

KETCHIKAN SOFTBALL ASSOCIATION  
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## CONSTITUTION

### ARTICLE I

#### THE NAME

The name of this ASSOCIATION shall be the Ketchikan Softball Association, Inc., herein after known as the ASSOCIATION.

### ARTICLE II

#### OBJECTIVES

The Ketchikan Softball Association shall be a registered, incorporated and non-profit organization under the statutes of the State of Alaska. The ASSOCIATION shall have as its major objectives and purposes the fostering, development, education and promotion of amateur, adult and youth sports within the Ketchikan gateway Borough; to engage in any activity or enterprise that will be beneficial to the members; to coordinate the registration of players; to cooperate with the Department of Parks and Recreation of the Ketchikan Gateway Borough in extending the recreational activities and facilities.

### ARTICLE III

#### MEMBERSHIP & LEAGUE STRUCTURE

The membership in this ASSOCIATION shall consist of divisions, leagues, teams, individuals and associate memberships.

1. The participating sport organization (i.e.: womens, mens, youth, coed, etc.) shall herein after be referred to as a LEAGUE.
2. Membership requirements must conform to the regulations governing the respective Leagues in which membership is held.
3. All individual members shall be registered with the appropriate amateur sport association.
4. Teams will be classified by the District Board. All Teams returning from the previous year with five or more players from the previous years roster, must register at the same classification as the previous year, unless they have been reclassified by the Classification Board, pursuant to State Article 7. Team requests will be highly considered, but Leagues will be organized to best promote competition and facilitate League scheduling.

5. Split Leagues will be utilized in cases where the Board deems better competition would result.

6. Associate membership may be issued to those persons who aid the program in such capacities as announcers, coaches, scorekeepers, etc.; Associate members do not have to pay ASSOCIATION fees, cannot hold office, but may vote in ASSOCIATION activities.

7. All membership shall extend for the duration of the fiscal year, January 1 through December 31, unless canceled by the League Board.

#### 8. Team Eligibility Requirements

A. Registration - Fees must be paid and the required forms submitted at the time of registration. Rosters must be completed with all information as requested. Teams not providing all information and materials required, will not be accepted.

B. Forms and Fees - The following are required to register a Team; Players fees shall be combined into a single check from a Team representative.

Completed KSA roster signed by the Manager and/or alternate manager  
Minimum of 13 completed player contracts with their name, date and signature  
included on the Player Waiver-Liability Form  
Team registration fee  
Player membership fees for each registered player

Players without a signed Player Agreement and/or player fee will not be eligible to play.

C. Number of Players - Teams must register and carry throughout the year a minimum of 13 players. Teams may carry a maximum of 20 players except individual Leagues may grant exceptions.

\* Coed: Of the thirteen (13) minimum rostered players, they must field at least 4 male and 4 female.

#### 9. Player Eligibility Requirements

A. Forms and Fees - An official signed player agreement with a signed liability waiver and a player fee must be submitted to the KSA office before participation in any KSA game. (See Appendix for current fees)

If a player is participating in both the mens or womens classification and the coed classification, a signed player agreement and player fee must be submitted to the KSA office before participation in the respective classification.

B. Age requirement - All League players must meet eligibility requirements as set forth in the ASA rule book to participate in a scheduled game and/or tournament. Leagues may restrict age requirements as they deem necessary. Players under 18 years old must have a parent/guardian signature on the player agreement form.

C. New players - Additional players may be added to a team roster until July 1 of the current year.

New players wishing to register after the initial team registration must submit a signed player agreement, waiver-liability form and player fee to the KSA office. Players are eligible to play the same day they register with the KSA office.

D. Identification - Upon request Players may be required to show positive proof of identification (photo identification) at any League or Post-season game.

E. Changing Teams - Players are allowed to change Teams once in each classification they are signed up for.

Players are not allowed to change Teams from either the Mens or Womens classification into the Coed classification or Vice-versa without completing another player agreement, waiver-liability form and paying an additional player fee. Deadline to change Teams is July 15 of the current year.

In order to change Teams, a player must sign a new player agreement & waiver, which must be submitted to the KSA office prior to changing Teams & playing for the new Team.

F. Penalties - The following penalties will be assessed for eligibility violations:

Offending team shall forfeit all games in which said player/players have participated.

Ineligible Player and/or Team Manager will be suspended for 1 (one) game.

#### 10. Manager/Alternate Manager Responsibilities

The Manager is the official contact between Team members and KSA. All Player questions should be directed to the Manager, and only the Team Manager shall contact KSA. A current address and phone number of the Manager must be designated on the roster, and any changes should be reported to KSA immediately.

A. Administrative Responsibilities - Attend all program related meetings and clinics to be able to transmit current information to their teams.

Team Managers must be available to receive mail and phone calls from the Association during the softball season. Information such as tournament deadlines/schedules and rescheduled games may be transmitted by mail. Mail not returned to the KSA office will be assumed to have reached a Team manager and follow-up calls will not be made. Use of phone answering machines by Managers is strongly recommended.

Managers are responsible for the supervision of their Team in accordance with all ASA, KSA and Parks & Recreation rules and regulations, and insuring that their players know and follow those rules.

Managers are responsible for each of their players eligibility.

B. Game related responsibilities - Managers are responsible for player conduct before, during and immediately after each game.

Insure that your team hustles on and off the field.

Have signed lineup cards with last & first name, position and jersey number ready and delivered to the umpire a minimum of 5 minutes prior to game time.

Only the Manager, Coach or Team Representative may speak to the umpires during the game.

Games scores will be signed by the winning Manager after each game on the supplied scoresheet.

#### 11. Reschedules and Rained-Out Games

A Team may request a rescheduled game by first contacting the opposing Team and then contacting the appropriate KSA League representative, a minimum of 3 days prior to the scheduled game. The KSA League rep will then (1) reschedule the game depending on field availability and as much as possible on the basis of order of occurrence; (2) contact the Team representatives, the Umpire Association scheduler and the KSA office of the cancelation and of the time and place of the rescheduled game.

#### 12. ASA Classification

All Association teams are given an ASA classification by the local Classification Board. Teams should be notified of their classification by the District Player Representative. A Team's classification determines the level of State and/or Regional competition in which a Team may participate.

ARTICLE IV  
ADMINISTRATION

The administration and general affairs of the ASSOCIATION shall be directed by the Executive Board.

1. League Board Organization:

A. Each operating League of the Association may elect the Officers they deem necessary to carry out their functions.

B. The League officers shall be elected by a majority of the League members in attendance at the annual League election meeting to be held prior to the end of the calendar year on December 31.

C. League Board Voting: Each League officer shall have one (1) vote in each League matter.

D. League Member Voting: Each member within the League shall have one (1) vote. Written notice must be given seven (7) days prior to the meeting. Except for a recall of elected officers or representatives, a majority vote of members in attendance is necessary for passage.

E. Each League member may vote to adopt or reject legislation/bylaws pertinent only to its respective League, provided that it does not conflict with the general rules and regulations of the ASSOCIATION and State ASA regulations.

F. The League Boards at any general meeting may recommend changes in the Constitution, accept and pass upon reports, and act upon any and all matters pertaining to the administration of the general affairs of their League.

G. An elected officer may be recalled, and a special meeting of the League scheduled, provided that written notice be made to the respective membership at least seven (7) days prior to the meeting. A two-thirds (2/3) majority of the members present shall be necessary for recall.

H. Any office vacated, except the President's, may be filled by a temporary appointment by the League Board for the remaining tenure of office and will be considered an elected office in the eyes of the ASSOCIATION. If the President's office is vacated, it shall require new nominations and elections to fill the position. The Vice-President will temporarily assume the President's role until such time as a successor is elected.



I. All League officers shall serve for a term of one (1) year from January 1 through December 31.

J. The League President shall preside over meetings of their respective League. In his/her absence, the League Vice-President shall preside.

K. The League representatives shall provide liaison between the ASSOCIATION and the appropriate League organizations. The District Committee shall interpret national rules and regulations pertaining to registrations, eligibilities, regional tournaments, and sanctions for tournaments.

## 2. Executive Board Organization of KSA:

A. The Executive Board shall consist of nine (9) persons (President, Vice-President, Secretary, Treasurer and one Representative from each League - Mens, Womens, Coed and Junior Olympic as well as one at-large seat). The past ASSOCIATION President shall serve as an advisor to the Board for a period of time commensurate to his/her term of office as a non-voting member.

B. The ASSOCIATION officers (President, Vice-Pres., Secretary & Treasurer) shall be elected by a majority of the members in attendance at the annual meeting to be held upon the seasons completion but prior to the end of the calendar year on 12/31.

C. Allocated League Representatives shall be elected or appointed to serve on the Executive Board by the respective League members.

D. All Executive Board members shall have one (1) vote.

E. The Executive Board may effect recommended changes in the Constitution, accept and pass upon reports, and act upon any and all matters pertaining to the administration of the general affairs of the ASSOCIATION.

F. The Board President shall preside at all Executive Board meetings, coordinate all activities and appoint committees as required. The Board Vice-President, in the President's absence, will preside over Board meetings and coordinate committee activities. The Board Secretary shall be responsible for all Board minutes and correspondence. The Board Treasurer shall oversee the receipts and disbursements, and yearly financial statements.

G. Any office vacated, except the Presidents, may be filled by a temporary appointment by the Executive Board for the remaining tenure of office. If the Presidents office is vacated it shall require new nominations and elections to fill the position. The Vice-President will temporarily assume the Presidents role until such time as a successor is elected.

H. All officers shall serve for a term of one (1) year from January 1 through December 31.

I. The Executive Board will set rules and procedures for competitive local bidding.

## ARTICLE V

### MEETINGS

1. The Roberts Rules of Order, revised, shall govern the ASSOCIATION in all cases in which they are applicable, and are not inconsistent with the Constitution and Bylaws.
2. The annual League meetings shall be held at the close of each season (in accordance with Article IV, Section 1, Paragraph B). Notice of meetings shall be mailed, phoned or published in the newspaper for respective Team representatives seven (7) days prior to the established meeting date.
3. Regular and special meetings of the Executive Board may be called by the President or by a request of a League Board or an Association member. Notice of meetings will be the same as listed above, however exceptions may be allowed depending upon the urgency of the matter(s) to be discussed.
4. Regular and special meetings of the League Boards may be called by the President of the League, his/her designee or by request of elected representatives. Notice of meetings will be the same as listed above.

## ARTICLE VI

### AMENDMENTS

1. Amendments to this Constitution and the Bylaws may be made at any general meeting provided that seven (7) days written notice be given, and the proposed amendments be made known to all representatives.
2. Amendments to the Constitution must be approved by a two-thirds (2/3) vote of the general membership in attendance.
3. Amendments to the Bylaws must be approved by a majority vote of the general membership in attendance.

## ARTICLE VII

### MEMBERSHIP FEES & FINANCES

1. Team sponsor fees, players fees insurance fees, and tournament fees, and other money matters shall be established by the Association Executive Board and such fees must be paid to the ASSOCIATION before competing.
2. The operational expenses of the ASSOCIATION shall be incurred proportionately between the Leagues according to the number of games.



3. The ASSOCIATION budget shall be completed by March 1st, for the approval of the Executive Board, prior to the upcoming season. This budget may be adjusted to reflect the actual number of teams per League at the start of the season.
4. The Executive Board is authorized to establish banking accounts for the ASSOCIATION.
5. All checks must be signed by two people who are listed as signees on the various accounts, and one must be an Executive Board member. All ASSOCIATION bills and disbursements shall be paid by check with prior approval.
6. A fee will be imposed on all N.S.F. checks & will be based upon the charges incurred to the Association from the bank.

## ARTICLE VIII

### GAME REGULATIONS

Current Amateur Softball Association (ASA) rules will govern all games, except as modified or changed by these local ASSOCIATION rules. Each Team will receive an Official ASA Rule Book. All players, managers and coaches are responsible for knowing the rules.

#### 1. League Play

A. Number of Players - Teams must have eight (8) players (Coed must have 4 female, 4 male) to begin or continue a game. Mens and Womens Teams may use a maximum of eleven (11) (Coed 12) but may play with 8, 9, 10, or 11 players in the batting order. The EP may be added to the lineup at any time, but once added the Team must finish with an EP. Exception: Page 9 Rule VIII 1.D Of the maximum number of batters, any 10 may play defensive positions and substitute freely with the remaining batters. COED - If a Team begins with eight (8) players, the ninth (9) player may be either a female or male. If a tenth player is added, there must be an equal number of males and females in the lineup and the batting lineup must alternate accordingly. A Team cannot, however, have an eleven (11) player lineup. After a Team adds their tenth (10) player, they may only add an additional female player and male player for a twelve (12) player batting order. An additional player(s) may be added immediately upon their arrival at the game in all Leagues.

B. Scheduling and Time Limits - Teams must report to the playing field for games as scheduled or as notified by KSA.

1. Grace Period. When a Team does not have the required players present, there will be a ten minute grace period (deducted from game time) to start play. A penalty of one (1) run for every part of two (2) minutes delay will be assessed to the Team not ready to play. If the ten (10) minute grace period elapses without the required players present, the game will be declared a forfeit and the score recorded 7-0. If both Teams are short players at the end of the ten (10) minute period, the game shall be declared a double forfeit.

2. Length of Game. Games will be 70 minutes in length for Adult Slowpitch and 90 minutes in length for Junior Olympics. In JO games, no new inning will start with less than 15 minutes to go. After 70 minutes of Adult League games, no new inning will be started unless the score is tied. If the score is tied at this point, the International Tie Breaker Rule will be used. The last batter of the previous inning will begin at second base. When games run past scheduled time, the following game shall begin when the umpire calls "play ball". Umpires will keep the official time and notify the home team to record the starting time.

#### C. Forfeits

1. Upon the second forfeit, the Team Manager will be notified in writing that the Team is on probation and that a third forfeit may result in their being dropped from the League.

After a third forfeit, the Team may be dropped from the League with no refund of fees, and the remaining players may be picked up by other Teams without penalty of fees.

APPEALS. Written appeals for Team reinstatement must be made to the League Representative prior to their next scheduled game.

D. Lineup/Official Scorebook. Players not physically present shall not be listed on the lineup. Late arriving players may be added to the lineup without penalty, but they must be placed at the bottom of the lineup, and can enter the game immediately. Refer to Page 8, Rule 1A.

The batting order will remain the same regardless of defensive positions. Players removed from the lineup for any reason must be replaced with a substitute that has not already participated in the game or receive an "out" their next time at bat. The "out" will be assessed only once and the batting order will be compacted.

The Home Team will be required to keep the official scorebook with the exception of the umpires discretion if no scorekeeper is available for the Home Team.

#### E. Reschedules and Rained-Out Games

Games will be rescheduled if they are canceled due to being called by the Umpire or KSA office because of weather or no umpires. Rainouts may be rescheduled depending on field availability and will be rescheduled as much as possible on the basis of order of occurrence.

1. The Umpire and/or ASSOCIATION shall make all decisions regarding the fitness of the field for play. Information regarding field conditions or the status of rained-out games will be available from the Team Manager or ASSOCIATION office. The ASSOCIATION will notify Team managers and radio stations concerning game cancellations. Teams should always report to the field before game time unless otherwise notified. When a game is rained out, subsequent games on that field may be p[laid according to weather conditions.

F. Home Run Rule. Three (3) homeruns per Men's Team will be allowed on the Weiss Fields and any excessive homeruns will be classified as outs. Two (2) homeruns per man will be allowed on Dudley Mens Field with any over the limit counting as singles. Womens homeruns will be unlimited. Both fields will utilize the progressive homerun rule. This means that if each team has reached their limit of male batter homeruns, they may continue to hit homeruns without invoking the abovementioned rules, but a Team cannot be more than one (1) homerun ahead or the previously mentioned rules will be used.

G. Game Score Reporting. The winning manager is required to sign the scoresheet at the end of the game with the correct score listed. These will be used to keep track of the League standings.

H. League Standings. Standings will be determined in the following manner:

1. Highest winning percentage.
2. Tie Breaking Criteria
  - a. Head-to-head League play between tied teams will be considered and the Team with the highest winning percentage will take the highest place.
  - b. If necessary, the following play-off format will be used to break ties to determine first and second:
    - 2-way ties: Victory playoff game.
    - 3-way ties: Round Robin. (Best record wins, then total runs, then run differential)
    - 4-wat ties: Single elimination tournament.
    - All others: Single elimination tournament. (Random byes as necessary).

I. Protests

1. Definitions. Game protests will be considered for reasons of player eligibility and game rule interpretations.

2. Filing. Protests must be filed by the acting Team manager, in writing, and will be accepted only if they conform with the ASA Protest Rule (Rule 11) and the Guidelines prescribed below.

NOTE: If a Team fails to follow protest procedures as outlined, they forfeit their right to file an official protest.

During League play, protests of the incident in question must be made in writing to the ASSOCIATION office within 48 hours following the incident.

A protest must be filed with a \$25 protest fee.

3. Judgment. The District Protest Board will judge all protests of player eligibility.

Game rule interpretations will be reviewed by the Protest Board which consists of the District Commissioner, the Local or District Umpire-in-Chief and the ASSOCIATION representative from the respective League. Rulings of the protest committee are final.

4. Penalties.

Player Eligibility: If the Executive Director upholds a player eligibility protest, the following will occur:

- \*The \$25 protest fee will be refunded.

- \*The offending Team will forfeit the game in which said player participated.

- \*The ineligible player and possibly the offending Teams Manager will be suspended from one (1) game to life. The protest committee will decide penalties consisting of more than one (1) game.

If the player eligibility protest is not upheld, or if it is improperly filed, the \$25 protest fee will be retained by the ASSOCIATION.

Rule Interpretation: If the protest committee upholds a rule interpretation protest, the following will occur:

- \*\$25 protest fee will be refunded.

- \*Game will be replayed as per ASA Rule 11.

J. Post-Season Tournament Play.

1. Post-season tournaments will be played according to local rules with the following exceptions.

A. Tournament Schedules. Tournaments will be double elimination. Teams requesting to be scheduled around out-of-town tournaments must submit written requests by the published deadline. After that date, requests will not be considered. Schedules will be available as soon as final League standings are determined. Seeding for the tournament will be according to final League standings.

b. Time Limits. Tournament games will begin at scheduled game time with no grace period. If the required number of players (Refer to Article VIII 1A) are not present, the game will be declared a forfeit. Teams are responsible for reporting to the field at the scheduled time even if previous games delay their start.

Post-season tournament games will consist of seven innings, plus any additional innings necessary to determine a winner. Time limits will not be in effect for tournament games and the International Tie Breaker Rule will not be used.

c. Forfeits. If a Team forfeits a tournament game, that forfeit is considered a loss. If it is the Team's second loss, they are eliminated from the tournament.

d. Protests. Protests will be settled on the spot by the Tournament Director or his/her designee before further play continues. All decisions are final.

e. Awards will be determined by the KSA Board for each League.

f. Hardship. When a Team's active roster is reduced to below minimum number of players (8) necessary to play, for unforeseen reasons outside the control of the manager, the team manager may request to add players after the final roster deadline by submitting a written report to the Association Executive Board. The written report should include reasons why rostered players are no longer active. The ASSOCIATION may allow additional players, only to prevent a team from being dropped from the League. Teams may add only persons who have not been listed on any Team Roster during that season. Approvals for hardship will apply to ASSOCIATION events only.

## 2. Equipment

a. Shies. Metal cleats will not be allowed.

b. Softballs. Game balls will be provided from registration fees and delivered to the fields.

c. Scorebooks and Lineup cards. These will be provided to each Team from registration fees before the beginning of the season.

d. ASA Rule 3, Section 10 (Mandatory jersey numeral) is not applicable, however, we would encourage all teams to utilize jerseys with numbers. However, players must wear shoes, shirts and shorts or pants. Teams taking part in State Tournaments must comply with ASA Rule 3, Section 10.



## ARTICLE IX

### CONDUCT

There is a certain standard of conduct expected from every Team member and person associated with an ASSOCIATION Team. Teams will be held responsible for the actions of their followers.

If in the opinion of the umpire(s) the game cannot be continued in a sportsmanlike manner, the game shall be forfeited by the offending Team.

Only the Team representative(s) may speak to the umpire, The umpire will direct all conduct warnings to the representatives, and it is the representative's responsibility to control all player conduct.

Remember: Umpires are not required to warn a player or representative prior to ejection. When a player is ejected from a game, he/she must leave the grounds immediately or the Team will forfeit the game.

#### 1. 1st Degree Violations

- a. Delay of game with stalling tactics.
- b. Use of vulgar or abusive language.
- c. Smoking on the playing field.
- d. Possession of alcohol in the dugout or on the field whether opened or unopened.
- e. Appearing in an intoxicated condition.
- f. Use of metal cleats.

Automatic penalty: Offending player ejected and suspended from the following game.

Possible penalty: Disqualification from further ASSOCIATION play.

#### 2. 2nd Degree Violations

- a. Attempting to arouse spectators against an official.
- b. Knowingly participating in a game as an ineligible player.

Automatic penalty: Offending player ejected, suspended from the following game, and placed on probation for the remainder of the season.

Possible Penalty: Disqualification from further ASSOCIATION play.

#### 3. 3rd Degree Violations

- a. Fighting immediately before, during or after any scheduled game.
- b. Pushing, striking, kicking or throwing objects at a player, an umpire, game official, or an ASSOCIATION representative.



- c. A repeated offense of 1st or 2nd degree violations.
- d. Competing knowingly for cash prizes.
- e. Commission of fraud.

Automatic penalty: Offending player ejected and suspended from further participation until ruling by the Executive Board.

#### 4. Disqualification

a. Definition. A player, manager or team may be disqualified for conduct violations.

b. Procedures. The person subject to disqualification shall be entitled to a hearing before the League Disciplinary Committee and will be notified of the time, place and date of hearing. Should the accused fail to attend the hearing, the person conducting the hearing may proceed and take evidence of those in attendance. Players will be suspended from play pending a formal hearing. After hearing all evidence, the Executive Board may take whatever action it deems appropriate in accordance with the KSA Constitution and Bylaws. The person charges shall be advised in writing within seven (7) days by the Committee chairman of the action taken. A copy of the action shall be sent to the State ASA Commissioner.

c. Penalties. A player may be disqualified for a period of time at the discretion of the Executive Board for violations outlined in the KSA Constitution and Bylaws, with the exception that the following acts of disqualification require a minimum of one (1) year loss of eligibility:

- 1. Physical violence.
- 2. Commission of fraud.
- 3. Competing knowingly for cash prizes.

## ARTICLE X

### PETITIONS FOR APPEAL

#### 1. Filing

If the Executive Board and/or the rules and bylaws governing the ASSOCIATION do not resolve an issue to the satisfaction of a member, that member is entitled to file a written petition for appeal with the District Commissioner. Included in the petition should be all pertinent information concerning the purpose of the petition.

All Ketchikan District 8 Representatives shall be final judge of whether or not any petition merits further action, and this determination will be based upon, but not solely upon, the following criteria: