represented at any CNSA meeting. The representative of the team shall have no right to vote.

3. COMMITTEES

3.1. Executive Committee

3.1.1. The Executive Committee shall consist of the following positions in addition to President, Secretary, and Treasurer:

- a) Vice President
- b) Minute Secretary
- c) Junior Registrar
- d) Senior Registrar
- e) Umpires Convenor (who shall hold at least an ASF Level 1 accreditation)
- f) Grounds Manager
- g) Representative Liaison Officer

3.2. Only two first registered Club representatives are permitted to hold office on the Executive Committee concurrently.

3.3. Where an Executive Member is actively involved in more than one Club as an official, the Club nominated will be accepted for the purposes of fulfilling 4.1.2 above. The member will nominate the Club they intend to register with at the AGM and confirm that registration at the September General Meeting. If the member fails to confirm their first registered Club, then that person must stand down and a further election take place for that position.

3.4. No person shall hold more than one office as defined in 4.1.1. However, in the event of an Executive Committee position becoming vacant, the duties of that position may be allocated to another member of the Executive Committee provided all avenues have been undertaken to fill that position.

3.5. A vacancy shall occur due to:

- a) Death of a member.
- b) Continuing illness preventing the member from effectively performing their duties.
- c) Resignation.
- d) Removal from office

3.6. The Executive Committee shall have the power to:

- e) Transact the business of CNSA by holding meetings as often as necessary.
- f) Investigate and report on all applications for admission by new Clubs.
- g) Appoint all coaches, managers and statisticians for all CNSA representative teams.
- h) Control and conduct all softball games under CNSA auspices.

- i) Prepare a draw for the competition and grade teams as necessary.
- j) Prepare a diagram of diamond placements for the competition season
- k) Allocate umpiring duties in keeping with the number of teams entered by each Club in the competition.
- l) Determine the grading of any player as necessary.
- m) Consider any written submission for re-grading of players.
- n) Call on any member of CNSA for assistance with special duties as required.
- o) Determine levies or conduct fundraising as deemed necessary.
- p) Grant or refuse permission to any player or Club wishing to play softball outside CNSA.
- q) Grant or refuse permission to any player or Club wishing to play softball in CNSA, on written submission from their Association.
- r) Grant or refuse clearances to other Associations.
- s) Grant or refuse a person Associate Membership on written submission.
- t) Investigate and wind up the affairs of Clubs which have disbanded, unless said Club is embodied with a parent body in which case it then becomes the responsibility of that body, or the Club is an incorporated body whereby disbandment must occur in accordance with Incorporation rules.
- u) Select members on Sub-committees as required.

3.7. The powers of the Executive Committee shall be limited to those contained in the Constitution, By-Laws, CNSA Administrative Duties Manual and CNSA Policies, and include those matters that may be referred to it by the General Committee for resolution. In cases of emergency the Executive Committee may act on any matter where it is not possible for the General Committee to act. In such cases the decision of the Executive Committee is to be referred to the next General Meeting for ratification.

3.8. The Executive Committee shall notify all Clubs of the dates for the forthcoming Summer Competition at the July General Meeting or as soon as practicable after the AGM. In addition, the following dates shall be notified:

- a) Adverse weather dates.
- b) Proposed dates for the Finals Series.
- c) The date by which all team nominations must be submitted.
- d) The date by which the completed CNSA player nomination forms must be submitted.

4. GENERAL COMMITTEE

4.1. The General Committee shall consist of:

- a) The Executive Committee.
- b) One nominated delegate from each Club.
- c) Life Members

4.2. SUB COMMITTEES

4.2.1. Under the direction of the Executive Committee the following Sub-committees shall be formed:

- a) Umpires
- b) Coaches
- c) Grounds
- d) Winter Competition
- e) Any other Sub-Committees as deemed necessary.

4.2.2. The CNSA Executive Committee shall call for nominations from Clubs of interested members to fill the positions on the Sub-Committees. Applications are to be forwarded to the CNSA Secretary. The CNSA Executive Committee shall have the right to approach any person it deems qualified and/or experienced to fill any position on the Sub-Committees. Sub-Committees are to be ratified by the CNSA Executive Committee.

4.2.3. The Executive Committee shall determine the size of each Sub-committee.

4.2.4. All Winter Competition Committee Members shall be appointed by the Executive Committee. Nominations shall be called for positions from Clubs and interested persons at the General Meeting held in February of each year, before the last round of competition. Where appointments are not made by the end of March, the Executive Committee may determine that no Winter Competition will be held in that year.

4.2.5. All members of any Sub-committee under the direction of the Executive Committee shall be first registered with CNSA.

4.2.6. Umpires' Committee:

- a) The Umpires' Convenor shall be head of the Umpires' Committee. Duties of the Committee shall include:
- b) Hold pre-season basic umpiring lectures/practical clinics and any additional clinics/lectures throughout the Summer Competition as is deemed necessary.
- c) Form an Umpires' roster for the competition.

- d) Each member of the Committee should have a current ASF theory pass wherever possible.
- e) Prepare a list of Ground Rules for the forthcoming competition and present the list of Ground Rules to the Executive Committee for ratification.
- f) Prepare a list of competition rules with the Coaches Committee.

4.2.7. Coaches' Committee

- a) The Coaches' Convenor shall be head of the Coaches' Committee. The Coaches' Committee shall comprise of interested and qualified persons. Duties of the Committee shall include:
 - b) Improve the standard of coaching within CNSA.
 - c) Hold a number of 'Coach the Coach' sessions, or other informative/coaching sessions, prior to or during the Summer Competition, where practicable, encompassing theory, practical skills and training techniques. Where appropriate enlist the aid of NSW Coaches' Committee.
 - d) Encourage coaches to do the Level 1 and above Coaching Course, to which CNSA may contribute to the cost upon successful completion of the course.
 - e) Prepare a list of competition rules with the Umpires Committee

4.2.8. Grounds Committee:

- a) The Grounds Manager shall be head of the Grounds Committee. Duties of the Committee shall include:
 - i. Holding working bees as deemed necessary for grounds maintenance and improvement.
 - ii. Organising for improvements to be carried out to the grounds, all in conjunction with the Reserve 72 & 800 Parks Committees and Blacktown City Council.

4.2.9. Winter Committee – only required when there is a Winter Competition:

- a) The Sub-Committee shall:
 - a) Prepare a Winter Competition draw with ground and umpiring allocations
 - b) Ensure sufficient diamonds and equipment are available to hold a competition.
 - c) Determine the format of the competition for each Winter Season, e.g. Grades or divisions, mixed competition.
 - d) Prepare ground rules and rule clarifications under which the competition will be conducted.
 - e) Prepare a canteen roster.
 - f) Liaise with the CNSA Executive on a regular basis.
 - g) The Winter Committee shall at least include a Chairperson, Secretary, Treasurer, Registrar and Umpires Convenor. The Chairperson has a casting vote where necessary.

5. FUNCTIONS OF THE OFFICE BEARERS

5.1. PRESIDENT

- a) Shall preside at all meetings of the CNSA, having unlimited authority on every question of order. In case of doubt or difficulty the usual mode of debate shall be followed.
- b) Be an ex-officio member of all committees.
- c) Have a deliberate vote at all meetings and a casting vote if required.
- d) Ensure that all duties and resolutions are carried out as directed by CNSA meetings.
- e) Present an Annual Report at the AGM.
- f) Be a delegate of CNSA to all SNSW meetings, or delegate an officer of CNSA Executive to attend.
- g) Attend all official functions where possible.
- h) Be responsible for all decisions and matters carried out in the name of CNSA.

5.2. SECRETARY

- a) Shall attend all meetings of CNSA.
- b) Attend to all correspondence of CNSA and present same at meetings.
- c) Be responsible for writing and posting of all notices and list said notices and all business pertaining to same.
- d) Carry out any relevant duties assigned by President.
- e) Collate and prepare an Annual Report to the AGM.
- f) Be a delegate of CNSA to all SNSW meetings if required.

5.3. TREASURER

- a) Shall attend all meetings of CNSA.
- b) Hold the position of Public Officer of CNSA. Carry out all duties as prescribed for the Public Officer under the Incorporation Act.
- c) Keep a true and accurate record of all monies received and expended on behalf of CNSA.
- d) Present an up-to-date statement of accounts to all General Meetings of CNSA.
- e) Ensure all amounts owed to SNSW are paid in a timely manner.
- f) Ensure all tournament and State entry fees shall be paid by due date.
- g) Be responsible for the issue of receipts for all monies received and pay all accounts which fall due. Bank all monies received into CNSA accounts.
- h) Present a current financial statement at the AGM.
- i) Prepare a report to the AGM including anticipated finances for the coming season.
- j) Present a fully Audited Financial Report for the previous financial year at the General Meeting in August.
- k) Be a delegate of CNSA to all SNSW meetings if required.

- l) Carry out any relevant duties assigned by President.

6. FUNCTIONS OF EXECUTIVE MEMBERS

6.1. VICE PRESIDENT

- a) Shall attend all meetings and preside at any CNSA meeting at which the President is absent.
- b) Assume responsibilities, rights and privileges given to the President, whilst acting as Chairperson.
- c) Be a delegate of CNSA to all SNSW meetings if required.
- d) CNSA and the sport of softball to the media on any matters concerning representatives of CNSA.
- e) Hold the position of Assistant Junior & Senior Registrar.
- f) Carry out any relevant duties assigned by President.
- g) Be responsible for the circulation of and compliance with, the CNSA Member Protection Policy.
- h) Shall chair the Judiciary unless a conflict arises.

6.2. MINUTE SECRETARY

- a) Shall attend all meetings of CNSA.
- b) Keep a true and accurate record of all meetings.
- c) Prepare and circulate minutes of every meeting to all concerned.
- d) Be a delegate of CNSA to all SNSW meetings if required.
- e) Carry out any relevant duties assigned by President.

6.3. JUNIOR REGISTRAR

- a) Shall attend all meetings of CNSA.
- b) Keep a true and accurate record of all junior members registered with CNSA.
- c) Keep true and accurate records of all games played.
- d) Liaise with the Senior Registrar and be responsible for the registration of CNSA players and officials with SNSW by the prescribed date. Ensure that all representative players and officials have been duly registered with SNSW by the prescribed date.
- e) Be a delegate of CNSA to all SNSW meetings if required.
- f) Carry out any relevant duties assigned by President.

6.4. SENIOR REGISTRAR

- a) Shall attend all meetings of CNSA.
- b) Keep a true and accurate record of all senior members registered with CNSA.
- c) Keep true and accurate records of all games played.

- d) Liaise with the Junior Registrar and be responsible for the registration of CNSA players and officials with SNSW by the prescribed date. Ensure that all representative players and officials have been duly registered with SNSW by the prescribed date.
- e) Be a delegate of CNSA to all SNSW meetings if required.
- f) Carry out any relevant duties assigned by President.

6.5. UMPIRES' CONVENOR

- a) Shall attend all meetings of CNSA.
- b) Be head of the Umpires Committee.
- c) Allocate umpiring duties in connection with the competition draw.
- d) Promote umpiring and the rules of softball by holding lectures and practical demonstrations of umpiring requirements.
- e) Keep an updated list of CNSA members qualified at CNSA/NSWSUA/ASF level.
- f) Be responsible for interacting with the NSW Softball Umpires Association as required
- g) Be responsible for the preparation of the pre-season CNSA umpire clinics.
- h) Prepare an annual report for the AGM.
- i) Be a delegate of CNSA to all SNSW meetings if required.
- j) Carry out any relevant duties assigned by President.
- k) Arrange for the development and training of Association umpires (e.g. Blues in Training).

6.6. GROUNDS MANAGER

- a) Shall attend all meetings of CNSA.
- b) Be responsible for the keeping and maintenance of all CNSA equipment.
- c) Keep a true and accurate record of all property and equipment belonging to CNSA.
- d) Work in liaison with Blacktown City Council with regards to marking of the diamonds and general maintenance of facilities.
- e) To liaise with Reserve 72 Park Committee, Reserve 800 Park Committee and Blacktown City Council in regard to progressing any future proposals for development and planned improvements to the softball complexes at International Peace Park and Stanhope Gardens.
- f) To carry out, or arrange to carry out any major improvements to the grounds on behalf of CNSA.
- g) Prepare an Annual Report for the AGM, including any major items that need replacing for the forthcoming season.
- h) Organise and direct any Working Bees as deemed necessary for grounds improvements.
- i) Be a delegate of CNSA to all SNSW meetings if required.
- j) Carry out any relevant duties assigned by President.

6.7. REPRESENTATIVE LIAISON OFFICER

- a) Management of CNSA Representative teams
- b) Shall attend all meetings of CNSA.
- c) Attend to all correspondence regarding representative players and officials.
- d) Carry out all general clerical duties involving representative players and officials.
- e) Ensure all State entry forms are submitted on time as per SNSW event calendar.
- f) Be a delegate of CNSA to all SNSW meetings if required.
- g) Carry out any relevant duties assigned by President.

7. OTHER APPOINTED POSITIONS

These positions are appointed by the CNSA Executive but are not members of the CNSA Executive and assist in the operation of CNSA.

7.1. Member Protection Information Officer (MPIO)

The MPIO shall be appointed by the Executive Committee for a twelve (12) month term in July each year and must be appropriately trained.

7.2. Coaches' Convenor

The Coaches' Convenor shall be appointed by the Executive Committee for a twelve (12) month term in July of each year. The duties of this position shall be:

- i. Attend all CNSA General Meetings where possible.
- ii. Promote the coaching of softball (for example by holding lectures, seminars and practical demonstrations) to improve the standard at Club level.
- iii. To be responsible for organising and conducting coaches' examinations; to liaise with Representative Coaches to ensure a coordinated standard of coaching is achieved.
- iv. To keep an up-to-date list of CNSA members qualified at SNSW/SA levels.
- v. To attend to any matters of concern with Representative coaching staff where necessary and attempt to resolve issues that may arise. If a concern is founded and is unresolved, a meeting of the Executive Committee shall be called to resolve the matter. This meeting is to be attended by the Coaches' Convenor and management of the team to resolve the matter of concern.
- vi. To organise, and nominate to the CNSA Executive, selectors for Representative Trials.
- vii. To make recommendations to the Executive Committee of suitable persons for Representative coaching positions in conjunction with the Coaches committee.

7.3. PARK COMMITTEE DELEGATES

- a) The required number of delegates shall attend all meetings of the Reserve 72 & 800 Parks Committees and shall give a report to the General Meeting following each Park Committee meeting held.
- b) Delegates should be a resident within the boundaries of Blacktown City, unless special dispensation is given to a person to be a delegate by the Blacktown City Council.
- c) Delegates shall be nominated as required by Blacktown City Council.

8. RESPONSIBILITES OF CLUBS

8.1. Administration

- 8.1.1. For a Club to be registered with CNSA, it must have a Charter or Constitution and the positions of President, Secretary, and Treasurer must be included in the Office Bearers of the Club.
- 8.1.2. A Club must have a designated MPIO.
- 8.1.3. A Club must nominate at least one delegate to attend CNSA meetings.
- 8.1.4. A copy of the Charter/Constitution, or any update, must be presented to the CNSA Secretary for the purpose of retention of records.
- 8.1.5. All Clubs must hold their AGM prior to the CNSA AGM in June.
- 8.1.6. A complete written list of the newly elected Office Bearers of the Club, including the Club's designated MPIO and Registrar, with full details (i.e. names, roles, telephone numbers and email addresses) must be provided to the CNSA Secretary seven (7) days prior to the AGM.
- 8.1.7. Failure to do so may delay Club registration and consequently the Club's participation in CNSA competitions.
- 8.1.8. For any new Club wishing to join CNSA, full names, telephone numbers and email addresses of all Office Bearers of the Club, the Registrar and the Club's designated MPIO must be submitted in writing with the application to CNSA
- 8.1.9. Clubs must nominate two members to be available for Judiciary duties throughout the twelve (12) month period.
- 8.1.10. Clubs shall return premiership trophies prior to the last playing round before Christmas for all summer competitions each year and they must be suitably engraved or incur a fine as determined at the AGM.
- 8.1.11. Failure to return trophies by set date shall result in CNSA purchasing a new trophy and the Club concerned shall be charged the cost.
- 8.1.12. All Clubs must send the prescribed number of persons, as set down in these By-Laws, to the pre-season umpiring clinics to be held by the Umpires Committee.
- 8.1.13. Clubs must ensure that no supporter, player or official consumes alcohol at International Peace Park or Stanhope Gardens, as required by Blacktown City Council.
- 8.1.14. All Clubs must adhere to all rules and regulations as set down in the CNSA Constitution and By-Laws, and be responsible to CNSA for the conduct of its players, officials and spectators.
- 8.1.15. Should any Club, or any member or spectator of a Club disobey any of the rules of CNSA, that Club, member or spectator shall be liable for suspension

8.2. Payment Of Accounts

- 8.2.1. All Clubs must conduct a bank account and all fees and fines payable to CNSA must be paid by cheque or direct debit.

- 8.2.2. Any Club that pays an account by personal cheque rather than Club cheque shall indicate the name of the Club and purpose for payment on the back of the cheque.
- 8.2.3. All payments to CNSA shall be directed to the CNSA Secretary, either sent via email, sent to the Post Office Box number (with post mark visible on envelope), or placement in the Secretary's collection point at the grounds during the Summer Competition. Payment shall be made within the required time limits as set out in this document.
- 8.2.4. All fees/fines or levies as set by CNSA must be paid within fourteen days of becoming due (unless otherwise stipulated in these By Laws), or the offending Club shall be listed as a defaulter N.B. All fines must be paid prior to 6:00pm on the last day for payment.
- 8.2.5. Where any fine is imposed on an individual member of a Club, it shall be the responsibility of the Club to ensure payment of monies. Any Club not paying such monies shall be deemed a defaulter unless they record an individual as a defaulter with CNSA.
- 8.2.6. Any fee, fine or levy imposed for any offence occurring on the second last round prior to the Christmas break shall be paid by the first competition date on resumption from that break in competition. Any fee, fine or levy imposed for any offence occurring on the immediate round prior to the Christmas break shall be paid by the second competition date on resumption from that break in competition.

8.3. Delegates

- 8.3.1. Each Club must send a member of their Executive Committee as a delegate to all notified CNSA meetings. Only one delegate shall be entitled to vote at any notified meeting.
- 8.3.2. A Club shall be fined when its delegate is absent from any notified CNSA meeting.
- 8.3.3. A CNSA Executive member cannot be the Club delegate.
- 8.3.4. No delegate shall represent more than one Club.

8.4. Club Team Uniforms

- 8.4.1. All Clubs shall submit uniform colours design to CNSA Executive Committee and on acceptance of colours, all players of the Club must wear the uniform as presented to CNSA in all competition games this excludes headgear.
- 8.4.2. No Club will be permitted to wear the same combination of colours as CNSA representative teams.
- 8.4.3. A club may register 2 uniforms, or parts thereof, while in the process of introducing a new uniform. The transition period is not to exceed 2 summer seasons starting from the date the new/changed uniform is registered and accepted.
- 8.4.4. All registered officials shall be suitably attired and where possible in the colours of the Clubs.

- 8.4.5. All officials shall wear covered footwear whilst on the diamond. If covered footwear is not worn the official shall not be allowed to participate in the game.
- 8.4.6. A Club which has a badge or logo as part of its uniform must place it on the upper left hand side of the uniform shirt (commonly called the heart side) or on the sleeves. The maximum size of the badge/logo is 3 inches (80mm) by 3 inches (80mm).
- a) The SNSW Inc. logo shall be placed, if worn, on the upper right hand side of the uniform shirt, as well as on Representative team uniform shirts.
 - b) Clubs must apply in writing to the CNSA Secretary for approval of the Executive Committee to display sponsorship on the Club uniform.
 - c) Where approval is given, the sponsor's name(s) may be displayed across any portion of the uniform, except the front upper area of the uniform shirt. The letters must not be higher than 3 inches (80mm) and no wider than half an inch (15mm).
 - d) As part of sponsorship arrangements, the display of the player's surname and a number may be requested. The surname shall be displayed on the top back portion of the uniform shirt above the number. If displayed, the letters of the name are to be the same dimensions as for sponsor's names(s). The number must not be higher than 9 inches (240mm) or wider than 2 inches (40mm).
 - e) Where sponsorship is granted to a Club and/or team, each and every playing member must wear the nominated uniform. If a player is cross grading or playing up in a higher grade they may be attired in normal Club uniform.

8.5. Duties

- a) All Clubs shall be responsible for supplying sufficient numbers notified for umpiring, canteen and grounds duties throughout the season
- b) All Clubs shall provide such numbers as required for any other duties when and as notified by the Executive Committee.
- c) All Clubs shall send at least one person registered with each team from Under 15 to A Grade, Senior Mixed, Over 35s, Under 21s and Men's inclusive, to the pre-season umpiring clinics to be held by the Umpires Committee.
- d) Penalty for non-attendance at the pre-season umpiring clinics shall be a fine and a loss points for each team not represented.
- e) Failure to carry out any such Duties shall result in a fine as set out at the AGM

8.6. Canteen and Grounds Duties

- a) Each Club shall be allocated set times/dates for canteen and grounds duty and such duties shall be indicated in the draw in a timely manner.

8.7. Umpiring Duties

- a. Each club shall be identified for umpiring by number. The number shall denote all duties throughout the draw for that Club.
- b. It shall be the responsibility of all Clubs to check each age/grade in the draw for the Club's allocated umpiring duties.
- c. All Clubs must supply plate and base umpires as allocated in the competition draw unless advised otherwise by the CNSA Umpires' Convenor.
- d. For any specified duty not carried out, the Club shall be liable for a fine.
- e. The fee for a volunteer umpire shall be determined at the AGM for a (12) month period.
- f. Fines shall be imposed on all Clubs where they do not fulfil their umpiring duties.
- g. Any person under the age of eleven (11) years cannot umpire under any circumstances.
- h. For other umpiring restrictions please refer to the Umpiring Grid in the Competition Rules.
- i. Restrictions shall not apply to:
 1. Junior members involved in umpire training conducted by the Umpires Convenor or Umpires Committee and a senior umpire recognised under the program is present for the duration of the game.
 2. Any person holding a Level 1 Umpires accreditation.
- j. Clubs shall be fined where they allocate underage umpires to a game and a report is received by the Executive at the time of the offence.

8.8. Registration Of Teams And Players

8.8.1. All clubs must present to the Junior/Senior Registrar of CNSA a complete alphabetical list of all players and officials of each and every team it enters into the Junior, Senior, Under 21, Mixed, Men's and Over 35s Competitions. Payment can be made in full, or by a deposit as determined at the AGM due with the team entries. The balance must be paid seven (7) days prior to the first round of competition. The date for registration of teams shall be determined by the Executive committee and clubs notified of the said date at the July General Meeting.

8.8.2. Any withdrawal of any team after a date which shall be determined by the Executive Committee and notified to Clubs at the July General Meeting, shall result in the Club being fined for the withdrawal of the team as set at the AGM.

8.8.3. A Club may de-register players with the registration fee paid being transferred to new registrations or refunded if there are no new registrations up to and including Round 3 of the competition.

8.8.4. To register a player once the season has commenced, the Club shall register the new player on the "Late Registration Form" and proof of age (if a junior or Over 35 year's competition) must be placed in the appropriate Registrar's box prior to the conclusion of play on the day concerned. Payment of the fee applicable shall be made within the required time limits (see sub-clauses 6.6.1, 6.2.4, 6.2.6)

8.8.5. The 'Late Registered' player shall be entitled to play on the day registered, provided all of the above has been complied with. If not, the player shall be deemed to be ineligible.

8.8.6. Clubs are to ensure that late registrations are kept to an absolute minimum and that players and officials are registered on the official registration date.

8.9. Proof Of Age

8.9.1.6 All Clubs must produce a copy of proof of age for all new Under 18 and Over 35s players being registered with CNSA.

1. The 'proof of age' shall be submitted no later than 2 weeks after registration.

8.9.2. Where a player actually participates in a game(s) prior to the proof of age being submitted and is not produced within the required time, then the team(s) in which they played shall forfeit all points gained during that period.

8.9.3. Proof of age is not required where an U18 and over 35s player has been registered with the Association previously and record is still held that proof of age was produced, even if it is more than two (2) seasons ago.

8.9.4. Proof of age is required for all U18 and over 35s players and members who are clearing from another Association and for the first year of playing on permission from another Association. This is required no later than two (2) weeks after being registered.

8.9.5. A photocopy of the following proof of age shall be accepted by CNSA:

1. Birth Certificate.
2. Drivers Licence/ID Card showing date of birth.
3. Passport
4. Baptism Certificate provided date of birth appears thereon.
5. A Statutory Declaration signed by a parent/guardian and witnessed by a J.P.
6. A letter on 'School Letterhead' signed by the Principal, or such other person authorised to sign on his/her behalf.

8.10. Defaulters

8.10.1. No Club or member shall be permitted to participate in any CNSA competition or meetings whilst they remain as a defaulter. (See 8.10.3, 8.10.4)

8.10.2. If a member of a Club plays or officiates in a competition whilst a defaulter, then the team in which the member played or officiated in during that period shall lose all points scored. The non-offending team shall be credited with three points.

8.10.3. If a Club listed as a defaulter plays any of its teams in any CNSA competition whilst a defaulter, then all teams which played during that period will lose all points scored. The non-offending teams shall be credited with three points.

8.10.4. All Clubs must submit a list of defaulters to the CNSA Secretary no later than 4 weeks after the completion of the Grand Final in both summer and winter and also advise the CNSA Secretary when the person or persons are no longer a defaulter. If a member is not listed as a defaulter then the member will be eligible to transfer to any other Club/Association.

8.10.5. All Clubs have the right to appeal any decisions relating to Fees, Fines or Levies imposed by CNSA. This appeal must be made in writing to the CNSA Secretary within seven (7) days of the decision and is to be dealt with at the next Executive Committee Meeting.

9. Ground Use

9.1. Clubs who wish to use CNSA grounds for training shall apply in writing to the CNSA Secretary, stating the number of teams, times and the days each team wishes to train.

9.2. No Club or team shall be permitted to train on any diamond during the season without the permission of the CNSA Executive.

9.3. If any Club wishes to hold fundraising activities at CNSA's grounds, the Club shall apply in writing to the CNSA Secretary setting out the dates required. The Executive Committee may grant or refuse any such request.

10. Clearances

- 10.1. Where a clearance to another Association is requested, the following shall apply:
- (a) the CNSA Secretary shall supply the member with the official SNSW Clearance Form.
 - (b) The member's Club Secretary must sign the Clearance Form prior to it being signed by the CNSA Secretary.
 - (c) It shall be the responsibility of the member to forward same along with the SNSW fee to SNSW.
 - (d) Should the member requesting the clearance be a current CNSA Representative Player, the request may be refused if the said member has not complied with all the conditions as set out in the CNSA Representative Agreement.
 - (e) No member shall be cleared by CNSA if that member is under suspension or is unfinancial.
 - (f) SNSW has the right to reverse any decision made by CNSA.

11. FUNDS SOURCE

The funds source for CNSA shall include:

- a) Registration fees
- b) Sponsorships
- c) Government grants
- d) Hire of facilities
- e) Hire of equipment
- f) Fees and fines – as determined annually at the AGM

12. INSURANCES

The following insurances shall be taken out:

- a) Public Liability.
- b) Fire and Burglary.
- c) Money in Transit.
- d) Workers' Compensation (canteen manager).
- e) Plant and Machinery.
- f) Float – in home.
- g) Furniture and Plant.
- h) Voluntary Workers.
- i) Any other policy as deemed necessary.

All such policies are to be taken out with reputable insurance companies.

13. DISCIPLINING OF MEMBERS

13.1. Judiciary

13.1.1. Judiciary Jurisdiction

The Judiciary will apply to these groups or persons:

- a. Administrators of softball in CNSA be they employed or volunteers, including CNSA Executive Committee Members.
- b. Registered members for both Summer and Winter competitions.
- c. Members on Permission from other Associations.
- d. Registered Non-Playing Officials.
- e. Umpires.
- f. CNSA Representative Players.
- g. CNSA Representative Coaches and Officials.
- h. Club supporters known to be associated with the Club involved.
- i. Clubs who are competing in the CNSA Summer and Winter Competitions
- j. Teams from other Associations competing in the CNSA Summer and/or Winter Competition.

The Judiciary shall be made up from:

- a. One nominated member of the Executive Committee who will be Chairperson. This will be the Vice-President unless they are conflicted by way of an association with the matter. In the event of a conflict the President will nominate a replacement Executive Member.
- b. Each club will be required to nominate two members of its club prior to the commencement of the season to form a pool of potential judiciary members that can be called upon in the event that a Judiciary hearing is required. These members shall be restricted to current members of affiliated clubs of CNSA;
- c. CNSA Life Members are eligible to nominate and do not need to be part of a club.
- d. Should any one or more of the members be associated in any manner with the matter brought before the Judiciary for hearing, then that member shall automatically not be required for hearing of the matter
- e. The CNSA Executive Committee shall maintain the pool of potential Judiciary members
- f. A Judiciary shall consist of not less than three (3) independent persons, selected from the Judiciary Committee pool. These persons must not be a member of the club of the Citee and or Citer.
- g. The Vice President shall be the Chairperson on the Judiciary, unless associated in any manner with the matter brought before the Judiciary but will not have voting rights on the Judiciary.
- h. The CNSA President shall appoint a Judiciary Minute Secretary for the Judiciary for the current season. The Judiciary Minute Secretary will not have voting rights on the Judiciary.
- i. Upon official notification of an ejection of a player, coach or spectator or where there has been a complaint of misconduct, the President, Umpires Convenor and a third member of the

Executive who shall not be the Vice President, will determine whether the player, official or spectator is to be charged with an offence.

- j. In the event that the President and/or Umpires Convenor are unavailable or in conflict they shall be replaced by another member of the Executive.
- k. Official notification will take the form of a written report of an ejection from a game or in writing to the CNSA Secretary within 48 hours of the said breach of misconduct having taken place.
- l. Any penalties handed down by the Judiciary shall be in accordance with the Judiciary Charter.
- m. Failure to appear at the Judiciary will result in a judgement being made by the Judiciary on the reports and information that is available to the Judiciary.
- n. No right of appeal will be available where the person charged does not appear.
- o. Right of Appeal to CNSA shall be made in writing within seven (7) days of the date of the original hearing for three independent Club Presidents to review the decision. The three independent Club Presidents will have the ability to:
 - a. Uphold the decision; or
 - b. Uphold the decision but reduce the penalty imposed or
 - c. Dismiss the appeal.
- p. A player, official or spectator found guilty of a charge may have a further right of appeal by having the matter heard by SNSW with their ruling being final recourse unless civil action is sought. Any appeal to SNSW must be after all appeal avenues within CNSA has been exhausted.
- q. Any suspension handed down shall become effective from the date of the decision of the Judiciary.
- r. All suspensions imposed shall stand, even though an appeal may be made.
- s. The CNSA Secretary shall immediately notify the member's Club of any suspension handed down by the Judiciary.

13.2. **Misconduct**

13.2.1. In cases of misconduct occurring while a game is in progress, the allocated umpires may eject the offending player or official from the game or may call for a Duty Umpires' Convenor. If the misconduct is by a spectator, the Duty Umpires' Convenor must be called. The Convenor may eject the player, official or spectator from the game and/or grounds.

13.2.2. Any person, including a spectator, ejected from a game for misconduct may be required to appear before the Judiciary of CNSA within one (1) week of the incident.

13.2.3. If the spectator fails to appear before the Judiciary, the Judiciary may defer any judgment until the spectator appears or can decide to make a judgment based on the reports and information that is available to the Judiciary.

13.2.4. Should a Duty Umpires' Convenor not be available, the umpire may call upon a member of the CNSA Executive Committee who will have the same powers as if they were the Duty Umpires Convenor.

- 13.2.5. If no action is taken by the Duty Umpires' Convenor a written report by any person involved in the game must be received by the CNSA Secretary within 48 hours, otherwise no further action shall be taken against the offender.
- 13.2.6. Misconduct may include, but is not limited to, the following:
- a) A player/official personally insults an umpire. (The comment only needs to be loud enough for the umpire to hear.)
 - b) Equipment abuses – where a player throws/kicks a bat/helmet/glove/base some distance as a result of a call or play made.
 - c) Player kicking dirt towards an umpire
 - d) Spitting
 - e) Player throws a glove in an umpire's direction.
 - f) Unsportsmanlike conduct – for example dropping the shoulder in a tag to hurt a player, crashing into a player (whether the player does/does not have the ball) with deliberate force, a dangerous slide (one which comes in with cleats above the knee), tagging with excessive force, fighting, kicking.
- 13.2.7. In the instance of there being no Judiciary members available, the Executive Committee has the right to appoint any person/s it deems qualified and/or experienced to hear any case that occurs.
- 13.2.8. Should a spectator at the ground find any reason for complaint, the spectator shall write a letter to the Club they belong to. The Club's Secretary should then forward a written submission to the CNSA Secretary if deemed necessary.

13.3. **Suspension**

- 13.3.1. Should a Club be suspended, all members of that Club shall have all privileges revoked. No member of the Club shall be permitted to participate in any meeting, or matches arranged under CNSA auspices, for the period of the suspension.
- 13.3.2. If a member is suspended, that member shall not be permitted to participate in any matches or meetings.
- 13.3.3. Should a member be suspended for life, that person after a period of twelve (12) months shall have the right of appeal before a General Meeting of CNSA. To remove said suspension, a majority vote of three quarters of members present and eligible to vote is required.

13.4. Judiciary Business Rules which apply.

- a) Any person ejected from the game, or person/team or club subject of a written complaint within the prescribed period, may face a Judiciary hearing. For all ejections and/or complaints appropriate forms are required to be completed and these are available at the umpire's sign-on station and should be completed and deposited in the Secretary's box.
- b) The President, Umpires Convenor and a third member of the Executive will consult to determine what course of action to take unless there is a conflict of interest. If there is a conflict, another member of the Executive Committee will be consulted to so that three members of the Executive Committee will determine the course of action. This action can be a Judiciary hearing to be convened, or meeting between parties, and/or warning issued.
- c) A Judiciary shall deal with infringements occurring during games at competitions conducted under the auspices of CNSA within seven (7) days, following the game, in which actions give rise to a report. This shall apply to every game in the Competitions, including games of the final series. Exception is incident close to CNSA Christmas break where it will meet before the next competition round.
- d) If an incident occurs involving a CNSA Representative team, that requires a Judiciary to hear the matter, the Judiciary will be convened as soon as possible.
- e) All correspondence received in relation to an incident before a Judiciary hearing will only be available to the Judiciary members that are involved in the hearing. All copies will be returned to the Chairperson at the conclusion of the Judiciary.
- f) Citer is to provide in writing details of the incident. This needs to be received by the CNSA Secretary within 48 hours, who will then forward them on to the Judiciary Chairperson within 24 hours. The Citer must attend any Judiciary that has been called. If the Citer is unavailable to attend they must be available by phone.
- g) Citee must attend any Judiciary that has been called. If the Citee is unavailable to attend they must be available by phone. If they are not available in either situation, they must accept the decision of the Judiciary and no appeal can be made.
- h) Any other witnesses to the incident should give details on the appropriate forms. They may be formally requested to appear at the Judiciary hearing.
- i) The Citer and the ejected player and/or person subject to the complaint or the delegate for his/her Team/Club, shall within twenty-four (24) hours of receipt of the 'Notice to Appear at a Tribunal Hearing' shall advise the Chairperson that:
- j) Request to reschedule tribunal hearing (option only available once);
 - (i) 'Intention to be not available'. However, judgement will be given against the Citee in their absence. (There will be no basis for an appeal if Citee fails to attend.)

- ii) 'Intention to plead guilty' (must be submitted in writing) and accept any penalty and/or fine handed down by the Tribunal on the Schedule of Penalties and Fines contained within the CNSA By-Laws. There will be no basis for Citee to appeal if they plead guilty.
 - iii) Intention to appear at the hearing to give evidence in own defence.
- k. The Citee, and/or their representative, if any, and the Citer shall attend the hearing.
 - l. Persons under the age of eighteen (18) years must have a parent/guardian or adult representative in attendance. Any Citee may have a supporting person.
 - m. The number of witnesses to appear shall be limited to two (2) supporting the Citee (or party involved) and two (2) giving details supporting the Citer these may be available by phone.
 - n. The Citee and the club/s they are registered with are to be advised the details of the Judiciary and the outcome.
 - o. Any appeal against the decision of the Judiciary must be made within seven (7) days of the date of the advice of the decision. A fee (to be set at the AGM) shall be lodged with the CNSA Secretary with the written appeal. The fee will be refunded if the appeal is upheld.
 - p. The decision handed down by the Judiciary shall stand unless altered as a result of a subsequent appeal.
 - q. If the decision of the Judiciary (or subsequent appeal) involves a suspension, the decision will be advised in writing. If the suspended member is a Member on Permission, their first registered association will also be advised.
 - r. Upon accepting the role on the Judiciary all persons shall receive a copy of Procedures to familiarize themselves with the process and draft agenda to be followed.
 - s. No person, including members of the Judiciary, shall have the right to legal representation at any hearing.

All discussions held at a Judiciary are confidential.

14. MEETINGS

14.1. General Meetings

14.1.1. General Meetings of CNSA shall be held on the fourth Monday of the month or on any other Monday as required and determined by the President. Meetings usually will not be held in the months of December, January, April and May.

14.1.2. Meetings may be held if the President considers the necessity of business warrants such a meeting. The date of the February General Meeting will be advised by the Executive Committee.

14.1.3. Agenda and Procedures

The President shall preside at all meetings. In their absence the Vice President shall preside and in the event of their absence, the Executive Committee shall elect one of its own members to chair the meeting.

14.2. AGM

- a) Roll call of delegates, Executive and Life Members present.
- b) Apologies.
- c) Receive and adopt the minutes of the previous AGM.
- d) Business arising from the previous minutes.
- e) Correspondence dealing with AGM business.
- f) To receive and adopt the Annual Report of CNSA, which will include a report from the President and Secretary.
- g) To receive and adopt an audited current financial statement from the Treasurer.
- h) Ratify the registration and team fee structure as presented by the Executive Committee for the coming year.
- i) Ratify all fees and fines as presented by the Executive Committee for the coming year.
- j) To receive and adopt the Annual Report of the Junior & Senior Registrars and Umpires' Convenor.
- k) To receive and adopt the Annual Report of any Sub-Committee.
- l) To adopt and vote on any pre-circulated notices of motions pertaining to the AGM.
- m) Discuss any other such business as the President deems necessary.
- n) Elect a Chairperson and two scrutineers. (Said persons should have no intention of standing for any Executive Committee position.)

- 14.2.1. The President shall then declare all positions vacant.
- 14.2.2. The Chairperson shall have the right to call for nominations for any position from the floor, notwithstanding that written nominations have been received. Should a nominee not be present, the CNSA Secretary must have written consent of intention to stand.
- 14.2.3. All Executive Committee positions shall be voted for by secret ballot. A single nomination does not constitute automatic election. All nominations shall be put to a vote. The nominee with the greater number of votes by simple majority will be declared the elected officer.
- 14.2.4. Elections for the following positions shall be held in each odd year (e.g. 2017, 2019 etc.)
- a) President
 - b) Treasurer (who shall be at least 18 years of age)
 - c) Minute Secretary
 - d) Junior Registrar
 - e) Representative Liaison Officer
- 14.2.5. Elections for the following positions shall be in each even year (e.g. 2016, 2018 etc.)
- a) Vice President
 - b) Secretary
 - c) Senior Registrar
 - d) Umpires' Convenor (who shall hold at least an ASF Level 1 Accreditation)
 - e) Grounds Manager
- 14.2.6. Election of delegates to the Parks Committee for Reserve 72 (International Peace Park) and Reserve 800 (Stanhope Gardens). There shall be 2 delegates for Reserve 72 and 3 for Reserve 800 or whatever number as deemed necessary by Blacktown City Council to represent the interests of CNSA.
- 14.2.7. Appoint an auditor (who shall not be an Executive member).
- 14.2.8. Appoint a Patron (if necessary).
- 14.2.9. The newly elected, or presently elected President shall take the chair and declare the AGM closed. A General Meeting shall follow the AGM.

14.3. General Meetings

- a) Roll call.
- b) Apologies.
- c) Adoption of the minutes of the previous meeting.
- d) Business arising from the minutes.

- e) Correspondence.
- f) Treasurer's Report.
- g) Reserve 72 & 800 Parks Committees Reports.
- h) Any other reports.
- i) Notified business.
- j) General business.
- k) Set date for next meeting.

14.4. Special Meeting

- a) Only business which has been pre-circulated will be discussed at any Special Meeting.

14.5. Executive Meetings

- a) Business in the order of urgency will be dealt with at Executive Meetings.
- (b) Motions/Amendments
 - i. Any motions or amendments put before the meeting shall be done so in the usual mode of parliamentary procedure, with the mover and/or the seconder having the last right of reply before being put to the vote. Once voted upon and accepted it shall be binding and no further discussion will be entered into.
 - ii. The method of voting shall be by show of hands or if demanded by five (5) or more delegates, by secret ballot (unless otherwise specified in the Constitution or By-Laws).

15. VOTING

- 15.1. At any meeting of CNSA the President shall have the right to a casting vote if required.
- 15.2. Voting on all motions, resolutions and appointments shall be by show of hands and shall be a majority of votes cast, unless otherwise specified in the Constitution or By-Laws.
- 15.3. In determining the majority for voting in the instances specified in the Constitution and By-Laws, the term 'votes cast' shall mean, that proportion of all members present at the meeting and eligible to vote, who record a positive or negative valid vote. An abstention or an invalid vote shall not be included in 'votes cast'.
- 15.4. No form of proxy voting shall be accepted.
- 15.5. In the event of a Life Member of CNSA being the nominated Club delegate to CNSA meetings, then that Life Member/delegate shall be only entitled to one vote at any meeting.

15.6. In the event of a Life Member being elected to the Executive Committee, then that Life Member shall be only entitled to one (1) vote at any meeting.

15.7. Visitors may attend any meeting of CNSA, except Executive Meetings and by leave of the meeting, may speak on any matter, but shall not be eligible to vote at any meeting.

15.8. AGM

The following shall have a deliberate vote:

- a) Immediate past Executive Committee Members.
- b) One delegate of each registered Clubs.
- c) Life Members.

15.9. Special/General Meetings

The following shall have a deliberate vote:

- a) Each Executive Committee Member.
- b) One delegate of each registered Clubs.
- c) Life Members.

15.10. Executive Committee Meetings

Each member of the Executive Committee shall have a deliberate vote.

16. REPRESENTATIVE PROGRAM

CNSA will enter Representative teams to compete in NSW State Tournaments/Championships, provided there are sufficient numbers for trials.

Representative Officials

- 16.1. Representative officials shall be chosen by the Executive Committee. These positions are to be filled by a first registered member of CNSA.
- 16.2. Officials
 - a. The Executive Committee shall call for nominations for the positions of Head Coach, Assistant Coach (es), Trainee Coach (es), Manager and Statistician for each representative team.
 - b. Notification for the positions shall be given at a General Meeting as well as by announcements made at the ground.
 - c. Nominations for all positions shall be given in writing to the CNSA Secretary, noting any qualifications/experience by the prescribed date. All applicants shall submit their own personal application indicating the position applied for with qualifications etc. and personally sign their application.
 - d. Where no nomination is received for any one position, or if the applications received are deemed to be unsuitable, the Executive Committee shall have the right to approach suitably qualified/experienced persons.
 - e. At least one same sex official shall accompany each CNSA representative team
- 16.3. Selection of Representative Players
 - a) Representative players shall be chosen by the appointed selectors of CNSA. The date, time and venue of trials to be determined by the Executive Committee.
 - b) A nominee for a representative team must be first registered with CNSA at least seven (7) days prior to the advised trial date for each representative team.
 - c) All interested players shall apply for the age group in which they are eligible to play. Should a player wish to apply for a higher age group they are to make a written submission to the CNSA Executive Committee. This does not apply to age players seeking to represent in the Under 19s or Open Team.
 - d) Upon selection, all representative players shall be issued with the CNSA standard Agreement Form, to be signed by the players and returned within the

time specified by team management. The Agreement Form is to be signed by a parent if the player is under eighteen (18) years of age.

- e) Failure to comply with the terms of the Agreement may result in suspension.

16.4. Representative Uniforms

- i. All representative players and officials must wear the CNSA uniform, which will be in the colours of brown, gold and sky blue.
- ii. Where a Representative player/official wears an undershirt it must be gold in colour.
- iii. Players and Officials are permitted to wear either the Cap or other headgear as approved by the Executive Committee.
- iv. Any player under 19 or official selected to represent CNSA for the first time shall be supplied with a CNSA representative jacket. The jacket shall be a spray jacket design of brown, gold and sky blue.
 - a) Should at any time a player/official wish to purchase a new jacket they may do so at a price recommended by the CNSA Executive Committee.
 - b) Should at any time a player/official wish to purchase a new bag they may do so at a price recommended by the CNSA Executive Committee.
- v. All junior players shall pay a uniform hire fee as set at the AGM. Should the player already own a CNSA uniform no fee shall be applicable.
 - a) All hire Representative uniforms shall be returned to the team manager in good condition 14 days from the date of the last game the Representative team played.
 - b) Failure to return the uniform by the set date shall result in a fine as set at the AGM for each week the uniform is outstanding.
 - c) All Representative team managers are to ensure that uniforms are returned to the Representative Uniform Officer within twenty-one (21) days of the last Representative game played.
 - d) Any player withdrawing from a team for any reason shall return the CNSA uniform, jacket and bag (if first year of representation) in good order. Should they refuse to do so, CNSA shall be entitled to be reimbursed for the cost of all equipment or CNSA shall list them as a defaulter with SNSW.
- vi. All players/officials shall purchase the CNSA cap and representative bag. Players in addition shall purchase socks, all at a price as recommended by the CNSA Executive Committee.
- vii. All Under 19 and Open players shall purchase the CNSA uniform at the recommended price. At the same time they shall be issued with a uniform number which will continue to belong to them for as long as they represent CNSA.

- viii. Representative uniforms or equipment are not to be made available to anyone other than Representative officials and players.

16.5. Representative Costs

- a. When the SNSW State Tournaments/Championships are held less than 100kms from CNSA grounds, CNSA shall not pay any travel or accommodation fees for Representative players. Where the distance is greater than 100kms from CNSA grounds, CNSA shall pay half the cost for any travel or accommodation fees for Representative players. A player levy shall be determined by the CNSA Executive Committee.
- b. A player levy shall be determined by the CNSA Executive Committee. The Association will meet the costs, as applicable:
- (i) Bed and breakfast at a hotel/motel/lodge/resort or caravan park, to be decided by the CNSA Executive Committee.
 - (ii) Cost of travel by organised coach/train to the venue and return.
 - (iii) Out of pocket expenses for authorised officials.
- c. A cost benefit analysis shall be carried out by the Team Management for any championship where CNSA is to meet any costs, to include costs for players, officials and umpires.
- d. All Representative players shall pay to CNSA a nominated levy to go towards the costs of any such needed accommodation/travel. The levy shall be as determined at the AGM.
- e. If no levy is determined at the AGM the levy for the particular representative team shall be determined by the Representative Liaison Officer.
- f. CNSA shall bear the costs for Representative officials and umpires for travel and accommodation when representing Cumberland Nepean at a State Tournament/Championship. There will be no limits in distance. CNSA Representative Officials and umpires will accept the accommodation provided by the Association.
- g. All Representative teams shall be responsible for raising money for representative costs. The amount to be raised by each team shall be determined at the AGM or as soon as practicable following advice of Division and State Tournament/Championship venues.

16.6. Miscellaneous

- a. It is usual practice for CNSA to billet players of country Associations as required when State Tournaments/Championships are held in the Sydney Metropolitan area. All Representative teams are expected to billet a team as allocated.
- b. CNSA shall make a donation, the amount of which is to be determined at the AGM, to any CNSA player or official (including any accredited umpire or candidate first registered CNSA) selected in a NSW team. Only one donation will be made in any calendar year in which they are selected.
- c. Any player or official (including any accredited umpire or candidate first registered CNSA) selected in an Australian team shall be paid a sum, the amount of which is to be determined at the AGM. Only one donation will be made in any calendar year in which they are selected.
- d. It is expected that any player or official who receives a donation in recognition of their success would in turn offer their assistance to CNSA when called upon, where possible.

17. COMPETITION RULES

- 17.1. All competition games shall be played in accordance with the Official Rules of Softball, except as varied by the Competition Rule Book including any ground rules as recommended by the CNSA Umpires' Committee. Any changes that are instituted by SNSW or SNSWUA during our competition season, must be advised to and be accepted by Clubs at a General Meeting prior to their implementation into the CNSA competition rules.
- 17.2. The Junior Competition shall be played as an underage competition. It shall be a separate competition to the senior one. The minimum age shall be 5 years old by the 31st December falling in the relevant Summer Competition season and the maximum age shall be 17 years old as at the 31st December of the relevant Summer Competition season with the exception of Junior Boys which shall be a minimum age of 10 years and a maximum age of 14 years at 31st December falling in the relevant Summer Competition.
- 17.3. The Senior Women's competition shall be played as a graded competition. Grades to be played shall be determined by the Executive Committee. The minimum age shall be 12 years as at the 31st December of the season for Senior Competitions graded C Reserve, C Grade, B Reserve, B Grade. The minimum age shall be 13 years as at the 31st December of the season for Senior Competition graded A Reserve and A Grade.

- 17.4. The Senior Men's Competition shall be played as a graded competition. Grades to be played shall be determined by the Executive Committee. The minimum age for any male player shall be 15 years. The minimum age for a pitcher shall be 16 years as at the 31st December for the relevant Summer Competition.
- 17.5. In the Junior, Senior Women's and Senior Men's competition, where a player does not satisfy the minimum or maximum age restrictions, the Executive Committee will have the discretion to determine whether that player should be permitted to play in the relevant competition.
- 17.6. The Senior Mixed Competition shall be played as a graded competition. Grades to be played shall be determined by the Executive Committee.
- 17.7. The Over 35 Competition shall be played as a separate Women's Senior Competition. Grades to be played shall be determined by the Executive Committee.
- 17.8. The Under 21 Competition shall be played as a separate Women's Senior Competition. Grades to be played shall be determined by the Executive Committee.
- 17.9. All the above restrictions shall apply to both summer and winter competitions.
- 17.10. Any player in the Junior Competition may also play in any or all competitions. To be eligible to play in any competition, the player must be registered with a team and meet all age and gender eligibility requirements. No additional registration fee will be payable for playing in more than one competition.
- 17.11. A junior player can play for one junior team in one Club and then play for a senior team in a different Club. Both Clubs would be responsible to meet the registration fee equally.
- 17.12. A competition shall not be played unless there are four (4) teams nominated in the age group/grade or it be at the discretion of the Executive Committee.
- 17.13. Game times and duration of each competition game played will be determined by the Executive Committee, including the Finals Series.
- 17.14. Senior players must play in a grade not lower than played the previous season, with the exception of being Grand finalists the previous Season then the players and teams must automatically be upgraded, or an application for downgrading is submitted for consideration by the Executive Committee.
- 17.15. All Club coaches, managers, scorers must be registered with CNSA. Only those officials registered with a Club are to participate in any game.
- 17.16. Scoring – Points Scored
 - a) All teams must have an Official Scorebook and all players in the game and all reserves must be listed in the scorebook and on the official scorecard. Late arrivals must be added to the scorebook and scorecard to be eligible to participate in the game.
 - b) Points scored for the competition will be awarded as follows:
 - i. Three (3) points for a win.
 - ii. Two (2) points for a draw.
 - iii. One (1) point for a loss.

- iv. Two (2) points for a washout.
 - v. Three (3) points for a bye.
 - vi. No points for the forfeiting team.
- c) In the case of two (2) or more teams receiving the same number of points at the end of the competition, the order of finishing points shall be determined by the team with the better average applying the following formula:

$$\frac{\text{RUNS FOR}}{\text{RUNS AGAINST}} = \text{AVERAGE}$$

- d) All submissions for change to the competition rules must be in the hands of the CNSA Secretary by the fourth Monday in May, duly seconded and must state the reason for the change. The recommended changes will then be for discussion in the June General meeting (after the AGM) and be implemented from the commencement of the summer season.
- e) A CNSA Competition Rule Book will be available at the start of each Summer Competition. These rules will apply to both Summer and Winter Competitions and be ratified by the General Meeting
- f) The Competition Rule Book will be included annually as an Appendix to these By Laws.

18. APPENDICES

- (a) Competition Rule Book
- (b) Schedule of Penalties and Fines
- (c) Policy and Procedures
- (d) Judiciary Guidelines
- (e) Fees and Fines

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Fees and Fines

The fees and fines are to be set at the AGM each year. The fees and fines shall be set for the following:

- a) Non-attendance at canteen duty.
- b) Non-attendance at grounds duties.
- c) Non-attendance by delegates to meetings.
- d) Non-attendance by umpires (plate/base).
- e) Late submission of player nominations.
- f) Late return of representative uniforms.
- g) Team withdrawals.
- h) Failure to notify of intention to forfeit.
- i) Return of trophies not engraved.
- j) Non-attendance at pre-season umpiring clinics.
- k) Underage persons umpiring.
- l) Non-attendance at Working Bees.
- m) Batting machine hire.
- n) Protest lodgement.
- o) Representative uniform hire.
- p) Use of Edna Nash, Karen Hampton, Memorial, Beryl Foster & Tee ball diamonds at International Peace Park and Fiona (Hanes) Crawford Diamond & Diamond 2 at Stanhope Gardens.
- q) Use of lights.
- r) Hire of CNSA equipment and diamonds

This is not an exhaustive list. If there is a particular fee or fine that is not covered by the amounts as approved at the AGM, the Treasurer shall determine the relevant fee or fine that is to be paid.

Where additional fees or fines are determined by the Treasurer during a year, they will be incorporated into the subsequent list of fees and fines for all future AGMs.

Representative Levies

The representative levy for each representative team shall be determined at the AGM.

Umpire Payments

Any person appointed by CNSA to umpire on behalf of CNSA at State Championships shall be paid an amount as determined at the AGM.

Any person appointed by CNSA to umpire on behalf of a CNSA Representative side (including any Development sides) at an advertised Gala Day – whether at CNSA or another association shall be paid an amount as determined at the AGM.