

**STANDING ORDERS AND RULES
LEEDS SOFTBALL ASSOCIATION**

The Standing Orders of the LSA shall be governed by **Section** Error! Reference source not found. of the Constitution of the LSA.

1. DUTIES OF THE OFFICERS OF THE LSA

1.1. THE PRESIDENT

- 1.1.1.** The President shall represent the LSA as its Chief Officer and shall be responsible for the general management of the LSA.
- 1.1.2.** Shall be an Executive Officer of the LSA.
- 1.1.3.** The President shall be a Member of the LSA of at least two years standing, and be of either sex.
- 1.1.4.** The President shall be the Chair of all General and Committee meetings and, with exception of the vote for the post of President, shall have a casting vote only in the case of an equal ballot.
- 1.1.5.** In the absence of the President, the Vice-President shall be appointed to the chair.
- 1.1.6.** The President shall, with the support of the Secretary, be responsible for setting agendas of all General and Committee meetings.
- 1.1.7.** The President shall be an ex-officio member of all sub-committees of the LSA.
- 1.1.8.** The President shall present at the AGM a report of the LSA over the preceding year.
- 1.1.9.** The President shall distribute LSA trophies and awards to teams and individuals at special events.
- 1.1.10.** The President shall be a signatory of the LSA cheque account.

1.2. THE VICE - PRESIDENT

- 1.2.1.** Shall be an Executive Officer of the LSA.
- 1.2.2.** Shall be a Member of the LSA of at least one year standing, and be of either sex.
- 1.2.3.** In the absence of the President, the Vice-President shall be appointed to the chair.
- 1.2.4.** Shall be an ex-officio member of all sub-committees of the LSA.
- 1.2.5.** Shall be a signatory of the LSA cheque account.

1.3. TREASURER

- 1.3.1.** Shall be over 21 years of age.
- 1.3.2.** Shall be an Executive Officer of the LSA.
- 1.3.3.** Shall receive and take charge of all monies and pay same into the LSA's bank in accordance with **Section** Error! Reference source not found. of the Constitution.
- 1.3.4.** Shall keep a true record of all monies received and expended by the LSA.
- 1.3.5.** Shall prepare and submit to all Committee meetings, a profit and loss statement and balance sheet to the date of such meetings. A written statement and balance sheet to the date of such meetings. A written statement of income and expenditure shall be prepared at the request of any Committee member.
- 1.3.6.** Shall pay all of the LSA's accounts by cheque.
- 1.3.7.** Shall prepare and submit to the Auditor, a profit and loss statement and balance sheet for audit purposes and submit the audited accounts to the AGM.
- 1.3.8.** The retiring Treasurer shall forward, to the incoming Treasurer within fourteen days of retirement, all books and other properties of the LSA.
- 1.3.9.** The Treasurer shall be ex-officio member of sub-committees of the LSA as necessary.
- 1.3.10.** Shall be a signatory of the LSA cheque account.

1.4. GENERAL SECRETARY

- 1.4.1.** Shall keep a true and correct record of all minutes and resolutions passed at meetings and shall be responsible for forwarding the minutes of the previous meeting and any reports relevant to that meeting.
- 1.4.2.** Shall be an Executive Officer of the LSA.
- 1.4.3.** Perform the clerical work of the Committee and carry out all directions given at such meetings.
- 1.4.4.** Maintain a current register of:
 - 1.4.4.1.** The Committee.
 - 1.4.4.2.** Team Captains or Representatives of the Membership.
 - 1.4.4.3.** Affiliates and national bodies to which the LSA is affiliated.
 - 1.4.4.4.** Representatives of all bodies with which there is LSA interaction (e.g. the groundsman).
- 1.4.5.** The register shall include names, addresses and means of contact by telephone, and where possible electronically, as described in **Section 2.2.2** of the Standing Orders and Rules.
- 1.4.6.** Maintain and update the constitution of the LSA as required.

- 1.4.7. In the absence of the General Secretary, any Executive member of the Committee may be appointed to the position.
- 1.4.8. Should provide at least fourteen days notice of their intention to resign from their position. The Secretary shall forward to the incoming Secretary all books and other property of the LSA within this period and be available for a minimum period of seven days prior to retirement to provide instruction and guidance to ensure the smooth continuance of the secretarial role for the organisation.
- 1.4.9. Shall be a signatory of the LSA chequebook.

1.5. UMPIRE-IN-CHIEF

- 1.5.1. Shall be responsible to the Executive Committee.
- 1.5.2. Shall be responsible for all aspects of umpiring and adoption of the LSA playing rules, ensuring compliance with International Softball Federation (hereinafter referred to as ISF) technical codes and rules, except where specified in **Section 13** of these Standing Orders and Rules.
- 1.5.3. Shall be a General Officer of the LSA.
- 1.5.4. Shall liaise with BASU and shall represent the LSA on umpire development nationally.
- 1.5.5. Shall be responsible for the management of the Leeds League Umpires (hereinafter referred to as LLU) and shall be responsible for the registration and selection of LLUs from the membership.
- 1.5.6. Shall establish coaching programmes for existing and aspiring umpires and work towards formal umpire qualifications and certificates of BASU for LLU.
- 1.5.7. Maintain a current register of qualified BASU and LLU umpires and make available to the Committee and the team representatives through the Secretary.
- 1.5.8. Shall co-ordinate the appointment of umpires to all LSA competitions in liaison with the Committee.
- 1.5.9. Shall co-ordinate with the Committee in setting fees for all official umpires of the LSA.
- 1.5.10. Shall be responsible for the Official Score Card as described in **Section 14** of these Standing Orders and Rules.
- 1.5.11. Shall be responsible for the allocation of umpiring teams for league matches.
- 1.5.12. Shall be responsible for the selection of qualified umpire(s) who have improved beyond the normal call of duty.
- 1.5.13. Shall present the umpiring awards to the individuals at events requiring their distribution, alongside the Chair and President of the LSA
- 1.5.14. Shall be responsible for the selection of one or more Deputy Umpire-in-Chief(s) to act in the absence of the Umpire-in-Chief.
- 1.5.15. Shall liaise with other members of the Committee, especially the Divisional Representatives, in developing the sport of softball.
- 1.5.16. Shall actively pursue further upgrading of technical skills in relation to softball umpiring and first aid.

1.6. 1st, 2nd & 3rd DIVISION REPRESENTATIVES

- 1.6.1. Shall be responsible to the Executive Committee.
- 1.6.2. Shall be General Officers of the LSA.
- 1.6.3. Shall democratically seek guidance from their division's team Captains.
- 1.6.4. Shall be responsible for relaying information from the Committee to division team Captains.
- 1.6.5. Make themselves available to team Captains if they have any worries or concerns.
- 1.6.6. Encourage the attendance of team Captains to LSA and Captains' meetings.
- 1.6.7. Recruit individuals who may be interested in programme areas of coaching, youth development and umpiring.
- 1.6.8. Shall liaise with other officers and actively seek out volunteers for social and other events.
- 1.6.9. Distribute any literature the LSA publish to all team Captains on their playing night.

1.7. TOURNAMENTS TEAM MANAGER

- 1.7.1. Shall be responsible to the Executive Committee.
- 1.7.2. Shall be responsible to the Management Committee.
- 1.7.3. Shall be a General Officer of the LSA.
- 1.7.4. Shall be responsible for registering tournament teams into tournaments throughout the season
 - 1.7.4.1. Shall be responsible for recruiting and selecting (with 2 other members of the general committee) teams to represent LSA at tournaments throughout the season
 - 1.7.4.2. Shall be responsible for liaising with tournament captains to ensure all tournament fees are paid to the treasurer within 7 days of completion of a tournament

1.8. COMMUNICATIONS OFFICER

- 1.8.1.** Shall be responsible to the Executive Committee.
- 1.8.2.** Shall be a General Officer of the LSA.
- 1.8.3.** Shall be responsible for the upkeep of the LSA webpage
- 1.8.4.** Shall be responsible for the promotion and publicity of the game of softball in and around the City of Leeds.
- 1.8.5.** Shall be responsible for the promotion and publicity of all LSA events and matches taking place in the LSA area in association with any other officers.
- 1.8.6.** Shall develop close links with representatives of local media-newspapers, television and radio.
- 1.8.7.** Shall be responsible for the production and distribution of the LSA's newsletter, as directed by the Committee.
- 1.8.8.** Shall be responsible for the origination of a player recruitment campaign annually, as directed by the Committee.
- 1.8.9.** Liaise with other Officers, especially the Fixtures Officer.

1.9. SOCIAL CO-ORDINATOR

- 1.9.1.** Shall be responsible to the Executive Committee.
- 1.9.2.** Shall be a General Officer of the LSA.
- 1.9.3.** Shall organise and supervise social events as requested, by the Committee, and shall organise independent events to promote interaction between teams and divisions.
- 1.9.4.** Shall liaise with team captains from all teams to promote the above activities.
- 1.9.5.** Shall ensure that all events are self-funding, whenever possible.
- 1.9.6.** Shall keep a true record of all monies received for expended by such events to be submitted to the Treasurer no later than seven days after the event.
- 1.9.7.** Shall liaise with other members of the Committee, especially the Treasurer and Division Representatives.

1.10. EQUIPMENT MANAGER

- 1.10.1.** Shall be responsible to the Executive Committee.
- 1.10.2.** Shall be a General Officer of the LSA.
- 1.10.3.** Shall organise all the kit bags and equipment for the Leeds League, as requested by the committee
- 1.10.4.** Shall liaise with divisional representatives in relation to all matters concerning kit and equipment for games
- 1.10.5.** Shall keep an updated record of all of equipment held by the LSA, and will stock take at the beginning and end of each season
- 1.10.6.** Shall purchase new equipment as necessary for the LSA
- 1.10.7.** Shall keep a true record of all monies expended by the purchase of equipment and will submit all receipts to the Treasurer no later than seven days after the purchase of such goods.
- 1.10.8.** Shall ensure that all equipment is stored in a secure facility after all league games and at during the off-season
- 1.10.9.** Shall liaise with BSF in relation to bulk purchases of equipment for the League

1.11. FIXTURES OFFICER

- 1.11.1.** Shall be responsible to the Executive Committee.
- 1.11.2.** Shall be a General Officer of the LSA
- 1.11.3.** Shall be responsible for the organisation and scheduling of all League and Cup games, including allocation of teams to umpire (with the collaboration of the Umpire-in-Chief).
- 1.11.4.** Shall liaise with other members of the Committee, especially the Umpire-in-Chief.
- 1.11.5.** Shall liaise with the owners and keepers of any grounds on which league and cup games are played, to ensure such grounds are available and that an appropriate contract of use is negotiated and adhered to.
- 1.11.6.** Shall keep a true record of all monies expended by the rental of playing grounds and will submit all receipts to the Treasurer no later than seven days after the payment of such rental.

1.12. LEAGUE DEVELOPMENT OFFICER

- 1.12.1.** Shall be responsible to the Executive Committee

- 1.12.2. Shall be a General Officer of the LSA
- 1.12.3. Shall be responsible for monitoring influx of and allocating new players (with the collaboration of the Divisional Representatives).
- 1.12.4. Shall liaise with other members of the Committee, in particular the Divisional Representatives
- 1.12.5. Shall liaise with necessary external and associated bodies to further the development of the league.

2. REGISTRATION OF TEAM AND PLAYERS

- 2.1. For a team to register it must be a valid team.
 - 2.1.1. A valid team shall consist of a minimum of ten registered individuals, at least five of whom must be female and at least five of whom must be male.
 - 2.1.2. All team members shall only be registered to the one team that is registering, but may transfer to another team during the course of the season.
- 2.2. All teams must be registered annually with the LSA by 31st January each year, giving the following details:
 - 2.2.1. The name of the team.
 - 2.2.2. Details of the team representative, or representatives including:
 - 2.2.2.1. Their full name.
 - 2.2.2.2. Full contact address, including postcode.
 - 2.2.2.3. All contact telephone numbers
 - 2.2.2.4. Where possible, electronic mail (hereinafter referred as e-mail) address.
 - 2.2.2.5. The full names of all existing team players.
- 2.3. Changes, additions and deletions to the registered details above must be submitted to the Secretary of the LSA
- 2.4. RESTRICTIONS ON PLAYING
 - 2.4.1. No person may play in either league or cup games whilst under the age of 13.
 - 2.4.2. Players under the age of 18 must be supervised at all times by a parent or an appropriate guardian such as their school teacher.
 - 2.4.3. In the case of pregnancy, the LSA advise strongly against playing while pregnant, while recognising the right of the individual player to exercise her choice in this matter.
 - 2.4.4. Any players who have a medical condition that is a contraindication to participating in sport, should obtain a medical clearance from their GP before registering to play in the LSA.

3. COMMUNICATIONS

- 3.1. ELECTRONIC MAIL
 - 3.1.1. All e-mail addresses that are provided to the LSA are confidential information and should not be used for personal use.
 - 3.1.2. No member shall use the e-mail address other than to convey softball related information. No member shall abuse, libel or defame another member of the LSA or national body.
 - 3.1.3. Members are expected to use their discretion when using members work e-mail addresses, unless otherwise instructed by that member.
 - 3.1.4. Lack of adherence to **Section 3.1** of these Standing Orders and Rules shall be a **Category 3** offence.

4. FEES

- 4.1. AFFILIATION FEES
 - 4.1.1. The affiliation fee will be determined by the Committee prior to first Captains Meeting of each year, at which the fee will be announced. The affiliation fees will include an umpire deposit of two matches-worth of fees.
- 4.2. NEW APPLICANTS
 - 4.2.1. An affiliation fee must accompany all new applications for membership of the LSA.
 - 4.2.2. The Team League Standing for a new member is as described in **Section 9.2.5** of these Standing Orders and Rules.
- 4.3. EXISTING MEMBERS
 - 4.3.1. All existing member teams must re-register with the LSA annually, giving details as set down in **Section 2** of these Standing Orders and Rules. An affiliation fee shall accompany each re-registration.

4.3.2. Failure to register the team or pay affiliation fees by 31st March each year will result in immediate suspension or termination of membership as determined by the Committee, in accordance with **Section Error! Reference source not found.** of the Constitution.

4.4. APPEAL AND PROTEST FEES

4.4.1. The Appeal fee or Protest fee will be £25.00 (twenty five) payable to the LSA prior to any hearing of the appeal or protest. This fee will be refunded if the appeal or protest is upheld by the committee.

5. SANCTIONS

5.1. MEMBERSHIP

5.1.1. SUSPENSION OF MEMBERSHIP

- 5.1.1.1.** Suspension of Membership will remain until the team in question has paid its affiliation fee and the additional fine to the value of the £50 in full within four weeks from the time the fee was due. The Team League Standing will then remain.
- 5.1.1.2.** Any team unable to pay their fees by March 31st must discuss this with the Treasurer before this date to determine appropriate action to be taken
- 5.1.1.3.** If this period lapses, without any monies being received by any Executive Officer, membership will then be terminated.

5.1.2. TERMINATION OF MEMBERSHIP

- 5.1.2.1.** A team or club which has had its membership terminated is no longer affiliated to the LSA and will lose its **Team League Standing**. Places will then be re-allocated according to the Rules stated in **Section 9** of these Standing Orders and Rules.
- 5.1.2.2.** A team or club which has had its membership terminated may re-apply for membership as a new applicant.

5.2. INDIVIDUAL

Sanctions to be categorised according to the seriousness of the infraction as follows, the sanctions being those available for each category.

Category	Sanction Range
1	Any or all of: Permanent expulsion, Suspension for one season, Suspension for more than 7 games
2	Any or all of: Suspension for less than 8 games, Suspension for more than 2 games
3	Any or all of: Suspension for less than 3 games, written caution
	More than two written cautions for any individual in any 3 month period during the year shall constitute a category 2 offence

5.3. TEAM OR CLUB

Sanctions to be categorised according to the seriousness of the infraction as follows, the sanctions being those available for each category.

Category	Sanction Range
1	Any or all of: Permanent expulsion, Suspension for one season, Suspension for more than 7 games
2	Any or all of: Suspension for less than 8 games, Deduction of league points, Overturning of game results,

3	Any or all of: Deduction of league points, Overturning of game results, written caution
	More than two written cautions for any team or club in any 3 month period during the year shall constitute a category 2 offence

6. CONDUCT

6.1. INDIVIDUAL CONDUCT

- 6.1.1. Assault of a player or Official, on or off the pitch, shall be deemed a **Category 1** offence by the individual.
- 6.1.2. Serious verbal assault, including threats, on or off the pitch, of a player or Official shall be a **Category 2** offence.
- 6.1.3. Continued or sustained abuse of a player or Official, on or off the pitch, shall be a **Category 3** offence.
- 6.1.4. Coercion or forcing of any member of the sport, where such member is incapacitated by means of age, disability, mental state or any other reason, into inhuman, degrading or illegal activities, including, but not limited to sexual abuse, shall be deemed a **Category 1** offence by the individual.
- 6.1.5. Conduct by individuals identifiable as members of the LSA, where such conduct is damaging to the good name of the sport shall be deemed a **Category 3** offence.
- 6.1.6. Where such conduct is seen to have lasting negative consequences it shall be deemed to be **Category 2** offence.

6.2. TEAM CONDUCT

- 6.2.1. Complicity with unacceptable player conduct as outlined above shall be deemed a **Category 3** offence for the team.
- 6.2.2. Co-ordinated or prolonged intimidatory behaviour shall be a **Category 3** offence.
- 6.2.3. Non-co-operation with reasonable demands by an Umpire in connection with the officiating of a game shall be deemed a **Category 3** offence.
- 6.2.4. Conduct by individuals identifiable as members in any capacity in the sports of Softball or Umpiring of softball where such conduct is damaging to the good name of the sport shall be deemed a **Category 3** offence.
- 6.2.5. Where such conduct is seen to have lasting negative consequences it shall be deemed to be **Category 2** offence.

6.3. REPEATED OFFENCES

- 6.3.1. Repeated offences by a team or individual shall be deemed a **Category 2** offence, with the proviso that any such sanctions imposed for repeated offence shall be imposed in addition to, and not concurrently with, any other sanctions imposed.

7. PROTESTS AND DISPUTES

7.1. PROTEST AND DISPUTE PROCEDURES

- 7.1.1. Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgement on the part of an umpire. Examples of protests that will not be considered are given in the ISF Official Rules of Softball manual, Rule 11, Section 1, Article A – O.
- 7.1.2. There are three types of protests:
 - 7.1.2.1. **Misinterpretation of a playing rule.** Protest must be made before the next pitch, or before all infielders have left fair territory, or if on the last play of the game, before the umpire(s) leave the playing field.
 - 7.1.2.2. **Illegal player.** Protest must be made while they are in the game and before the umpires leave the field.
 - 7.1.2.3. **Ineligible player.** Protest can be made any time during the game. Eligibility is the decision of the Protest Committee.
- 7.1.3. Any team Captain wishing to lodge a protest must:
 - 7.1.3.1. Notify the plate umpire that the game is being played under protest. The plate umpire shall in turn notify the opposing team Captain.
 - 7.1.3.2. To aid in the correct determination of the issue, all interested parties shall take notice of the information, details and conditions surrounding the decision to protest.

7.1.3.3. Play the game through to its conclusion.

7.1.3.4. Submit a written protest to the Umpire-in-Chief within seventy-two hours from the time the protest was lodged. The written protest should contain the following information:

7.1.3.4.1. The date, time and place of the game.

7.1.3.4.2. The names of the umpire(s) and scorers.

7.1.3.4.3. The rule and section of the official rules or local rules under which the protest is made.

7.1.3.4.4. The information, details and conditions pertinent to the decision to protest (e.g. score sheets or other relevant information).

7.1.3.4.5. All essential facts involved in the matter protested.

7.1.4. Upon receiving the protest, and in any case within fourteen days of receiving the protest, the Umpire-in-Chief shall render a decision based on the ISF Official Rules of Softball manual, the LSA Rules of Softball or the Constitution.

7.1.5. If the team or individual remain dissatisfied with the decision of the Umpire-in-Chief, they must, within thirty-six hours instruct the General Officer to take the dispute to the Protest and Disputes Committee.

7.2. PROTESTS AND DISPUTES COMMITTEE

Shall consist of three Members appointed by the Committee, other than those connected with the teams or individuals concerned in the lodged dispute. Where possible, the Umpire-in-Chief should be appointed to the Committee. The Committee shall:

7.2.1. Hear and adjudicate on all matters brought before it by the Umpire-in-Chief and determine all other matters and disputes which may be referred to it and impose such penalties as it sees fit.

7.2.2. All protests and disputes referred to this Committee shall be heard within fourteen days and settled within twenty-one days of notice of being given.

7.2.3. The decision of the Protest and Disputes Committee shall be final, except where it contravenes Section **Error! Reference source not found.** of the Constitution.

7.3. INDEPENDENT REPRESENTATIVES

7.3.1. All teams will be required to provide a representative to be available for disciplinary hearings, according to a schedule, which will give at least two weeks notice.

7.3.2. Every effort will be made to ensure that all teams contribute equally in this regard.

7.3.3. Failure to supply an individual for such purposes will be deemed a **Category 3** offence.

8. LEAGUE STRUCTURE

8.1. The league structure shall consist of three divisions of ten teams, where numbers permit, otherwise equally balanced divisions made up from the total number of teams. Seeding of returning teams shall in all cases follow the procedure under article 8.5., with all further teams accommodated into the 3rd division, in the first instance.

8.2. Within each division:

8.2.1. Where the numbers of teams per division are equal to or greater than 8, each team will play each other once, after which the divisions will be split into an A and B sub-division according to league standings. Each team will then play the teams within their sub-division (possibly twice) to decide final league placing.

8.2.2. Where the numbers of teams per division are less than 8, each team will play each other twice, without a divisional split, in a "Home and Away" competition to decide final league placing.

8.3. PROMOTION

8.3.1. Promotion shall be automatically granted to the top two teams in subdivision A in each division, with the exception of the top division.

8.3.2. The top team in each subdivision A is the Divisional Winners, and second highest ranked team in each subdivision B is the Divisional Runners-up.

8.4. RELEGATION

8.4.1. The bottom two teams in each subdivision B shall be relegated, with the exception of the bottom division.

8.4.2. The bottom team in each subdivision B is the Lower Relegated, and second from bottom ranked team in each subdivision B is the Upper Relegated.

8.5. SEEDING

- 8.5.1. All teams are seeded at the end of the season, which shall correspond to their Team League Standing with the following clarifications:
- 8.5.2. The Upper Relegated rank higher than the previous seasons third positioned team of that division.
- 8.5.3. The Lower Relegated rank lower than the previous seasons third positioned team of that division.
- 8.5.4. The Divisional Winners rank higher than the previous seasons third from bottom positioned team of that division.
- 8.5.5. The Divisional Runners-up rank lower than the previous seasons third from bottom positioned team of that division.
- 8.5.6. The league points awarded for a win shall be four, for a draw will be two and for a loss shall be zero. In the event of teams being tied at the end of the season, the following criteria will be applied in the following order:
 - 8.5.6.1. Number of forfeits (the more games forfeited the lower the ranking).
 - 8.5.6.2. Head-to-head games between the teams concerned (the team, or teams, with the best record against the teams concerned is the highest ranked).
- 8.5.7. In the event that two teams are still tied at the end of the season, a play-off game will ensue.

9. ALLOCATION OF LEAGUE PLACES

- 9.1. Any club registering on or before the registration date shall be offered a league position in accordance with their seeding.
- 9.2. Once the registration date has passed, any vacant league shall be allocated according to the following procedure:
 - 9.2.1. The club with the next highest seeding below the vacant position shall be allocated the position, unless such an allocation would lead to promotion to a higher division.
 - 9.2.2. Should the vacant league position in **Section 9.2.1** require promotion to a higher division, the highest seeded club in the lower division, namely the Upper Relegated, will be offered consideration for promotion.
 - 9.2.3. Should the Upper Relegated not wish to accept this position, the position shall be offered to the next highest seeded team which is last seasons third place ranking in this lower division.
 - 9.2.4. Any team registering after the designated registration date shall be offered the highest available league position. Where such an offered position is higher than their seeding from the previous season, the club may opt for their nominal seeding. All other penalties for late registration shall apply as deemed in **Section 5.1.1.3** of these Standing Orders and Rules.
 - 9.2.5. Any new teams will initially be seeded into the 3rd division. This seeding can be appealed, at which time the team will be required to attend a grading day.

9.3. FIXTURES

- 9.3.1. All fixtures are the property of the Management Committee.
- 9.3.2. Rescheduled games shall follow the guidelines as specified in Section 14.1 of these Standing Orders and Rules.
- 9.3.3. Cancelled games shall follow the guidelines as specified in Section 14.2 of these Standing Orders and Rules.
- 9.3.4. Terminated games shall follow the guidelines as specified in Section 14.3 of these Standing Orders and Rules.
- 9.3.5. The Umpire-in-Chief and the Fixtures Officer shall be responsible for the allocation of teams to umpire the League Matches.
- 9.3.6. Contravention of this Section will be a **Category 3** offence.

10. CUP STRUCTURE

- 10.1. The Cup Competition shall be played using full LSA Playing Rules with the exception as specified in Section 10.4.1 of these Standing Orders and Rules.
- 10.2. The preliminary stage of the cup shall be a random draw amongst teams from divisions two and three.
- 10.3. The winners of the preliminary round games shall be individually randomly drawn into the second round. The winners of the second round will then go into further rounds of the Cup Competition.
- 10.4. All cup matches shall be played under the following conditions:
 - 10.4.1. Full LSA Playing Rules shall apply with the following exceptions:

- 10.4.1.1. The game shall be 5 innings, with exception of the final which will be 7.
- 10.4.1.2. At the end of 5 (or 7) innings if the score is tied, a tie breaker will follow.
 - 10.4.1.2.1. The batting team will commence the next innings with one out, and the last runner out from the previous innings will start on second base.
 - 10.4.1.2.2. Once 3 outs have occurred, the fielding team will bat according to the rule stated in 10.4.1.2.1
 - 10.4.1.2.3. If at the end of the tie breaker the score is still tied, then another tie breaker will commence.

11. UMPIRING

- 11.1. Every member team of the LSA shall be responsible for supplying an umpire. The responsibility is as follows:
 - 11.1.1. First division teams shall umpire games of the first, second and third division
 - 11.1.2. Second division teams shall umpire second and third division team games.
 - 11.1.3. Third division teams shall umpire third division team games.
- 11.2. Failure to supply an Umpire is Category 3 offence.
 - 11.2.1. A team representative may call upon any Umpire from any other team to umpire their game.
- 11.3. All umpires will be paid a fee of £10 per game. This fee will be paid by both teams participating in the game. Failure to pay the umpiring fee is Category 3 offence
- 11.4. Each Umpire shall be paid before the start of the game. Each team shall pay equal amounts to each Umpire.
- 11.5. A list of all Umpires is displayed on the WebSite. Captains will be supplied with a copy of this list prior to the start of the season.
- 11.6. The responsibilities of the Umpire(s):
 - 11.6.1. Shall arrive before the teams (18:00 hours recommended).
 - 11.6.2. Shall print off the Official Score Card from the web page prior to the game.
 - 11.6.3. Shall ensure the teams Captains complete the **Official Score Card** as per instructions on the card.
 - 11.6.4. Shall ensure the team structure is as follows:
 - 11.6.4.1. 10 players – 5 players must be female, maximum 5 male players.
 - 11.6.4.2. 9 players – 4 players must be female, maximum 5 male players.
 - 11.6.4.3. 8 players – 3 players must be female, maximum 5 male players.
 - 11.6.4.4. 7 players – 3 players must be female, maximum 4 male players.
 - 11.6.4.5. There is a maximum of 2 male players in the outfield and 3 male players in the infield, regardless of the total number of players in the team.
 - 11.6.4.6. If a team fields fewer than five female players an out will be declared where each missing female player should have batted.
 - 11.6.5. Shall start the game at 18:15 hours.
 - 11.6.5.1. If any team is not ready to play with the minimum number of people (seven players) by 18:35 hours, the game will be a forfeit and the match points will go to the opposition.
 - 11.6.5.2. If neither team is ready by 18:35 hours, the first team to meet the minimum requirements (seven players) shall be declared the winners. In the event of neither team having the required number by 18:50 hours, a double forfeit shall apply.
 - 11.6.5.3. Payment to the Umpire(s) will still be due on a forfeit game.
 - 11.6.5.4. Forfeited games are non-appealable.
 - 11.6.6. Shall ensure the teams Captains complete the **Official Score Card** at the end of the game by, and signing the card.
 - 11.6.7. Shall complete the Umpire section of the Official Score Card by:
 - 11.6.7.1. Printing their full name(s).
 - 11.6.7.2. Printing the team whom they are registered with.
 - 11.6.7.3. Recording any infringements that may have occurred.
 - 11.6.7.4. Shall select one male and one female MVP from the game.
 - 11.6.8. Shall return the Official Score Card to divisional representative at the conclusion of the days play (or next available opportunity).
 - 11.6.9. In the event of no Umpire being present:
 - 11.6.9.1. An Umpire shall be requested from a field where there are two Umpires. The responsibility of fees will then be transferred to the gaining teams.
 - 11.6.9.2. A non-participating individual from a different team should be requested. Fees, where due, shall be paid.
 - 11.6.9.3. By alternating the responsibility between the two teams. No fee shall be payable.

11.6.9.4. In all circumstances the following information shall be recorded on the Official Score Card:

11.6.9.4.1. The name of the team who was responsible to supply a qualified umpire for the game.

11.6.9.4.2. The name(s) of the agreed stand-in Umpire (or 'shared' where umpiring duties are alternated).

11.6.9.5. The team Captains shall then inform the Umpire-in-Chief within twenty-four hours.

11.7. The Umpire-in-Chief, qualified umpire appointed by the Umpire-in-Chief has the right to umpire any game.

12. EQUIPMENT

12.1. It is the responsibility of the Home Team:

12.1.1. To collect the kit in good time before the game.

12.1.2. To return the kit in good order at the end of the game.

12.2. It is the responsibility of both teams.

12.2.1. To complete the Official Score Card fully as per instructions on the card before the start of the game.

12.2.2. The preferred footwear is a pair of official softball cleats. However, the use of rubber moulded stud football boots is allowed. All types of plastic or metal studs whether fixed or screw in are illegal. All other footwear is at the discretion of the Umpire.

12.2.3. The team Captains shall complete the **Official Score Card** in ink at the end of the game:

12.2.3.1. Print their name.

12.2.3.2. Fill the innings scores and final result.

12.2.3.3. Sign the card and pass it onto the Plate Umpire.

12.2.3.4. In the event a ringer was played, this must be indicated as such.

13. PLAYING RULES

All ISF Rules are in force with the exceptions of:

13.1. Bases do not have to be spiked or pegged down.

13.2. The playing field shall be laid out as specified under the ISF Rule 2 with the following exceptions:

13.2.1. All sections containing references to boundary fencing, ground fencing, home run restrictions or limitations are not applicable.

13.3. Uniform guidelines are not in force but are superseded by local LSA rules, which are contained in these Standing Orders and Rules.

13.4. The mercy rule shall apply as follows:

13.4.1. No team can score more than 15 runs per innings

13.4.2. This rule is applicable for all innings except the final innings (league and cup matches).

13.4.3. After the completion of 3 innings if the run difference is greater than 30, the game is declared completed, and the team leading at the end of the 3rd innings shall be declared winner.

13.5. A team is permitted to have up to three ringers per game in the line-up for that game. He, or she

13.5.1. Must be indicated to the opposition and umpire and appropriately on the **Official Score Card** showing which team they are rostered to.

13.5.2. Shall be a member of the LSA.

13.5.3. May be a member of a team from any division, regardless of the division of the team for whom they are ringing.

13.5.4. Any contravention of Section 13.5 of these Standing Orders and Rules, shall be deemed a **Category 3** offence, irrespective of when the offence was discovered.

13.5.5. A ringer can play in any fielding position except first base and short stop, and must bat in position(s) available for their gender.

13.6. Infield fly rule will apply to division 1 only.

13.7. COURTESY RUNNER

13.7.1. The courtesy running must start from a point agreed by the umpire.

13.7.2. The replaced batter-runner cannot be a courtesy runner for that inning.

13.7.3. Any player on the line-up of the Official Score Card, including substitutes, may be used as a courtesy runner.

13.7.4. They must be of the same sex as the runner they are replacing.

13.7.5. The defensive team has the option to accept or refuse any courtesy runner before he, or she, replaces the runner.

13.7.6. A courtesy runner must be the last runner for their gender out.

13.7.7. A courtesy runner who is up to bat whilst on a base will be called out and cannot be replaced.

14. RESCHEDULED, CANCELLED AND TERMINATED GAMES

14.1. RESCHEDULED

- 14.1.1. No team(s) or their representatives may, without the express consent of the Executive Committee represented by the Fixtures Officer, reschedule a fixture.
- 14.1.2. Teams are not obliged to reschedule a game, if they are happy with the original scheduling of the fixture.
- 14.1.3. Games that have been rescheduled, and agreed to by the Fixtures Officer, shall be played within a four-week period of the official fixture date that the game was due to be played.
- 14.1.4. Rescheduled games may be played prior to the official date that the game was due to be played. There is no limit as to how early a game may be played, provided the date has been agreed to by the Fixtures Officer.
- 14.1.5. It is the responsibility of the Home Team representative:
 - 14.1.5.1. To ensure an appropriate field and equipment is available.
 - 14.1.5.2. To inform the Away Team representative of where and when the rescheduled game is to take place.
 - 14.1.5.3. To contact the Umpiring Team to umpire the rescheduled game.
 - 14.1.5.3.1. Umpire fees for the rescheduled game will be required as stated in **Section 11.3** of these Standing Orders and Rules.
 - 14.1.5.3.2. Should the Umpiring Team representative be unable to umpire a rescheduled game, it is the responsibility of the Umpiring Team to find a replacement, and shall follow the same guidelines as stated in **Section 11.2** of these Standing Orders and Rules.
 - 14.1.5.4. Should the Home Team fail to fulfil its responsibility as stated in **Section 14.1.5** of these Standing Orders and Rules, then the game shall be forfeited seven points to zero to the Away Team
- 14.1.6. Failure to play the rescheduled game at the agreed time shall be deemed a forfeiture by the offending team(s).
- 14.1.7. Where feasible, the LSA will try to accommodate the wishes of both teams.

14.2. CANCELLED

- 14.2.1. Games shall only be cancelled due to bad weather. The decision to cancel a game due to bad weather shall be made by an Executive Officer who is located within the Leeds area in close proximity to the playing ground.
 - 14.2.1.1. If a game is to be cancelled, it shall be done by 3pm. If the game has not been cancelled by 3pm then all teams must assume the games are to be played, and must be prepared to play in unfavourable conditions.
- 14.2.2. **The Executive Officer** responsible for this decision shall normally be the President or, in the absence of the President, another member of the executive.
- 14.2.3. The Executive Officer shall be responsible for informing the Divisional Representative and posting a notice on the web page.
- 14.2.4. Games that have been cancelled due to bad weather prior to the divisional split shall be rescheduled to be played at a date determined by the committee. Games that have been cancelled due to bad weather after the divisional split will be played at a date designated for rain delays as published at the beginning of the season on the web page.

14.3. TERMINATED

- 14.3.1. The decision to terminate a game, during play, due to bad weather, failing light, or whatsoever reason, shall be accorded to the Umpire under the ISF Rule 5
- 14.3.2. The game is a regulation game if 3 innings have been completed.
 - 14.3.2.1. If the game is terminated at the bottom of a complete innings, the score shall stand.
 - 14.3.2.2. If the game is terminated at the top of a complete innings (the Home Team has not yet batted), or partway through the second half of an innings, the score shall revert back to last complete innings.

- 14.3.2.3. Cup games that are not completed shall be replayed from the top of the last completed innings.
- 14.3.2.4. Games that are regulation tie games and cannot be resolved under **Section 13.9.3.2** of these Standing Orders and Rules shall be resumed at the exact point where they were stopped.
- 14.3.3. If the game is not a regulation game it will be rescheduled by the Fixtures Officer upon receipt of the official score card.
- 14.3.4. Games that are not a regulation game shall be restarted afresh.
- 14.3.5. It is the responsibility of the Home Team representative:
 - 14.3.5.1. To confirm the re-scheduling through the Fixtures Officers
 - 14.3.5.2. Failure to play the rescheduled game shall be deemed a forfeiture by the offending team(s).

14.4. FORFEITED

- 14.4.1. Teams who forfeit a game prior to 3pm the day of the scheduled match will be deducted 2 points
- 14.4.2. Teams who do not inform the opposing team of a forfeit (including teams who show up but are unable to field a team, with the exception of the circumstances under 14.4.3) will be deducted 3 points and have £10 deducted from their umpire deposit to be paid to the scheduled umpire.
 - 14.4.2.1. Teams will be required to replenish their umpire deposit before further games are played.
- 14.4.3. Teams who show up but are unable to field a team will not be docked points, providing the opposing team agrees to play a friendly. The result of such friendly games will be recorded as a win to the non-forfeiting team, with runs awarded as for a forfeit. The opposing team is not obliged to agree to play a friendly and if no game takes place the normal procedure under 14.4.2 will apply.
- 14.4.4. Teams who forfeit 3 games in the first half of the season (i.e. before the divisional split) will be ejected from the league.

14.5. MISCONDUCT

A warning system for individual and team misconduct will be introduced as follows;

- 14.5.1. 1st OFFENCE
 - 14.5.1.1. A warning will be issued to the individual committing the offence
 - 14.5.1.2. Any arguing on the judgment of balls and strikes will constitute an individual warning and a first offence will be recorded. Any repeat offence shall result in a second offence and team warning being recorded.
 - 14.5.1.3. Should a player or coach be, in the judgment of the Umpire, behaving in an unsportsmanlike manner, either verbally or physically, the Umpire may warn the individual and record a first offence.
 - 14.5.1.4. On receipt of a first offence the captain or coach should talk to the warned player concerned.
- 14.5.2. 2nd OFFENCE
 - 14.5.2.1. A warning will be issued to the team, via the captain. The second offence need not be the same as the first offence, nor need it be committed by the same player
 - 14.5.2.2. Any player or coach who is Disqualified under the ISF Rule 4 shall be automatically given a second offence.
- 14.5.3. 3rd OFFENCE
 - 14.5.3.1. The player committing the offence will be ejected from the game.
 - 14.5.3.2. Should a player or coach be, in the judgment of the Umpire, behaving in an unsportsmanlike manner, either verbally or physically, the player/coach can automatically be ejected from the game.
 - 14.5.3.3. Any member of the LSA who has been ejected from a game shall be deemed a **Category 3** offence.
 - 14.5.3.4. The following factors may be taken in consideration:
 - 14.5.3.5. A report from the Umpire(s).
 - 14.5.3.6. The previous record of the player.
 - 14.5.3.7. Any other information that seems to be relevant.
- 14.6. In all cases where any doubt occurs on whether an LSA rule applies, the Umpire present shall have the final say. The team may still follow the Protests and Disputes procedures as directed under Section 7.1 of these Standing Orders and Rules.
- 14.7. Any contravention of Section 14 of these Standing Orders and Rules, even if agreed to by the Umpire present, shall be deemed a Category 2. Offence

15. OFFICIAL SCORE CARD

The Official Score Card of the LSA

The Official Score Card of the LSA shall be printed in indelible ink with the following information:

- 15.1.** It shall say "Official Score Card".
- 15.2.** It shall display the logo of the LSA.
- 15.3.** It shall have a reminder to PRINT all information in ink.
- 15.4.** It shall have an area for the date and an area for the pitch number to be entered.
- 15.5.** It shall have two areas for the team line-ups; one area is for the Home Team and the other is for the Away Team. The Team Captains must:
 - 15.5.1.** Enter the team name.
 - 15.5.2.** Enter the first and last name of the teams' line-up, in the order in which they are to bat.
 - 15.5.3.** Enter any substitutes they will be playing.
- 15.6.** It shall have an area for the Match Results including the score for each inning.
- 15.7.** It shall have an area for the Home Team Captain to print his / her name, sign his / her name.
- 15.8.** It shall have an area for the Away Team Captain as set out in Section 15.7 of these Standing Orders and Rules.
- 15.9.** It shall have an area for the Umpire to print his / her name, print the name of his / her team for which he / she represents, sign his her / name, and
 - 15.9.1.** Name one female and one male MVP for the game.
- 15.10.** It shall have an area for the Field (second) Umpire (if applicable) to print his / her name, print the name of his / her team for which he represents, and sign his / her name.