

Gold Coast Baseball Association Inc.



POLICY AND PROCEDURES MANUAL

BY-LAWS

ADMINISTRATIVE PROCEDURES

PROCESS SCHEDULES

www.gcba.baseball.com.au

VERSION: APRIL 2010

**GOLD COAST BASEBALL ASSOCIATION
MANAGEMENT COMMITTEE – CONTACT INFORMATION**

President

Email: president@goldcoast-baseball.com

Vice President

Email: vicepres@goldcoast-baseball.com

Secretary

Email: secretary@goldcoast-baseball.com

Treasurer

Email: treasurer@goldcoast-baseball.com

Registrar

Email: registrar@goldcoast-baseball.com

Operations Co-ordinator

Email: ops@goldcoast-baseball.com

Operations Co-ordinator

Email: ops1@goldcoast-baseball.com

Regional Development Officer

Email: rdo@goldcoast-baseball.com

Special Projects

Email: projects@goldcoast-baseball.com

Gold Coast Umpires

Email: umpires@goldcoast-baseball.com

Gold Coast Scorers

Email: scorers@goldcoast-baseball.com

Media Officer

Email: media@goldcoast-baseball.com

Events Co-ordinator

Email - events@goldcoast-baseball.com

TABLE OF CONTENTS

1. GENERAL ADMINISTRATION	5
FUNCTION OF GCBA	5
COMMITTEES AND PERSONNEL	5
RECORDS	5
STANDINGS	5
TABLE	5
OBJECTIONS	5
TEAM GRADING	5
APPEALS	6
BREACHES AGAINST BY-LAWS AND COMPETITION RULES	6
QUESTIONS / PROCEDURES	6
COMMUNICATION	6
2. AFFILIATION	7
RENEWALS AND NEW APPLICATIONS	7
3. COMPETITION RULES	8
GAME DURATION	8
GAME PARTICIPANTS	9
JUNIOR SPECIFIC BY-LAWS	10
UNIFORMS	10
DESIGNATED HITTER / COURTESY RUNNER	11
PLAYER SAFETY	11
GAME BALLS	11
GAME CARDS/RESULTS MVP	11
STANDINGS	11
PREMIERSHIPS & FINALS	12
GROUNDS/FIELDS	13
INCLEMENT WEATHER PROCEDURE	13
FORFEITS	14
TOURNAMENTS	14
4. UMPIRES	15
PAYMENT OF UMPIRES	15
SCHEDULE OF UMPIRES FEES	16
5. ELIGIBILITY TO PLAY	17
REGISTRATION OF PLAYERS	17
LISTING OF COACHES AND SCORERS	18
PARTICIPATION ELIGIBILITY	18
TRANSFERS AND CLEARANCE REQUIREMENTS	18
ELIGIBILITY FOR FINALS	19
6. DISPUTES AND PROTESTS	21
DISPUTES (Disagreement with competition administration)	21
PROTESTS (Disagreement with technical game rules)	21
7. SCHEDULE OF PENALTIES	22
BREACH OF JUNIOR RULES IN SENIOR GAMES	23
JUDICIARY PENALTIES	23

8. JUDICIARY	24
POLICY	24
ACCOUNTABILITIES	24
REPRESENTATION	24
OFFENCES	25
SUSPENSIONS	25
FAILURE TO APPEAR AT HEARING	25
APPEALS	25
ADMITTANCE OF GUILT	26
JUDICIARY COMMITTEE HEARING PROCEDURE	26
9. FINANCE	27
EXPENSES	27
COACHES & TEAM OFFICIALS	27
FINANCIAL ASSISTANCE	27
REPRESENTATIVE PLAYERS	27
HARDSHIP	27
UMPIRES	27
ANNUAL CLUB MEMBERSHIP FEES	27
PLAYER FEES	27
EVENTS	28
FINES AND PENALTIES	28
10. SCHEDULES and GUIDELINES	29
GENERAL ADMINISTRATION: SCHEDULE	29
AFFILIATION: SCHEDULE	29
JUDICIARY: SCHEDULE	30
REGISTRATION: FLOW CHART	32
11. FORMS	33
INCIDENT REPORT FORM	
OFFICIAL GAME CARD	
HOW TO COMPLETE A GAME CARD	
ROOKIE / T-BALL GAME CARD	
NOTICE OF BREACH	
REGRADEING NOTIFICATION FORM	
CLUB INFORMATION FORM	
APPLICATION FOR MEMBERSHIP FORM	
PLAYING UP CONSENT FORM	

1. GENERAL ADMINISTRATION

FUNCTION OF GCBA

- 1.1 The Board of Management of BQ empowers GCBA to administer all baseball activities in the Gold Coast region. GCBA officials meet regularly with the BQ Board of Management to ensure compliance with BQ's requirements.

COMMITTEES AND PERSONNEL

- 1.2 GCBA shall put in place appropriate Committees and personnel to assist in the running of the competition. These shall include:
- 1.3 Judiciary Chairman and Judiciary Committee for all age levels (under 8 to Senior)
- 1.4 Event management co-ordinator and committee
- 1.5 Other committees and relevant personnel as required to meet specific needs.

RECORDS

- 1.6 The GCBA Registrar shall keep accurate records of the following for their specific area of responsibility:
- (a) copies of all team lists from clubs participating in the GCBA competition
 - (b) records of all GCBA games
 - (c) all protests and reports recorded on game cards
 - (d) all cautions and ejections, as recorded on game cards by umpires
 - (e) all points/standings allocated to each team according to the provisions of these by-laws
 - (f) other information as GCBA may direct the Registrar to keep

STANDINGS TABLE

- 1.7 The Registrar shall maintain a standings table for each grade stating:
- (a) the name of every team in that grade
 - (b) the number of games played by each team
 - (c) the number of wins, losses and draws for each team
 - (d) the number of forfeits by each team
 - (e) the total runs for and against for each team (where applicable)
 - (f) the number of no games (ie byes or washed out) for each team
 - (g) the winning percentage/standing for each team
- 1.8 The Registrar will post on the GCBA website a standings table by the Wednesday following each round.

OBJECTIONS

- 1.9 Clubs wishing to contest any results in the standings tables must forward a written objection to the Registrar.
- 1.10 The objection must include grounds for dispute and include relevant evidence eg copy of scorebooks, game cards etc.
- 1.11 The objection must occur within seven (7) days of the date of posting of the standings table on the website.
- 1.12 The Registrar, in consultation with GCBA, will resolve all objections in the first instance.
- 1.13 The Registrar can alter the standings table to reflect the true positions of the teams.

TEAM GRADING

- 1.14 Prior to each GCBA season, the Operations Coordinators will oversee the grading of teams into a competition ladder.
- 1.15 Up to the midpoint of the season, the Operations Coordinators may review a team's grading in consultation with other relevant persons.

- 1.16 The Operations Coordinators shall forward a Regrading Notification Form to the Secretary of the affected club stating the result of the regrading of that club's team/s.
- 1.17 Any regrading will be applicable from the date of notification.

APPEALS

- 1.18 The notified club shall have two (2) working days from the receipt of the **Regrading Notification Form** to appeal, in writing, the regrading as per the Disputes Procedures.

BREACHES AGAINST BY-LAWS AND COMPETITION RULES

- 1.19 The Registrar shall forward to the relevant club Secretary a GCBA **Breach Notice** for each breach incurred.
- 1.20 The **Breach Notice** shall detail all breaches of these by-laws and/or any rules applicable.
- 1.21 If the breach entails a fine, an invoice will be issued by the Treasurer and this invoice is to be paid within fourteen (14) days of the date of the Breach Notice.

QUESTIONS / PROCEDURES

- 1.22 Section 10 SCHEDULES and GUIDELINES provides general guidance in relation to the most commonly asked questions. Please refer to these in the first instance otherwise contact the GCBA via the Secretary as indicated below.

COMMUNICATION

- 1.23 While telephone contact may be appropriate on occasion, the preferred method of communication to and from GCBA is written notification, sent by e-mail or mail.
- 1.24 GCBA shall deem any notification forwarded by e-mail to have been received by the addressee:
- (a) on the date of transmission (if sent by 4.00pm)
 - (b) the following business day (if sent after 4.00pm)
- 1.25 All correspondence relating to GCBA in these By-Laws to be sent to:
- **Email: secretary@goldcoast-baseball.com**
 - **Mail: PO Box 5304 GCMC Bundall 9726**

Other contact details of respective Committee positions are listed on the GCBA website.

- 1.26 All payments to the GCBA can either be paid by cheque payable to Gold Coast Baseball Association or deposited electronically into the Association's account. Details of this account are:

Account Name: Gold Coast Baseball Association Inc.

BSB: 484-799 (Suncorp)

Account Number: 000713211

2. AFFILIATION

RENEWALS AND NEW APPLICATIONS

- 2.1 Clubs wishing to remain affiliated with GCBA must complete a **Club Information Form** and provide a covering letter (on official club letterhead) signed by the club President. Clubs must forward the form and the covering letter accompanied by the relevant fee (refer Section 9) to the GCBA Secretary by July 31st each year.
- 2.2 Applications from clubs affiliating for the first time must include:
- (a) a covering letter signed by the club President or nominated head of the proposed organisation
 - (b) a budget projection for the club
 - (c) a copy of the Certificate of Incorporation
 - (d) a submission for approval of the club's uniform colours, design and sponsorship logos using the **Club Uniforms Form**
 - (e) a three year Operation Plan
- 2.3 Before clubs can present players in any approved GCBA competition, they must obtain GCBA approval of their club's uniform colours and design. Applications from clubs renewing their affiliation, therefore, must include a **Club Uniforms Form** if they propose to change their authorised uniform colours, design or sponsorship logos. Clubs must also submit this form if they wish to change their uniform or introduce new logos during the season.
- 2.4 GCBA will evaluate all fields for the suitability of competition games.
- 2.5 GCBA will review all affiliations which shall be valid for the ensuing twelve (12) months.
- 2.6 GCBA may accept or reject any application for affiliation. GCBA may use its discretion to impose certain conditions in respect of a club's application. These conditions may include the rejection of any club officer or member.
- 2.7 GCBA may use its discretion to cancel or suspend the affiliation of any club at any time. GCBA may use its discretion to impose certain conditions on club officers or members at any time.

3. COMPETITION RULES

In the absence of a relevant by-law or BQ Baseball Rule, the Official Australian Baseball Rules shall apply.

Refer also to the Association website for any rules and/or by-laws specific to a particular season or competition eg INTERLEAGUE COMPETITION.

GAME DURATION

Seniors

- 3.1 All games are nine (9) innings or time, whichever comes first, except double header games which shall be seven (7) innings with no time limits.
- 3.2 The A Grade competition shall be nine (9) innings with a **4:30pm** finish during the Winter Competition. If an A Grade game is drawn at the end of the regulation nine (9) innings, the game shall continue to a result taking into consideration the time limit. If at the end of the time limit the score is still tied, a drawn game shall be declared. The umpires shall make the final decision regarding a light or weather affected game.
- 3.3 All other grades will be nine (9) innings or two (2) hours, whichever comes first.
- 3.4 The ten-minute rule will apply in all games. Therefore no new inning may be commenced with less than ten minutes of scheduled time remaining. An inning started before ten minutes to the scheduled finish time shall be completed unless the home team is in the lead during their turn at bat. An inning starts immediately after the final out of the previous inning.
- 3.5 Should a game start later than the scheduled start time, the scheduled finish time will still apply. A team will have ten minutes after the scheduled game start time to place a team on the field or supply the required umpire. If a team is unable to do this, a forfeit will be recorded against that team.
- 3.6 In all games, except A Grade, four (4) innings or 65 minutes shall constitute a regulation game. Three and a half innings are sufficient if the home team is winning. In the event of wet weather, a game of fewer than the required minimum number of innings or minimum time shall be declared a washout.
- 3.7 A regulation game that is called with an inning in progress shall revert to the previous completed inning score only if the visiting team has tied or taken the lead in the incomplete inning.
- 3.8 In the absence of an ABF accredited umpire, the scorers will be the official timekeepers.
- 3.9 In all games including A Grade double header games, if either team is leading by ten (10) runs or more after five (5) equal innings, or 4½ innings if the home team is leading, then the game will be called as a complete game. In single header A Grade games the mercy rule will apply after seven (7) innings or 6½ if the home team is leading. For the purpose of recording stats and the final score, the game will end as soon as the winning run crosses the plate (ie the 10th run ahead in mercy rule games) unless it is scored by an 'out of the park' home run, at which time all runs shall count.
- 3.10 The Ladies competition shall be played on a regulation baseball diamond with the same dimensions as seniors, with the exception of the pitching distance, which will be 57 feet. Prior to the commencement of a Ladies game, an agreement may be reached between opposing coaches to enforce the 9 run rule (ie when a team scores 9 runs in one inning it will be side away) and inform the umpires.
- 3.11 All players competing in the Winter Senior A Grade competition must use an ABF or BQ approved wooden bat. Players competing in the Winter Senior A Grade shall not be permitted to use aluminium bats.

Juniors

- 3.12 The ten-minute rule will apply in all games. Therefore no new inning may be commenced with less than ten minutes of scheduled time remaining. An inning started before ten minutes to the scheduled finish time shall be completed unless the home team is in the lead during their turn at bat. An inning starts immediately after the final out of the previous inning.
- 3.13 Should a game start later than the scheduled start time, the scheduled finish time will still apply. A team will have ten (10) minutes after the scheduled game start time to place a team on the field or supply the

required umpire. If a team is unable to do this, a forfeit will be recorded against that team. A scratch game can be played if both coaches agree.

- 3.14 Night games shall finish at the scheduled time even if an inning has been started but not completed. If in this instance the team winning at the end of the previous inning **has not** changed (including a drawn game) then all scores and plays will stand as at the time the game was called. If the team winning **has** changed then the score at the end of the previous inning stands and all play subsequent to that are not recorded.
- 3.15 The duration of time limits shall be as per table below.
- 3.16 In all games, three (3) innings or time as nominated below shall constitute a regulation game. Two and a half innings are sufficient if the home team is winning. In the event of wet weather, a game of fewer than the required minimum number of innings or minimum time (from the scheduled time) shall be declared a washout.

Age Group	Regulation Time	Minimum Time
T - Ball	60 minutes (1 hr)	Not applicable
Rookie Ball	75 minutes (1 hr 15 m)	Not applicable
Little League Minors	90 minutes (1 hr 30 m)	50 minutes
Little League Majors	105 minutes (1 hr 45 m)	60 minutes
Under 14 & above	120 minutes (2 hrs)	65 minutes

GAME PARTICIPANTS

Scorers

- 3.17 Official scorers, whether accredited or not, are entitled to the respect and dignity due to all game officials, and shall be accorded full protection by the GCBA President.
- 3.18 Each team shall have its own competent scorer. Scorers of both teams must sit together during the game to assist with the accurate recording of details in scorebooks. Failure to supply a scorer shall incur a penalty as per the **Schedule of Penalties**.
- 3.19 At the completion of the game, the home team scorer shall present the official game card to the Umpire in Chief for checking, signing and return to the scorer.
- 3.20 The home team scorer shall be responsible for handing in the game card to the host Club. The host Club shall be responsible for returning the completed game card to the GCBA Registrar by **8.00pm of the Wednesday** following the game. Failure to do this shall incur penalties as per the **Schedule of Penalties**.

Both Team scorers must be able to provide their scorebooks to GCBA in the event of any game dispute / protest / objection.

Scorers may be required to provide a copy of their scorebooks to any GCBA appointed statistician.

- 3.21 At all times during a game, Clubs must provide Scorers access to the following items:
- an adequate supply of *Incident Report Forms*.
 - a blank game card for the relevant game.
 - a copy of the *GCBA Policy and Procedures Manual*.
 - a copy of the BQ Baseball Rules.
 - a scorebook.
 - a suitable timepiece.
 - appropriate stationery
 - Official Australian Baseball Rules (current edition)

Players

- 3.22 All teams may start a game with eight (8) players and play an automatic out in the number nine (9) position in the batting line up. **This by-law does not apply to A Grade.**
- 3.23 Eligible players may participate in a game even if they are not listed on the team lineup sheet prior to the commencement of the game. If this occurs, the Umpires and Scorers must be notified as soon as that player enters the game.

- 3.24 If a player leaving the game due to injury or illness reduces the team to eight (8) players, another player previously replaced may re-enter the game. This can occur only if no new player is available and shall not take a place in the battery. Teams may continue the game with eight (8) players due to a shortage of players. ***This by-law does not apply to A Grade.***
- 3.25 Scorers must record on the official game card and ***Incident Report Form*** details of players injured in a game. To prove eligibility for the Disabled List, players must forward a medical certificate or a Statutory Declaration to the Registrar within three (3) working days of the injury occurring. The player will then be recorded on the Registrar's Disabled List.
- 3.26 Players who are injured outside the field of play eg work injuries, training etc must forward a suitable medical certificate to the Registrar to be eligible for the Disabled List.
- 3.27 Players on the Disabled List will continue to be credited with game eligibility for finals (within their grade).
- 3.28 A player shall be listed on the game card only when that player enters the game.

JUNIOR SPECIFIC BY-LAWS

Participation

- 3.29 Players must participate in 50% of the game with a five (5) minute window either side of the midpoint of the game. Failure to do this shall incur a penalty as per the ***Schedule of Penalties.***

Players playing in different age groups

- 3.30 Players competing in the next higher age/grade than their registered age/grade must not take the field in preference to an available player in that age/grade. Players playing in a higher age/grade must fulfil their playing commitments in their registered grade prior to playing in the higher age/grade. NB ***Playing Up Consent*** form needs to be completed and sent to RDO prior to playing up. If granted, consent applies for the remainder of the season.
- 3.31 Juniors are not allowed to play across a division.

Batting

- 3.32 Refer to BQ Junior Rules.

Pitching and Catching

- 3.33 Refer to BQ Junior Rules.

Safety Equipment

- 3.34 U/8 and U/10 shall use safety bases at first base.

Player nominations

- 3.35 Players must be nominated in a fixed team roster within three (3) weeks of the commencement of the season.

Juniors playing for more than one club

- 3.36 A junior player playing Senior baseball must do so with the club with which that player is registered. Junior players wishing to play Senior baseball with another club must forward a letter of application to the GCBA Secretary.

UNIFORMS

- 3.37 All players must wear full club playing uniforms. All coaches from the U/14 age group through to Senior coaches must be in full playing uniform. Little League competitions - In club competition coaches are permitted to wear the full team or club uniform including cap, pants and playing top. Minimum dress standard – Team Cap, Team shirt, appropriate shorts and closed shoes. Open faced shoes of any type, are prohibited.

Newly registered players have a maximum of three (3) weeks to obtain the correct uniform.

- 3.38 Each coach and at least the Umpire-in-Chief officiating in a game shall enforce the uniforms by-law by making a note of any infringements on the back of the game card.

DESIGNATED HITTER / COURTESY RUNNER

- 3.39 The designated hitter rule will apply for all senior games as per the Official Australian Rules of Baseball.
- 3.40 A courtesy runner MAY replace the offensive team catcher as a base runner at any time, but MUST replace the catcher after two (2) outs. If no further players are available, the last player out will become the courtesy runner. If there are no outs, then the last player home will be the courtesy runner.
- 3.41 A courtesy runner shall be any eligible player not in the game, or a replaced player.
- 3.42 A courtesy runner cannot be replaced once on base except for injury or illness.
- 3.43 Only a courtesy runner who has played in the field or batted in the line up shall be deemed to have played in the game for finals or other eligibility purposes. No running stats will be credited to the courtesy runner; they will be credited to the catcher.

PLAYER SAFETY

- 3.44 Batters and runners in all grades must wear two eared batting helmets.
- 3.45 Juniors 15 years and under must wear two eared batting helmets when acting as a coach in any grade, or as a bat boy / girl.
- 3.46 All catchers must wear a catcher's helmet. Any person warming up a pitcher between innings must wear a minimum of a catcher's helmet, catchers mask and protective cup.
- 3.47 Umpires shall ensure that a player removes any jewellery and other articles that they consider may jeopardise the safety of any player during the game.

GAME BALLS

- 3.48 The home team shall be responsible for the supply of two (2) new balls for each game. The exception is A grade where the home team shall supply three (3) new balls for each game. The home team shall provide additional suitable balls for game play if required.
- 3.49 Teams must supply only official standard baseballs.

GAME CARDS/RESULTS MVP

- 3.50 Home team representatives shall email or text (sms message) game results to the Registrar. These must include scores for the game, together with notice of any **ejections, cautions, injuries or protests** recorded on the game card. For Saturday and Sunday games, details should be forwarded by 6:00pm that day. For midweek games, forward immediately after the game has been completed. Failure to do this shall incur penalties as per the **Schedule of Penalties**.
- 3.51 The home team scorer shall ensure that:
 - a) the game card is fully completed, accurate and legible
 - b) team coaches sign in the appropriate place on the card
 - c) Umpires in Chief sign in the appropriate place on the card noting any ejections, cautions, injuries or protests.
- 3.52 The home team scorer shall be responsible for handing in the game card (including any attachments if applicable) to the host Club. The host Club shall be responsible for returning the completed game card to the GCBA Registrar by 8:00pm of the Wednesday following the game. Failure to do this shall incur penalties as per the **Schedule of Penalties**.
- 3.53 All scorers **must** receive MVP points from the head coaches. The points allocated **must** reflect the best players in the game. It is not mandatory for a player in the losing team to be allocated any points. A total of six (6) points are available with a maximum of 3 points available for any one player.

STANDINGS

- 3.54 All competition tables shall use a win/loss ratio system to decide standings. Should teams have the same ratio, then Run % will be used to decide standings.
- 3.55 Games that are wash outs or byes are classed as no games.

PREMIERSHIPS & FINALS

- 3.56 Semi finals, Preliminary finals and Grand finals shall be played as determined by GCBA.
- 3.57 Should any two or more teams finishing in the top four (4) positions after completion of fixtures be tied, the appointed GCBA Coordinator shall allocate places using the following criteria:
- head to head for the teams for the season
 - the runs for and against, head to head for the season
 - the runs for and against overall for the season
- 3.58 The Club Championship in all leagues shall be awarded to the club gaining the highest aggregate points in A, B and C grades in that particular league. Only clubs fielding an A, B and C grade are eligible.
- 3.59 In all grades, the finals shall be one game.
- 3.60 For both Senior and Junior finals, the first semi final shall be played between teams placed first (home team) and second after completion of the regular fixtures, with the winner of this game advancing directly to the Grand Final. The first team into the Grand Final will be designated as the home team for that Grand Final.
- 3.61 The second semi final shall be played between teams placed third (home team) and fourth after completion of the regular fixtures, with the losing team being eliminated.
- 3.62 A preliminary final shall then be played between the losing team of the first semi final and the winning team of the second semi final. The losing team of this game shall be eliminated and the winning team shall advance to the Grand Final.
- 3.63 If this format cannot be followed (eg due to inclement weather), GCBA shall convene a special meeting with the relevant coaches to decide an appropriate format
- 3.64 The GCBA shall meet the costs for finals games, eg baseballs, umpires (appointed by GCBUA), lights (if required).
- 3.65 All semi final and preliminary finals will be played under normal competition guidelines.
- 3.66 For Junior Grand Finals only:
- U16 and above shall be a seven (7) innings game with no time limit
 - all other games shall be played under normal competition guidelines.
 - if tied at the end of seven (7) innings / time, the game shall be played until a result is achieved, but to a maximum of nine (9) innings.
 - if still tied after the completion of the maximum innings, the result of the game shall be declared in favour of the home team as determined by GCBA.
 - in the event of inclement weather, three (3) innings shall constitute a complete game.
 - if the game is called off due to inclement weather, the GCBA will reschedule the game for the following week.
 - in the event of the rescheduled Grand Final then being called off, the game shall be declared in favour of the home team as determined by GCBA.
- 3.67 For Senior Grand Finals only:
- A grade shall be nine (9) innings with no time limit.
 - all Grand Finals for any other grade shall be nine (9) innings with a time limit of two (2) hours, whichever occurs first. The ten (10) minute rule will apply.
 - all Grand Finals shall be played until a result is achieved.
 - in the event of inclement weather, three (3) innings shall constitute a complete game.
 - if the game is called off due to inclement weather, the GCBA will reschedule the game for the following week.
 - in the event of the rescheduled Grand Final then being called off, the game shall be declared in favour of the home team as determined by GCBA.
- 3.68 GCBA will allocate a maximum of 20 trophies or medallions to each team winning their respective Grand Final.

GROUNDS/FIELDS

- 3.69 All nominated fields must be available for the commencement of the GCBA competition.
- 3.70 Clubs must fully and accurately mark fields for every game to the satisfaction of the umpire. Markings must be to the correct dimensions as per the Rules of Baseball. Markings must include at least foul lines and should include batters boxes.
- 3.71 Clubs must keep all grounds/fields in a clean and tidy condition at all times. Grounds must be free from dangerous objects eg rocks and glass, likely to cause injury to players, officials and visitors.
- 3.72 Clubs must maintain all fields to GCBA standards. A GCBA official may inspect a club's fields at any time. The official may direct the club to rectify its fields and may prohibit games on those grounds until satisfied with the rectification.
- 3.73 Clubs must provide adequate toilet facilities at their grounds. The club must open these facilities during all games and training sessions at that ground. Clubs must keep these facilities in a clean and hygienic condition in compliance with local government regulations.
- 3.74 All grounds are to have a home run fence, ie properly enclosed, or a minimum of a clearly defined line marked with witches hats. Tape or rope is not acceptable.
- 3.75 The host club must open a canteen during all games played at their ground. The canteen must make hot and cold drinks and a variety of food items available for purchase during all games played at the ground. Failure to provide adequate canteen facilities may result in no future home games for that club.
- 3.76 Clubs must not sell beverages of any type in glass containers.
- 3.77 Visiting teams and supporters must not bring alcohol to a host club's ground.
- 3.78 The host club shall provide a clearly defined dugout, seating and shade cover for both teams, and seating and shade cover for scorers.
- 3.79 Clubs hosting finals are required to have a groundsman on site to maintain the field throughout the day.
- 3.80 The canteen must make available for perusal copies of the Official Australian Rules of Baseball, the current GCBA Policies and Procedure Manual and BQ Junior Rules.

INCLEMENT WEATHER PROCEDURE

- 3.81 If in the opinion of the Umpire in Chief (in consultation with both coaches), the weather becomes potentially detrimental to any player's health, the game will be abandoned.
- 3.82 In the case of wet weather, clubs must inspect the grounds and if unplayable:
 - a) notify the opposing club not less than two (2) hours prior to the scheduled game start time.
 - b) advise the GCBA Registrar at least two (2) hours prior to the scheduled game start.
 - c) Notify the Umpire Coordinator at least two (2) hours prior to the scheduled game start.
 - d) games are to be called off one grade at a time, unless it is obvious that the ground is unplayable for the entire day.
- 3.83 If a game in progress is interrupted by rain, the umpires may delay the game as per the Official Australian Rules of Baseball. Timed games will still finish at scheduled time.
- 3.84 If wet weather causes games to be cancelled, they will not be replayed. Games played during that round will be recorded as games played. The home team is responsible to notify the GCBA Registrar of any cancelled games.
- 3.85 If a game commences, but is rained out before it becomes a regulation game, the home team scorer must still complete the game card and forward it to the Registrar. This will enable participants to be credited with game eligibility for finals (within the grade).
- 3.86 In the event that a finals games (other than the Grand Final) is washed out the following shall occur.
 - a) The game will be rescheduled for the next day (where the original fixture was to be a Saturday). Time and venues will remain the same.
 - b) If the game can not be completed during the scheduled weekend, the game will be rescheduled for the following Monday or Tuesday night at a venue which can host night games. The cost of lights for these games will be incurred by both teams equally.

- c) In the case, that the games are not played by the following Tuesday, the higher ranked team shall be announced as the winner & will advance to the next round

3.87 For the U/16 (or U/17) night competition, games will be rescheduled for the following Thursday or Friday night.

FORFEITS

3.88 A team that is unable to compete in a scheduled game in accordance with these by-laws shall notify the GCBA Registrar by 8:00pm at least two days before the scheduled game (eg All Saturday games need to be advised by 8:00pm Thursday). The Club forfeiting shall notify the opposing team of the forfeit by phone AND by email (cc the Registrar in on the email). This will be considered a notified forfeit (refer ***Schedule of Penalties***).

3.89 Notification of a forfeit after the deadline nominated above will be deemed a non-notified forfeit (refer ***Schedule of Penalties***).

3.90 A game card must be sent by the winning team to the GCBA Registrar endorsing the forfeit win.

TOURNAMENTS

3.91 All tournaments shall be played using the ***Gold Coast Baseball Carnival Guidelines***.

3.92 Clubs hosting a GCBA Tournament of any type are bound by the following.

3.93 Within two (2) working days of being granted the tournament, the club shall provide the GCBA coordinator with written notification of the following:

- a) The name of the person who shall be the clubs tournament director.
- b) The names of at least four (4) other persons who will comprise the tournament committee.

3.94 If the hosting club decides not to continue with the staging of the tournament, they must notify the GCBA Coordinator in writing at least 30 days prior to the proposed date/s of the tournament, stating the reasons for this decision.

3.95 If a tournament is to be called off/postponed because of rain or wet and unsafe grounds, this must be done as soon as practicable.

3.96 If this decision is made, the following actions must take place:

- a) the clubs nominated tournament director must notify the GCBA Coordinator as soon as practicable.
- b) the clubs nominated tournament director must notify the participating clubs.

4. UMPIRES

- 4.1 In all grades each team shall provide one umpire each. Failure to do this shall incur a penalty as per the **Schedule of Penalties**.
- Home team shall provide the plate umpire and the away team shall provide the base umpire
 - In the event of a GCBUA umpire being appointed to a game then the Home Team must supply the second umpire unless otherwise nominated by GCBUA.
- 4.2 For all grades above Little League, the umpire in chief must call from behind the plate. The base umpire must remain standing at all times.
- 4.3 For Senior games, the plate umpire must be 17 years of age or older. All other umpires must be 16 years of age or older.
- 4.4 For Junior games the following scale will apply;
- U/16 player can umpire up to and including U/14 games
 - U/14 player can umpire up to and including U/12 games
 - U/12 player can umpire up to and including U/10 games
- 4.5 Umpires shall not be replaced during a game unless they are injured or ill, or have the agreement of both team coaches.
- 4.6 Umpires must be suitably dressed (not in club playing shirt or cap). Umpires must wear enclosed footwear and in the case of the plate umpire, the necessary protective gear. Accredited umpires must wear the appropriate shirts as supplied by BQ/ABF when umpiring. These are:
- Level 0 – GREEN shirt
 - Level 1 – YELLOW shirt
 - Level 1 and above who are registered umpires – BLUE shirt
- 4.7 All umpires whether accredited, club or volunteer umpires have the same rights and authority as umpires of the GCBUA and QBUA. They therefore:
- a) command the same respect.
 - b) have the same responsibilities to the GCBA Judiciary Committee.
- 4.8 At the end of each game the umpire in chief shall check and sign the official game card and note any ejections, cautions, incidents or protests.
- 4.9 All umpires **must** complete an **Incident Report** for any ejection, or other incident they wish to report (as per 8.6).

PAYMENT OF UMPIRES

- 4.10 Umpires are to keep a record of games that they have umpired.
- 4.11 Record of games umpired to be presented at the next Umpires Meeting or faxed to President of GCBUA.
- 4.12 Record will be forwarded to GCBA for verification. GCBA will then invoice individual clubs.
- 4.13 Upon payment, GCBA will reimburse the GCBUA for all fees due as per records.
- 4.14 The GCBUA will then distribute fees due to individual umpires.
- 4.15 Clubs that fail to pay the umpires fees within fourteen (14) days of receipt of invoice will be deemed unfinancial.

SCHEDULE OF UMPIRES FEES

4.16 Only nationally accredited umpires shall be eligible for reimbursement of the following fees.

- A grade Plate - \$60.00 Base - \$40.00
- All other senior games Plate - \$40.00 Base - \$30.00

4.17 Junior Aged Umpires

GCBA recommended fee structure for minimum Level 0 Accredited Junior Aged Umpire. Payments to be made by the Clubs on Game day.

- Junior Player Umpire U/8 or U/10 Plate - \$5.00 Base - \$5.00
- Junior Player Umpire U/12 or U/14 Plate - \$10.00 Base - \$10.00

5. ELIGIBILITY TO PLAY

REGISTRATION OF PLAYERS

- 5.1 Each player, coach and official that takes the field must have completed and signed the **GCBA Registration Form and Code of Ethics** or an equivalent Club Form.
- 5.2 Clubs must register with the GCBA Registrar every player competing in the GCBA competition. Registrations must include:
 - a) entering relevant player details as required by GCBA into the My Club database
 - b) first draft of Team Lists emailed to the GCBA Registrar
 - c) the relevant GCBA registration fee (forwarded to the GCBA Treasurer).
- 5.3 Clubs must register all Players through the My Club Data Base and then export the copy and email to the GCBA Registrar no less than three (3) weeks prior to the commencement of the season. All queries to do with the Data Base must be directed to the GCBA Secretary.
- 5.4 On payment to the club of the affiliation component of the club fee, players are deemed to be affiliated for the purposes of GCBA competition and BQ insurance. For this reason, players cannot enter the field for game purposes until they have paid the affiliation component. Players who register after the commencement of the competition must fill out a **GCBA Registration Form** and forward it to their Club Registrar who must then enter details into My Club Database and notify the GCBA Registrar no later than 8:00pm on the Thursday prior to their first game.

Player registration fees

- 5.5 Clubs must forward player registration fee for the ensuing season, together with the player registration list, to the GCBA Treasurer with email copy to the GCBA Registrar. Initial registration payments and player lists must reach GCBA no less than three (3) weeks prior to the commencement of the season.
- 5.6 Player lists must include the following information relevant to each player:
 - a) full name
 - b) address
 - c) date of birth
 - d) telephone number
 - e) email address
 - f) indication that club has sighted birth certificate (juniors only)
- 5.7 Clubs that do not forward registration payment by the due date shall be deemed to be unfinancial from that date until paid.
- 5.8 Any club deemed unfinancial either by GCBA or BQ will not continue to play in the GCBA competition. Games scheduled during the unfinancial period will be deemed to be a win for the opposing team.
- 5.9 Any player, manager or official of a club that is deemed unfinancial shall not receive a trophy or award until the club becomes financial.
- 5.10 All fines must be paid within fourteen (14) days of notification or the club concerned will be deemed unfinancial.

Team listings

- 5.11 Clubs must finalise their players for the respective levels of competition prior to the commencement of the third round of competition fixtures. Clubs must forward to the GCBA Registrar a list of at least nine (9) active players for each team. On and from that date, the team in which those players are nominated becomes their "registered team".
- 5.12 Players cannot be nominated for more than one (1) team at the same time, unless they are Juniors playing Seniors games or a registered Masters player.

LISTING OF COACHES AND SCORERS

- 5.13 Clubs must register all Coaches, Scorers and Umpires (who are not registered as players) as volunteers through the MyClub database and then export the copy and email to the GCBA Registrar no less than three (3) weeks prior to the commencement of the season. All queries to do with the database must be directed to the GCBA Secretary.

PARTICIPATION ELIGIBILITY

- 5.14 To be eligible to participate in any GCBA game, clubs and players must meet the conditions listed in the remaining paragraphs.
- 5.15 Only GCBA registered players competing in a GCBA sanctioned competition are eligible for GCBA representative selection.
- 5.16 Players transferring between clubs and the respective clubs involved must meet the specific conditions listed in the TRANSFER and CLEARANCE REQUIREMENTS.

TRANSFERS AND CLEARANCE REQUIREMENTS

- 5.17 When clubs wish to approach players to transfer between clubs a little bit of courtesy and integrity must be considered. It is unfair to the losing club to have talks going on without their knowledge. Especially if the gaining club is offering a financial consideration even as minor as free or reduced fees, or even a free cap and playing top.
- 5.18 ABF CLEARANCE FORMS ARE TO BE USED AT ALL TIMES, EVEN WHEN A PLAYER HAS BEEN PLAYING WITH ANOTHER CLUB IN THE OFF SEASON. THESE ARE AVAILABLE FROM THE ABF WEBSITE, www.baseball.com.au THEN CLICK ON "Policies" THEN "Sanctioning".
- 5.19 To alleviate the possible intimidation and loss of good relations between clubs the following process should be followed:
- 5.20 Gaining Club
- Write a letter to the losing club and outline the player/s that you wish to approach. A 'cc' should be sent to GCBA in case of appeal or disharmony.
 - Set out the terms of the transfer to allow the losing club to match or better the terms.
 - DO NOT KEEP SECRETS - Keep everything above board and in the open. You will only harm the integrity of your club.
 - Have the new player complete an ABF clearance form and send it to the losing club. Don't forget the player's ABF number.
- 5.21 Losing Club
- Approach the player in question and ascertain why the player wishes to transfer. Make an offer to the player to match or better the gaining club's offer, if you wish to do this.
 - Write to the gaining club stating whether or not the player will be released and include your reasons. A 'cc' should be sent to GCBA stating your reasons for release or non-release.
 - Complete the clearance form if there is no encumbrance. If there is, then stipulate clearly what this is. Turn around for clearances should be no more than seven (7) days.
 - If you are willing to release the player, then your MyClub Registrar is to "Move" the player to the new club within the database within the seven day period.
- 5.22 No club is permitted to approach a junior player without the consent of the parents.
- 5.23 No club is permitted to approach a player on the grounds that they have better coaching, better facilities etc.
- 5.24 No club is permitted to approach a junior player on the grounds that the move will ensure or assist them in being selected to representative honours.

Import players

- 5.25 An import player who has not played previously for any club in Australia must register in accordance with these by-laws.
- 5.26 An import player who has played previously in Australia must provide a clearance in the same manner as a player transferring from another club.

Grading procedures

- 5.27 GCBA reserves the right to instruct a club to regrade a team or player. Senior grading will descend as follows A Grade, B Grade and C Grade. Masters and Ladies Competitions may be graded by Divisions if required. Masters is open to men who turn 35 years of age or older and ladies who turn 30 years of age or older prior to 31st December of that year.

Playing in grades (Seniors)

- 5.28 A player may play down not more than one grade per round unless the Club does not have consecutively graded teams. A player may only play down three (3) times per season. Playing down more than three times shall result in a forfeit being registered against the team in which the player played.
- 5.29 Players registered in Masters or Ladies competitions are eligible to play in A or B grade and C grade without affecting their playing status in their respective Masters or Ladies competition.
- 5.30 Only two players from A are permitted to play down in C grade per team per game. Players playing down from A Grade to C grade can only field in centre field or right field and bat 8 or 9.
- 5.31 Players playing in a higher grade than their registered grade can play anywhere in the field and bat in any position.
- 5.32 A lower grade player shall not take the field if there are nine (9) higher grade players available for that game. All appearances in higher grades will be classed as games played and will count towards grading for finals eligibility.
- 5.33 If a club has two (2) teams in the one grade, players may play across until the end of the third round of competition games. After the third round players must play in their registered teams.
- 5.34 No player shall be allowed to play in more than two games on the same day.
- 5.35 Clubs must submit an application to GCBA to regrade a player. If permission for regrading is given all teams must maintain at least nine (9) players.
- 5.36 Breach of the grading rules will be dealt with as per the Schedule of Penalties.

ELIGIBILITY FOR FINALS

- 5.37 To be eligible for finals, players must have played in a minimum of one third (1/3) of available scheduled competition games for their club in their registered grade.
- 5.38 Players will be deemed to have played in a game if:
- a) the player umpires for their registered team, they will be deemed to have played in that game. (Seniors only – to be noted on the game card)
 - b) player is listed on the Disabled List held by the GCBA Registrar.
 - c) player attends official representative commitments held at the same time as the game. (To be noted on the game card).
- 5.39 Players in a particular grade must have played the majority of games in that grade or lower eg if a player is registered for C grade that player cannot play in a C grade final if that player has played the majority of their games in B grade.
- 5.40 Players can play in any grade above their registered grade during finals.

- 5.41 Wash outs (before the game commences) shall not count as “games played” in determining a player’s eligibility for finals.
- 5.42 In respect of forfeits, only the non-forfeiting team will be credited with eligibility.
- 5.43 Where two (2) or more Junior teams compete at the same level within a club, the club may not swap/alternate players among these teams in normal competition or during any final, unless otherwise stated in these by-laws.
- 5.44 In the case of two (2) teams competing at the same level within a club, and for some reason the club has difficulty fielding these two teams, and two teams become one, the newly formed team will take the lowest position of both teams on the competition ladder. Penalties as per the Schedule of Penalties shall apply for the withdrawal of teams during the season.

6. DISPUTES AND PROTESTS

DISPUTES (Disagreement with competition administration)

- 6.1 Any club or player has the right to question any process or decision relating to the administration of the GCBA competition by forwarding a written request to the GCBA Secretary. Each request must include a \$50.00 deposit, which shall be refunded fully if the Disputes Committee finds in favour of the appellant.
- 6.2 GCBA or its representative will nominate a Disputes Committee to hear the dispute. The Disputes Committee will consist of three persons appointed as necessary by GCBA or its representative, one of whom will be appointed Chairperson.
- 6.3 A person cannot be part of a Disputes Committee convened to hear a dispute involving that person's club.
- 6.4 The Disputes Committee shall decide the outcome of a dispute either by considering written submissions alone, or by asking the parties involved in the dispute to attend a hearing. At any such hearing, all parties shall have time to present their case.
- 6.5 The decision of the Disputes Committee shall not be subject to further appeal to GCBA.

PROTESTS (Disagreement with technical game rules)

- 6.6 During a game, any Field Manager / Head Coach may protest a ruling associated with a game on the grounds that the ruling is contrary to the Official Australian Baseball Rules. At no time can a judgement decision be protested.
- 6.7 At the time of a protest, the protesting club must advise the umpire in chief of the nature of the protest.
- 6.8 When a protest is made during a game:
 - a) the umpire in chief must inform the scorers that the game is being played under protest.
 - b) the umpire in chief must inform the manager of the opposing team of the nature of the protest.
 - c) scorers must record details of the protest on the game cards.
 - d) scorers must record the time and point in the game of the protest on the game cards and in the appropriate section of the scorebooks. Refer OBR 10.01(b)(3).
- 6.9 After the game, the home team scorer must advise the GCBA Registrar of the protest when advising the game result.
- 6.10 After the game, the protesting club must forward a copy of the protest to the GCBA Registrar within 24 hours of the completion of the game.
- 6.11 GCBA will then take the appropriate action to resolve the protest as soon as practicable.

7. Schedule of Penalties

- 7.1 The GCBA shall have the right to impose a penalty for any breach of these By-laws, including but not limited to the following.
- 7.2 If the penalty is not monetary, it shall be the same as stated in these By-laws.
- 7.3 If the penalty is monetary, an invoice will be issued by the Treasurer. Clubs must pay all breaches in full within fourteen (14) days of the date of the Breach Notice (but two days prior to participation in any finals).
- 7.4 Payments must include the invoice number and a cheque payable to GCBA. Payment can also be via Electronic Funds Transfer. Details included in 1.26.

BREACH OF BY-LAW	PENALTY (Senior Games)	PENALTY (Junior Games)
WITHDRAWAL OF TEAM DURING SEASON	\$250.00	\$200.00
BREACH OF PLAYER SAFETY	\$100.00	\$50.00
BREACH OF UNIFORMS BY-LAW		
1 st offence by team, one player in breach	\$20.00	\$20.00
1 st offence, more than one player in breach in same game	\$50.00	\$30.00
2 nd offence by team, one player in breach	\$ 75.00	\$ 50.00
2 nd offence, more than one player in breach in same game	\$ 100.00	\$ 75.00
3 rd offence by team, one or more players in breach in same game	\$ 200.00	\$ 150.00
BREACH OF SCORER PROVISION		
1 st offence	\$ 15.00	\$ 15.00
2 nd offence	\$ 30.00	\$ 30.00
3 rd offence	\$ 60.00	\$ 60.00
BREACH OF GAME CARDS BY-LAW		
Failure to return game cards on time	\$ 30.00 each time	\$ 30.00 each time
NOTIFIED FORFEITS BY-LAW		
1 st forfeit	\$50.00	\$50.00
2 nd forfeit	\$100.00	\$100.00
3 rd forfeit	Justification required to remain in competition	Justification required to remain in competition
NON-NOTIFIED FORFEITS BY-LAW		
1 st breach	\$100.00	\$100.00
2 nd breach	\$200.00	\$200.00
3 rd breach	Removed from competition	Removed from competition
BREACH OF BASE UMPIRE PROVISION	\$50.00	\$50.00
BREACH OF PLATE UMPIRE PROVISION	\$75.00	\$75.00
BREACH OF PLAYER ELIGIBILITY AND REGISTRATION	Forfeit of game + forfeiture penalty +\$100.00	Forfeit of game + Forfeiture penalty + \$100.00
BREACH OF JUNIOR SPECIFIC BY-LAWS		
Pitching and catching regulations	N/A	game forfeit + \$100 + coach reprimand by RDC
Players playing in higher/lower age/grade	N/A	\$50 + loss of game if finals
Participation	N/A	\$50 + loss of game if finals

BREACH OF JUNIOR RULES IN SENIOR GAMES

BREACH	PENALTY (Senior Games)
1 st offence	Min \$200.00 + letter of reprimand to coach and club
2 nd offence	Min \$400.00 + forfeiture of game + coach and club president to attend judiciary
3 rd offence	Min \$800.00 + forfeiture of game + coach automatically suspended for rest of season + breach report to BQ

JUDICIARY PENALTIES (These are a guide only)

OFFENCE	PENALTY 1 ST OFFENCE	PENALTY 2 ND OFFENCE
Late lodgement of Incident Report Form	1 week (grade 1)	2 weeks (grade 2)
OFFENSIVE BEHAVIOUR		
Disputing umpires judgement call	2 weeks min (grade 1)	3 weeks min (grade 2)
Audible obscenity	2 weeks min (grade 1)	4 weeks min (grade 2)
Substance abuse	2 weeks min (grade 1)	4 weeks min (grade 2)
Bringing game into disrepute	4 weeks min (grade 2)	8 weeks min (grade 3)
DANGEROUS BEHAVIOUR		
Personal intimidation	4 weeks min (grade 2)	6 weeks min (grade 3)
Gear abuse	4 weeks min (grade 2)	6 weeks min (grade 3)
VIOLENT BEHAVIOUR		
Fighting	6 weeks min (grade 2)	12 weeks min (grade 3)
Illegal personal contact	6 weeks min (grade 2)	12 weeks min (grade 3)
Illegally leaving playing position or bench to participate in a melee	Min team fine of \$250.00	Min team fine of \$500.00

8. JUDICIARY

POLICY

- 8.1 GCBA can cite any alleged offender against GCBA By-laws to appear before the Judiciary Committee. This committee comprises persons appointed by GCBA to perform relevant judiciary duties.
- 8.2 GCBA appoints and empowers the Judiciary Chairman to enforce the GCBA By-laws. The Judiciary Chairman has the right to appoint any person to a committee, a Judiciary Panel or an Appeals Panel. The Judiciary Chairman is deemed to be independent of any club and therefore can sit on any hearing.
- 8.3 The Judiciary Chairman can cite any club, official, player or individual to appear before a hearing.
- 8.4 The Judiciary Chairman can suspend at any time any judicial proceedings or processes.
- 8.5 The Judiciary Chairman can impose on the offending club, official, player or individual any monetary or time penalty that he deems appropriate to the offence.

ACCOUNTABILITIES

- 8.6 Umpires issuing a caution or an ejection must report the name and number of the alleged offender and the nature of the offence on the official **Game Card** and sign it. They must also complete an Incident Report Form and forward it to the Judiciary Chairman within 2 days (refer Section 10, Judiciary: Schedule).
- 8.7 The GCBA Registrar shall notify the Judiciary Chairman of cautions, ejections and protests.
- 8.8 A player or official ejected from a game must complete an official GCBA Incident Report Form. They must then forward the completed form within 48 hours to the Judiciary Chairman (refer Section 10, Judiciary: Schedule).
- 8.9 As soon as practicable after the offence, the Judiciary Chairman (or the nominated representative) shall notify the club of the alleged offender of any further action. If the alleged offender is cited, the Judiciary Chairman will advise the alleged offender's club (and any other person required to appear) of the date, time and place of the hearing.
- 8.10 Where players or officials on report are participating in finals, the Judiciary will sit prior to the next round of finals. Consequently, the players or officials must submit their report form personally (or email it) to the Judiciary Chairman. This must occur within 24 hours after the end of the game from which they were ejected. Failure to supply the required written reports within the 24 hours will result in the players/officials being unavailable for finals. Should there be any reason why the Judiciary cannot sit at the required time, the relevant parties will be notified by phone of alternative arrangements.
- 8.11 Any club or person wishing to inform GCBA of any other alleged offence must submit a written detailed report within two working days of the alleged offence. GCBA shall then determine if the report should be referred to the Judiciary Committee. The report must be in the form of an official GCBA Incident Report Form (signed by the club President) and should be forwarded to the Secretary, GCBA.

REPRESENTATION

- 8.12 When a club is cited to appear before the Judiciary Committee, one person from the club's executive committee must represent the club.
- 8.13 Cited persons other than juniors can nominate another person to appear and/or advocate on their behalf at the hearing. Cited persons choosing an advocate must inform the Judiciary Chairman in writing of the name of the proposed advocate. Senior players may also be accompanied by the relevant coach. In the case of juniors, however, it is mandatory for the junior to appear and to be accompanied by the team coach.
- 8.14 Cited persons or clubs may not be represented at the hearing by legal counsel, unless it is deemed by the Judiciary Chairman, that ramifications from the hearing may result in criminal or civil action. If this is the case, cited persons or clubs must provide written advice to the Judiciary Chairman at least two working days prior to the hearing. This advice should include both the names of the legal representative and the company he/she is from.

OFFENCES

- 8.15 Offensive, dangerous and violent behaviour is liable to result in citation to appear before the Judiciary Committee. This applies also to any behaviour which, in the opinion of GCBA, may bring the game of baseball into disrepute.

Offensive behaviour

- 8.16 Offensive behaviour includes the use of any threatening, abusive or insulting words or actions to any person, including disputing the umpire's judgement call. It also includes the use of indecent or profane language or gestures in circumstances which the umpire deems to be inappropriate.
- 8.17 The umpire may caution any player or other person who, in the umpire's opinion, is guilty of offensive behaviour.
- 8.18 The umpire **will** eject any player or official found using tobacco products or alcohol products, or any illicit drugs during a game. This rule applies on the field of play, in the dugouts or in the scorer's box.

Dangerous behaviour

- 8.19 Dangerous behaviour comprises behaviour that an umpire or any member of GCBA considers threatening or potentially injurious to any player, umpire or other person. This also includes gear or equipment abuse.
- 8.20 An umpire shall eject from the game any player or other person who, in the umpire's opinion, is guilty of dangerous behaviour.

Violent behaviour

- 8.21 Violent behaviour comprises behaviour that an umpire or any member of GCBA considers an act of physical violence towards any other person. This includes other players illegally leaving their position on the field of play at the time of an incident.
- 8.22 An umpire shall eject from the game any player or other person who, in the umpire's opinion, is guilty of violent behaviour.

SUSPENSIONS

- 8.23 Cited players are eligible to participate in GCBA activities until such time as the Judiciary Committee imposes a suspension.
- 8.24 A suspension will apply for a specific period of time, not a specific number of games. Suspended sentences shall also be available to the Judiciary Committee to enforce as a penalty.
- 8.25 A suspension invoked by the Judiciary Committee shall exclude the offender from participating in any ABF and BQ activities during the period of the suspension.

FAILURE TO APPEAR AT HEARING

- 8.26 Any player, official or club representative or other individual failing to appear at a Judiciary Committee hearing will be suspended automatically from participation in any GCBA, ABF and BQ activities. This suspension will remain in force until a rescheduled hearing is completed. However, the Judiciary Chairman can temporarily lift such a suspension in extenuating circumstances.

APPEALS

- 8.27 The Judiciary Chairman will appoint an Appeals Committee comprising three or more impartial persons. Members of an Appeals Committee cannot be affiliated with any of the clubs involved in an appeal.
- 8.28 Any player, official or club may appeal to GCBA against any Judiciary Committee decision.
- 8.29 Appeals must state clearly the grounds for the appeal. Failure to do this will invalidate the appeal. Appellants must lodge appeals, together with a \$50.00 fee, within 48 hours after notification of the judiciary decision. Clubs lodging appeals must write the appeals on official club letterhead. Appeals should be forwarded to the Judiciary Chairman.
- 8.30 GCBA will make every effort to expedite the outcome of any appeals to ensure fairness to all concerned. GCBA will hear appeals within seven days of receipt of the appeal and the appropriate fee.

- 8.31 Any Grade 1 category penalties imposed shall be suspended until a decision on the appeal is made by the Appeals Committee. All grade 2 and grade 3 category penalties shall not be suspended pending an appeals hearing.
- 8.32 GCBA will refund the \$50.00 fee after an appeal is upheld.
- 8.33 GCBA will retain the \$50.00 fee after an appeal is denied.
- 8.34 The only grounds for appeals are:
- Judgement - a judgement appeal must produce new evidence
 - Penalty - an appeal against the severity or inadequacy of the sentence

ADMITTANCE OF GUILT

- 8.35 A cited player shall have the option to plead guilty to the charge and not attend a Judiciary hearing. In this instance, the cited player shall receive a 1-week reduction from his penalty. The Judiciary Committee shall have the option to reach a decision on the appropriate penalty by means of a telephone conference.

JUDICIARY COMMITTEE HEARING PROCEDURE

- 8.36 The Judiciary Chairman shall impose upon all Principals and Witnesses the necessity of observing the following conditions:
- Any person or persons giving evidence of an untruthful or unsatisfactory nature to the Judiciary Committee shall, in the case of the player concerned, be disqualified from taking part in any match for such time as the Judiciary Committee shall decide, and in the case of any other person shall, on report to the Management Committee by the Judiciary Committee, be dealt with as that body may deem fit.
- 8.37 All persons other than the informant and the person or persons reported, shall leave the room.
- 8.38 The Judiciary Chairman shall read the report/s. The reported person/s shall then be asked if he/she admits or denies the charge.
- 8.39 Once the reported person either admits or denies the charge, the following procedure must be adopted:
- The informant will give particulars of the incident reported.
 - The informant will have the right to call any witnesses in support of his/her report.
 - The reported person will have the right to ask questions of the informant and/or the witness.
 - The reported person may make a statement and shall have the right to call witnesses in support of his/her statement.
 - The informant shall have the right to ask questions of the reported person and all witnesses.
 - Judiciary Committee members shall have the right to question all persons involved. ALL QUESTIONS SHALL BE ASKED THROUGH THE CHAIR.
 - At the conclusion of all evidence, all persons shall retire and the Judiciary Committee shall arrive at a decision.
- 8.40 The decision shall be announced in the presence of the informant and the reported person.
- 8.41 A witness may not leave the room after giving evidence until the conclusion of hearing of all evidence. A witness may not ask a question or interrupt proceedings at any time.
- 8.42 If during the consideration of the evidence, the Judiciary Committee desires to recall any witness, such witnesses shall be questioned in the presence of the informant and the reported person.

9. FINANCE

EXPENSES

- 9.1 All expenses incurred by a GCBA Committee member or person acting on behalf of GCBA shall be refunded in full the total amount of expenses incurred upon presentation of all relevant receipts to the GCBA Treasurer.
- 9.2 All expenditure is to be approved by GCBA Management Committee.

COACHES & TEAM OFFICIALS

- 9.3 The GCBA shall pay \$100 per day for all GCBA appointed accredited coaches for approved tournaments.
- 9.4 The GCBA shall pay \$50 per day for Executive Officer, accredited Umpires and accredited Scorers. Officials whose own children are not involved in the tournament or competition will be entitled to an additional \$50 per day.

FINANCIAL ASSISTANCE

- 9.5 All requests for financial assistance must be in writing and forwarded to the GCBA Secretary. The GCBA Management Committee shall consider said requests on a case by case basis.

REPRESENTATIVE PLAYERS

- 9.6 All GCBA representative players shall be supplied with a playing shirt. This shirt is to be returned to the nominated GCBA representative upon completion of the tournament in which they are competing. A rental fee may be charged.
- 9.7 All GCBA representative players are required to purchase the remaining components of the representative uniform, which will be available prior to any tournaments.
- 9.8 Any GCBA representative player selected for representative duties at State or National level may apply for financial assistance. The GCBA Management Committee shall consider said requests on a case by case basis up to a maximum of: \$200 per player.

HARDSHIP

- 9.9 GCBA reserves the right to allocate funds to persons on the basis of individual financial hardship.

UMPIRES

- 9.10 The GCBUA may apply for funding from GCBA for the development and training of umpires every twelve months. All applications for funding must be in writing and forwarded to the GCBA Secretary by the President of GCBUA.

ANNUAL CLUB MEMBERSHIP FEES

- 9.11 All clubs affiliated with GCBA are required to pay an annual membership fee of \$300.00. This fee must be forwarded to the GCBA Treasurer before the 31st July each year. Clubs that fail to pay the fee by the due date will be deemed to be unfinancial.

PLAYER FEES

- 9.12 All player fees are to be forwarded to the GCBA Treasurer by the nominated date as specified by the GCBA Management Committee (Refer Section 5).

EVENTS

- 9.13 Any club hosting an event on behalf of GCBA (finals and tournaments) may be required to make a maximum contribution of \$200.00 to GCBA to host such an event. This will be at the discretion of the GCBA Management Committee.

FINES AND PENALTIES

- 9.14 The GCBA Management Committee shall have the right to impose a fine and/or a penalty as per the Schedule of Penalties for any breach of the By-laws or general playing rules.

10. SCHEDULES and GUIDELINES

GENERAL ADMINISTRATION: SCHEDULE

**My club wishes to contest the results in the points table.
What must my club do?**

- Prepare written objections, including concise grounds for the dispute.
- Include relevant evidence eg copies of scorebooks, game cards etc
- Within seven (7) days of posting of the results/points table on the website, forward written objections to the Registrar, Gold Coast Baseball Association.

AFFILIATION: SCHEDULE

Preseason: New Clubs

**We wish to affiliate our club with GCBA for the first time.
What must we do?**

- Write a letter of application on official club letterhead (if applicable), signed by the club President or the nominated head of the proposed organisation.
- Complete the **Club Information Form**.
- Prepare a budget projection for the club.
- If incorporated, obtain a copy of the clubs Certificate of Incorporation
- Complete a **Clubs Uniform Form** as a submission for approval of the clubs uniform colours and design.
- Forward all of the above to the Secretary, GCBA at least eight (8) weeks prior to the commencement of the season.

Preseason: Previously Affiliated Clubs

**We wish to renew our affiliation with GCBA for the forthcoming year.
What must we do?**

- Write a letter of application on official club letterhead, signed by the club President.
- Complete a **Club Information Form**.
- If a change is proposed to the clubs authorised uniform colours, design or sponsorship logos, prepare a submission for approval of the change on the **Club Uniforms Form**.
- Forward all of the above to the Secretary, GCBA by July 31st each year.

Midseason: All Clubs

**We wish to change our uniform colours, design or change or introduce sponsorship logos.
What must we do?**

- Prepare a submission for approval of the change on a **Club Uniforms Form**.
- Forward the form to the Secretary, GCBA.

JUDICIARY: SCHEDULE

Umpires

**I have cautioned a player/official.
What must I do at the end of the game?**

- Obtain the official GCBA **Game Card** from the scorer.
- On the **Game Card**, record the alleged offenders name and number, and details of the alleged offence.
- Sign the **Game Card** and return it to the scorer.

**I have ejected a player/official.
What must I do at the end of the game?**

- Obtain the official GCBA **Game Card** from the scorer.
- On the **Game Card**, record the alleged offenders name and number, and details of the alleged offence.
- Sign the **Game Card** and return it to the scorer, who shall notify the GCBA Registrar.
- Obtain an **Incident Report Form** from the Scorer or GCBUA.
- Forward the completed report within two working days to the Judiciary Chairman, (judiciary@goldcoast-baseball.com).

Players/Officials/Clubs

**I have been ejected from a game.
What do I need to do at the end of the game?**

- Obtain an official GCBA **Incident Report Form** from the scorer.
- Complete the form.
- Forward the completed report within two working days to the Judiciary Chairman, (judiciary@goldcoast-baseball.com).

**I have been cited to appear before a judiciary hearing.
What do I do now?**

If you are a JUNIOR PLAYER:

- Arrange for your team coach to accompany you at the hearing. If your team coach is not available, arrange for your club president to accompany you.
- Appear at the hearing, at the time and place stipulated in your citation, together with your team coach.

If you are a SENIOR PLAYER or an OFFICIAL

- Decide whether you want to:
 - attend the hearing yourself, with the team coach accompanying you; OR
 - have another person attend the hearing on your behalf, together with the team coach. If your team coach is not available, arrange for your club president to attend.

- If the 'other person' acting on your behalf is a legal representative, advise the Judiciary Chairman of this two working days prior to the scheduled hearing.

If you are a CLUB

- Appoint the club president or next highest available member of the club's executive committee to attend the hearing.
- If a legal representative is to accompany the club representative or act on behalf of the club, advise the Judiciary Chairman two working days prior to the scheduled hearing.

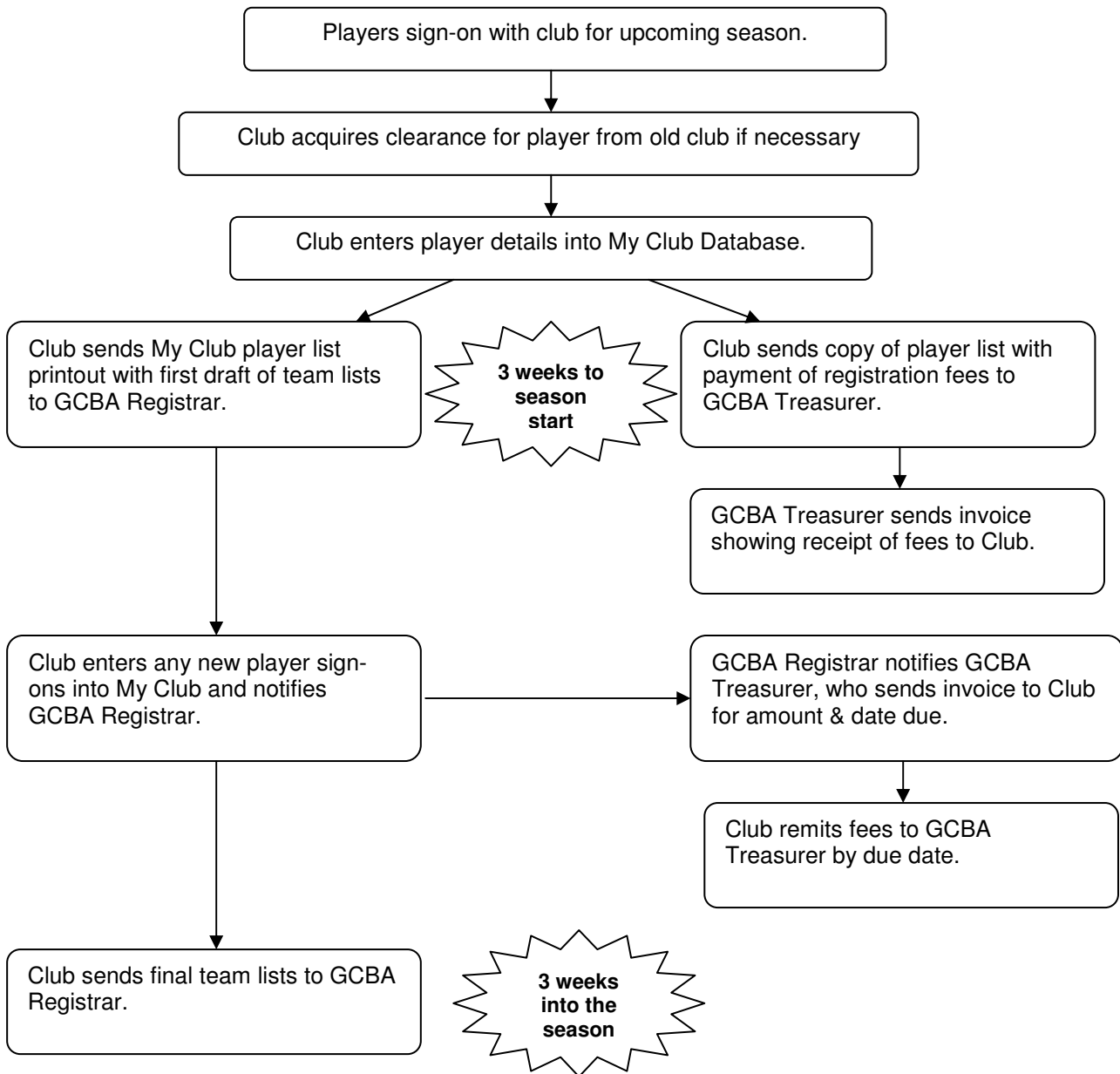
<p style="text-align: center;">I am aware of an offence which has been committed. How do I advise GCBA of this?</p>
--

- Obtain an official GCBA ***Incident Report Form*** from the club.
- Provide a detailed report of the perceived offence on the ***Incident Report Form***.
- Sign the ***Incident Report Form***. The Club President must also sign the ***Incident Report Form***
- Forward the completed report within two working days to the Judiciary Chairman, (judiciary@goldcoast-baseball.com).
- Any clubs deemed to be lodging frivolous reports will be dealt with by the GCBA Management Committee.

<p style="text-align: center;">I wish to appeal against a Judiciary Committee decision. How do I do this?</p>
--

- Explain fully in writing clear grounds for your appeal.
- Within 24 hours after notification of the judiciary decision, e-mail your written appeal to the Judiciary Chairman as per the GCBA Contacts Schedule.
- Forward \$50.00 payable to GCBA.

REGISTRATION: FLOW CHART



11. FORMS

INCIDENT REPORT FORM

OFFICIAL GAME CARD

HOW TO COMPLETE A GAME CARD

ROOKIE / T-BALL GAME CARD

NOTICE OF BREACH

REGRADING NOTIFICATION FORM

CLUB INFORMATION FORM

APPLICATION FOR MEMBERSHIP FORM

PLAYING UP CONSENT FORM



INCIDENT REPORT FORM

SECTION 1					
DATE OF GAME: _____					
HOME TEAM: _____					
VISITING TEAM: _____					
NAME OF PERSON MAKING REPORT: _____					
POSITION (eg umpire, scorer, manager): _____					
DID AN EJECTION OCCUR?		YES/NO	if yes complete section 2		
DID AN INJURY OCCUR?		YES/NO	if yes complete section 3		
Innings: _____	Outs: _____	Count: _____	Balls: _____	Strikes: _____	
Score: _____	Home: _____	Away: _____			

SECTION 2			
Name of person ejected: _____			
Ejected person's position:	<input type="checkbox"/> Manager	<input type="checkbox"/> Coach	<input type="checkbox"/> Player
	<input type="checkbox"/> Other _____		
Describe the incident that occurred and your subsequent actions. Include pertinent details concerning language, gestures, thrown equipment, or physical contact. Include any after effects.			

SECTION 3	
Describe how the injury occurred:	
Was the person taken to hospital?	YES/NO



OFFICIAL GAME CARD

Competition: GCBA Grade: _____

Date: _____ Time: _____ Ground: _____

Home Team: _____ Away Team: _____

	MVP	Player	Field	Time In / Out	Total Pitches	Innings Caught		MVP	Player	Field	Time In / Out	Total Pitches	Innings Caught
1							1						
2							2						
3							3						
4							4						
5							5						
6							6						
7							7						
8							8						
9							9						
10							10						
11							11						
12							12						
13							13						
14							14						
15							15						

1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

TOTAL RUNS SCORED:	TOTAL RUNS SCORED:
COACH:	COACH:
SCORER:	SCORER:
PLATE UMPIRE:	BASE UMPIRE:
UMPIRE (SIGN)	WON BY:

Please ensure all Game Cards are in the possession of the Registrar by 8:00pm the Wednesday immediately after the game.

Email to registrar@goldcoast-baseball.com
Text results to: 0433 833 264 on day of game.

ALL INJURIES OR EJECTIONS ARE TO BE REPORTED TO THE REGISTRAR ON THE DAY THEY OCCUR AND AN INCIDENT REPORT MUST BE COMPLETED AND SENT TO THE REGISTRAR WITH THE GAME CARD

HOW TO COMPLETE A GAME CARD

ONLY HOME TEAM HAS TO FILL OUT GAME CARD

- Grade: eg. Under 12, Under 14, A Grade etc
- Date: Date game is being played
- Time: Time game commenced (not scheduled time)
- Ground: Venue played at
- Home Team: First mentioned on fixture draw
- Away Team: Second mentioned on fixture draw
- MVP: GCBA gives an award for the Most Valuable Player at the end of a season. At the completion of the game the best three Players should be decided together by the two Coaches and awarded 3, 2 & 1 points. The Scorers are to be advised of the points when Coaches come to sign the game card. Once the points have been awarded simply write them in the column beside the Players name.
- Player: This should include all starting players as per the line up sheet given to you by the coaches. **DO NOT WRITE PLAYERS WHO HAVE NOT PARTICIPATED IN THE GAME.** When a change is made and a new Player takes the field add him to the bottom of the list.
- Field: Means fielding position
- Time In/Out: Time a Player takes and leaves the field. Only required to be filled out in Junior games for participation.
- Total Pitches: The number of pitches thrown by that Player in the game.
- Inning Caught: The Number of Innings caught by that Player in the game.
- Boxes 1-10: The numbers represent the innings. In the empty box under the inning number add in the number of runs scored in that inning by the relative Team and the progressive total under the diagonal line.
- Total Runs Scored: Number of runs scored by that Team in the game.
- Coach: Name of the Coach of each Team. Each Coach must sign the card in this space at the end of the game and advise Scorers of the MVP points.
- Scorer: Name of the Scorer of each Team.
EACH SCORER IS THEN TO SIGN THE CARD AT THE END OF THE GAME AFTER IT HAS BEEN FULLY COMPLETED. IF BOTH SIGNATURES DO NOT APPEAR ON THE CARD THEN IT IS INVALID. IF A SCORER LEAVES BEFORE SIGNING THE CARD THEN THE COACH OF THAT PARTICULAR TEAM MUST SIGN THE CARD.
- Umpire Plate/Base: Names of the Umpires in the game.
- Umpires Signature: Signature of the Plate Umpire after the game has been finished.
- Won By: Name of winning Team

IMPORTANT: Make sure BOTH Scorers have signed the card then forward it to the Registrar of the GCBA Competition.



ROOKIE / T-BALL SCORE SHEET

DATE:		TEAM:							VS TEAM:								
BATTING ORDER		1	2	3	4	5	6	1	2	3	4	5	6	BATTING ORDER		INNINGS TOTAL	
INNINGS TOTAL														INNINGS TOTAL			



NOTICE OF BREACH

To the Secretary,

It has been reported that your Club has breached by-law _____ of the Gold Coast Baseball Association By-Laws.

Player or Team responsible: _____

Date of Breach: _____

Penalty: _____

Date of Notice: _____

Please note: A breach of the by-laws by a player or team within a certain Club is perceived to be a breach by the responsible Club.

Yours in baseball,

REGISTRAR

If the penalty is monetary, an invoice for the amount will be issued by the Treasurer within 7 days of this notice. Please forward this invoice number and payment to the GCBA Treasurer within 7 days of the receipt of the invoice.

REGRADING NOTIFICATION FORM

Dear Secretary,

Please be advised that further to your application, as per the by-laws, for a regrading of:

Name of team/player: _____

Your regrading request has been:

Approved

Denied

Yours in baseball,

REGISTRAR



CLUB INFORMATION FORM

Club Name: _____

Field Location: _____

Postal Address: _____

_____ Postcode: _____
Club Phone: _____ Email: _____

President: _____

Address: _____

_____ Postcode: _____
Telephone: _____ Fax: _____ Mobile: _____
Email: _____

Vice President: _____

Address: _____

_____ Postcode: _____
Telephone: _____ Fax: _____ Mobile: _____
Email: _____

Secretary: _____

Address: _____

_____ Postcode: _____
Telephone: _____ Fax: _____ Mobile: _____
Email: _____

Treasurer: _____

Address: _____

_____ Postcode: _____
Telephone: _____ Fax: _____ Mobile: _____
Email: _____

Registrar: _____

Address: _____

_____ Postcode: _____
Telephone: _____ Fax: _____ Mobile: _____
Email: _____

Dir Coaching _____

Address: _____

_____ Postcode: _____
Telephone: _____ Fax: _____ Mobile: _____
Email: _____

Wet Weather: _____

Address: _____

_____ Postcode: _____
Telephone: _____ Fax: _____ Mobile: _____
Email: _____

APPLICATION FOR MEMBERSHIP

APPLICANTS DETAILS	SURNAME:	FIRST NAME:
	ADDRESS:	PHONE No: (h/w) PHONE No: (h/w) MOBILE No: EMAIL:
	P/CODE:	AGE: (AS AT 31ST DECEMBER THIS YEAR)
	DOB:	

A) I hereby apply for membership to the gold coast baseball association inc in the following competition/s:

JUNIORS SENIORS MASTERS LADIES

(PLEASE CIRCLE ALL PREFERENCES)

B) I hereby undertake to be bound by the code of ethics, by-laws and conditions as laid down by the gcba from time to time and acknowledge that my membership may be revoked, suspended or restricted for failure to adhere to these conditions. I confirm that i have read and understood the code of ethics as stated below:

1. It is the duty of the member to be in control of his/her actions at all times during the game and to refrain from unsportsmanlike behaviour.
2. Members are expected to comply wholeheartedly with the intent and spirit of the rules. A deliberate action by the member to violate or evade those rules will not be tolerated.
3. Members must refrain from foul, obscene or abusive language or behaviour while on the field or in the vicinity of the dugout.
4. A malicious or personal remark toward other members or spectators is not permitted.
5. It is not permitted for members to dispute umpires' judgement decisions. Where a member needs to question the interpretation of a baseball rule they may direct those questions to the umpire through the team coach or manager only.
6. An unfinancial or unregistered player is not permitted to participate in any game. Failure to comply will result in all players being un-insured.
7. A player not in full uniform is not permitted to participate in any fixture game. (subject to gcba by-laws)
8. Smoking or drinking alcohol while on the playing field or in the vicinity of the dugout is not permitted.
9. Failure to adhere to the gcba code of ethics may result in either club or gcba penalties being enforced.

C) I hereby give permission, in the event of accident or injury, for a representative of the gcba or member club to take me (or if applicable, my child) to the nearest available medical facility. I also waive any claim which may arise against those bodies, their representatives, umpires or other officials as a result of such accident or injury.

D) I declare that the information on this form is true and correct and acknowledge that this declaration and registration remains in force until written notification is forwarded by either party in relation to alteration, restriction or cancellation of my membership status.

"I give my express permission for my personal details to be on forwarded to Baseball Queensland for the purpose of registering me as a player with them and the Australian Baseball Federation".

APPLICANTS SIGNATURE: _____	DATE: _____
(PARENT OR GUARDIAN IF APPLICANT UNDER 18)	

CLUB NAME	CLUB SECRETARY



PLAYING UP CONSENT FORM

Player's Family Name:

Player's Given Name:

Club:

Region:

Date of Birth:

Age (as at 31 Dec):

Position played:

We the undersigned seek dispensation from Rule A (Playing Outside Natural Age Groups) for the above player. Reasons for the request that the player participate one age level above the player's natural age level are as follows:

All of the above information is to our knowledge true and correct. We as a unified group believe these to be the exact reasons for seeking this dispensation. As such, we absolve Gold Coast Baseball Association and Baseball Queensland and ANY of its employees of any liability that may occur as a result of said player being given this dispensation. This liability may include, but is not limited to personal injury, emotional trauma and decreased skill development as a player.

Parent or Guardian Name (Print):

Parent or Guardian Signature:

Date:

Club Team Field Manager Name (Print):

Club Team Field Manager Signature:

Date:

Regional Director of Coaching Name (Print):

Parent or Guardian Signature:

Date:

Approved By (Name):

Approved By (Signature):

Date:

THIS PAGE NOT USED
