

# **GUERNSEY SOFTBALL ASSOCIATION**

## **CODE OF CONDUCT**

### **Preamble**

Individual players, officials, members, coaches and managers of teams, tournament organisers and participants, league organisers and participants and Island (National) team organisers and participants who are affiliated to or are part of ("Participants") the Guernsey Softball Association ("GSA") are responsible for maintaining and enhancing the reputation of Softball in Guernsey (nationally) and internationally. The GSA is responsible for setting standards of acceptable conduct and making provision for situations that prejudice the good standing of the sport. Recognition of this authority and compliance with this Code of Conduct ("GSA Code") is a condition of membership of the GSA and its component teams and leagues.

This GSA Code establishes standards of conduct, enumerates offences and penalties, provides for a process of disciplinary hearings and sets out avenues of appeal.

The GSA acknowledges the assistance of the British Softball Federation (BSF) in the preparation of this GSA Code.

Every Participant that engages in a GSA-sanctioned, sponsored or related activity is subject to this GSA Code.

### **Standard of Conduct**

The acceptable standard of conduct under this GSA Code is a positive and responsible approach to the sport, to one's team, to a tournament, to an Island (National) representation and to the GSA and GSA-sanctioned, sponsored or related activities. One must not commit an Offence under this GSA Code.

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### **Procedures Relating to International Events Involving a National/ Island Team (on or off Island) or a GSA Club Team (off Island)**

The GSA Disciplinary Committee will conduct hearings under this GSA Code, which will be chaired by a Disciplinary Committee Member as appointed by the GSA Executive Committee. Both will be convened as required by the Executive Committee of the GSA and consist of a minimum of three (3) members. The chair will hold a vote.

Each Committee should be made up of members independent of the individual(s) and/or teams involved in the incident in question.

Players, umpires, teams, leagues, tournament and series organisers may refer issues to the GSA. Issues or behaviour of sufficient significance (on or off the field) arising during a tournament or series may be referred to the GSA but tournament or series penalties may not be appealed beyond the event.

Issues arising from Island (National) teams' involvement in International events may be referred to the GSA by the ESF, the ISF, and other countries' governing bodies or by tournament and series organisers.

A Hearing will be scheduled as soon as possible after the incident relating to the complaint but in any event will not be held more than 21 calendar days after the event. Copies of the statement(s) setting out the cause of the incident and the response of the Participant(s), if submitted, shall be provided to the representative of the other party(s) involved and to all Committee Members.

The chair of the Disciplinary Committee will utilise rules for the Hearing not inconsistent with this GSA Code, but in any event the rules shall not infringe a Participant's rights to natural justice. The Hearing will be conducted as follows:

1. A designated individual will present the complaint.
2. The Participant(s) will respond to the offence. Participant(s) (teams will normally be represented by their captain and/or manager) may be accompanied by an advisor and may call witnesses.
3. The Disciplinary Committee will ask questions, review evidence, correspondence, etc.
4. The Participant(s) may make a closing submission.
5. The Disciplinary Committee will issue its findings and, if warranted, assess a Penalty.

In deciding an appropriate Penalty, the Disciplinary Committee Hearings shall assess the seriousness of the offence, including the following factors:

- The circumstances in which it occurred, including statements from witnesses.
- The intent of the person(s) involved.
- Whether there was premeditation, provocation and/or retaliation.
- Whether the offence was verbal and/or physical.
- The results of the action on the individuals, teams or event involved.
- Whether it followed a previous offence(s).
- Any mitigating factors.

Unless otherwise provided for in this GSA Code, every Hearing and all matters arising hereunder shall remain confidential.

## **Appeals**

Participants must provide notice of an appeal within 7 days of the Disciplinary Hearing. Notice of an appeal must be lodged with the GSA President, Secretary or Treasurer and must be accompanied by a deposit of £20.00. The deposit shall be returned only if the Disciplinary Committee's ruling is completely overturned or revoked. If the ruling is upheld or modified, the deposit shall be forfeited.

The GSA Appeals Committee will conduct appeals from Hearings conducted under this GSA Code. It will be chaired by an individual appointed by the GSA Executive. It will be convened as required by the Executive of the GSA and consist of a minimum of three (3) members. The chair will hold a vote. This Committee will be made up of members independent of the Disciplinary Committee and of the individuals and/or teams involved in the incident in question.

Only a Participant directly involved in a matter that is the subject of a finding by a GSA Disciplinary Committee may appeal to the GSA Appeals Committee. An appeal will be scheduled as soon as possible after the Hearing but in any event will not be held more than 21 calendar days after the notification of appeal by the Participant. Copies of all materials arising from the Hearing shall be provided to all concerned.

The bases for an appeal are as follows: from a finding arising out of a Hearing; on a point of procedure that was not followed and should have been; to introduce any evidence not known to the parties involved in the Hearing at the time of the Hearing; to appeal a ruling of the ESF, ISF or any other relevant governing body with appropriate jurisdiction where rights of appeal are not afforded or are otherwise not available or are exhausted and the GSA Disciplinary Committee has taken action; and manifest error.

The appeal will be conducted as follows:

1. The Participant(s) will present the appeal.
2. A respondent (if one is appointed or required) will respond.
3. The Appeals Committee will ask questions and review evidence, correspondence, etc.
4. The Participant(s) may make a closing submission.
5. The Appeals Committee will issue its findings and, if warranted, revoke, modify or uphold a penalty.
6. The Appeals Committee may rescind, modify or uphold any penalty imposed by a previous body, including extending the penalty to National or International level.

Sanctions imposed by another Disciplinary body with appropriate jurisdiction take effect immediately unless appealed pursuant to the above. Upon appeal to the GSA Disciplinary

Committee such sanctions may, at its sole discretion, be suspended until the completion of its deliberations.

In the absence of manifest error, there is no appeal from the finding(s) of an Appeals Committee, other than referral to the ESF or the ISF under their respective Constitutions.

The decision of the Appeals Committee shall be final and binding.

## **Results of a Hearing or Appeal**

The findings of a Committee are to be reported to the GSA Executive and announced by the Executive (subject to confidentiality restrictions) as soon as practicable.

Sanctions such as fines initially levied on a team may, if unpaid, result in the individuals making up that team at the time of the offence being sanctioned personally.

The list of Offences and Penalties form part of this GSA Code. Any part of this GSA Code may be amended in a GSA AGM or EGM on the same basis as to majority etc. as apply to changes to GSA Standing Orders.

## **Offences**

### INDIVIDUAL

#### **Playing:**

- Dangerous play clearly incompatible with the level of competition.
- Abuse of officials or one's own or an opposing teams' players, coaches or managers.
- Abuse of spectators.
- Failure of a team captain to take reasonable steps to control his or his team's on-field or during-game conduct upon request of officials, including coaches and managers.

#### **Non-playing:**

- Infringement of any substance-abuse regulations.
- Off-field behaviour that brings the game and/or the GSA into disrepute.
- Failure of coaches or managers to take reasonable steps to control their team.
- Non-payment of fees, fines or disciplinary charges.
- Deceit in registering for teams/events when ineligible to participate.

### TEAM

#### **Playing:**

- Bench-clearing brawls, fighting or any unconsented act.
- Abuse of officials or one's own or an opposing teams' players, coaches or managers.

- Concerted abuse of spectators.

### **Non-playing:**

- Non-payment of tournament or series fees by due date.
- Non-payment of fines or charges levied by GSA or Hearings of the Disciplinary Committee.
- Complicity in deceitfully registering player(s) for events when ineligible to participate.
- Off-field behaviour that brings the game and/or the GSA into disrepute.

**NB: Offences involving assault and/or battery may also result in criminal proceedings.**

## **Penalties**

### INDIVIDUAL

- Warning.
- Nullifying results of games where a player is ineligible.
- Suspension from:
  - Club team.
  - League (including Knockouts).
  - GSA-sanctioned events.
  - Further tournaments or series games.
  - National events.
  - International events.

***For a game or games.***

***For the remainder of the season.***

***Until the end of the next season.***

***For a number of years.***

***Until fines or disciplinary penalties have been paid.***

- Expulsion from:
  - National/Island participation.
  - GSA.

### TEAM

- Warning.
- Nullifying results of games where a player or team is ineligible.
- Suspension from:
  - League.
  - GSA-sanctioned events.
  - Further tournaments or series games.
  - National events.
  - International events.

***For a game or games.***

***For the remainder of the season.***

***Until annual dues, fines or disciplinary penalties have been paid.***

- Expulsion from:  
GSA.
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## **Procedures Relating to Club Teams (on-Island)**

The GSA Disciplinary Committee will conduct hearings under this GSA Code, which will be chaired by a Disciplinary Committee Member as appointed by the GSA Executive Committee. Both will be convened as required by the Executive Committee of the GSA and consist of a minimum of three (3) members. The chair will hold a vote.

The Disciplinary Committee will be made up of Members independent of the individual(s) and/or teams involved in the incident in question.

Players, umpires, scorers, teams, tournament and series organisers may refer issues to the GSA. Issues or behaviour of sufficient significance arising during a game, tournament or series may be referred to the GSA. Off-field behaviour that brings the game and/or the GSA into disrepute may be referred to the GSA.

Issues arising from Club team involvement in on-island international events may be referred to the GSA by the ESF, the ISF, and other countries' governing bodies or by tournament and series organisers.

Any complaint against a Team or Individual(s) should be reported in writing to the Executive Committee or an Executive Member within seven (7) days of the incident. The complaint should contain as much information about the incident as possible and include, but not be limited to, the following information:

- The date, time and place of the game.
- The name of the team or name(s) of the individual(s) concerned.
- The names of the umpires and scorer.

If the reported complaint is related to an off-field incident, it should contain the following information:

- The date, time and place of the incident.
- The name of the team or name(s) of the individual(s) concerned.
- The names of any witnesses.
- Did the incident involve the Police.

NOTE: The Executive Committee shall decide if off-field incidents warrant a Disciplinary Hearing and/or further proceedings.

A Hearing will be scheduled as soon as possible after the incident relating to the complaint. The GSA Secretary or Executive Member will notify the Team or Individual(s) concerned of the complaint made against them by letter and in due course advise them of the date and

time of the Disciplinary Hearing if not already known.

The chair of the Disciplinary Committee will utilise rules for the Hearing not inconsistent with this GSA Code, but in any event the rules shall not infringe a Participant's rights to natural justice. The Hearing will be conducted as follows:

1. A designated individual will present the complaint.
2. The Participant(s) will respond to the offence. Participant(s) (teams will normally be represented by their captain and/or manager) may be accompanied by an advisor and may call witnesses.
3. The Disciplinary Committee will ask questions, review evidence, correspondence, etc.
4. The Participant(s) may make a closing submission.
5. The Disciplinary Committee will issue its findings and, if warranted, assess a Penalty.

In deciding an appropriate Penalty, the Disciplinary Committee Hearings shall assess the seriousness of the offence, including the following factors:

- The circumstances in which it occurred, including statements from witnesses.
- The intent of the person(s) involved.
- Whether there was premeditation, provocation and/or retaliation.
- Whether the offence was verbal and/or physical.
- The results of the action on the individuals, teams or event involved.
- Whether it followed a previous offence(s).
- Any mitigating factors.

Unless otherwise provided for in this GSA Code, every Hearing and all matters arising hereunder shall remain confidential.

## **Appeals**

Participants must provide notice of an appeal within 7 days of the Disciplinary Hearing. Notice of an Appeal must be lodged with the GSA President, Secretary or Treasurer and must be accompanied by a deposit of £20.00. The deposit shall be returned only if the Disciplinary Committee's ruling is completely overturned or revoked. If the ruling is upheld or modified, the deposit shall be forfeited.

The GSA Appeals Committee will conduct Appeals from Hearings conducted under this GSA Code. It will be chaired by an individual appointed by the GSA Executive. It will be convened as required by the Executive of the GSA and consist of a minimum of three (3) members. The chair will hold a vote. This Committee will be made up of members

independent of the Disciplinary Committee and of the individuals and/or teams involved in the incident in question.

Only a Participant directly involved in a matter that is the subject of a finding by a GSA Disciplinary Committee may appeal to the GSA Appeals Committee. An Appeal will be scheduled as soon as possible after the Hearing but in any event will not be held more than 14 calendar days after the event. Copies of all materials arising from the Hearing shall be provided to all concerned.

The bases for an Appeal are as follows: from a finding arising out of a Hearing; on a point of procedure that was not followed and should have been; to introduce any evidence not known to the parties involved in the Hearing at the time of the Hearing; to appeal a ruling of the ESF, ISF or any other relevant governing body with appropriate jurisdiction where rights of Appeal are not afforded or are otherwise not available or are exhausted and the GSA Disciplinary Committee has taken action; and manifest error.

The appeal will be conducted as follows:

1. The Participant(s) will present the Appeal.
2. A respondent (if one is appointed or required) will respond.
3. The Appeals Committee will ask questions and review evidence, correspondence, etc.
4. The Participant(s) may make a closing submission.
5. The Appeals Committee will issue its findings and, if warranted, revoke, modify or uphold a penalty.
6. The Appeals Committee may rescind, modify or uphold any penalty imposed by a previous body, including extending the penalty to National or International level.

The decision of the Appeals Committee shall be final and binding.

## **Results of a Hearing or Appeal**

The findings of a Committee are to be reported to the GSA Executive and announced by the Executive (subject to confidentiality restrictions) as soon as practicable.

Sanctions such as fines initially levied on a team may, if unpaid, result in the individuals making up that team at the time of the offence being sanctioned personally.

The list of Offences and Penalties form part of this GSA Code. Any part of this GSA Code may be amended in a GSA AGM or EGM on the same basis as to majority etc. as apply to changes to GSA Standing Orders.



## **Offences**

### INDIVIDUAL

#### **Playing:**

- Dangerous play clearly incompatible with the level of competition.
- Abuse of officials or one's own or an opposing teams' players, coaches or managers.
- Abuse of spectators.
- Failure of a team captain to take reasonable steps to control his or his team's on-field or during-game conduct upon request of officials, including coaches and managers.

#### **Non-playing:**

- Infringement of any substance-abuse regulations.
- Off-field behaviour that brings the game and/or the GSA into disrepute.
- Failure of coaches or managers to take reasonable steps to control their team.
- Non-payment of fees, fines or disciplinary charges.
- Deceit in registering for teams/events when ineligible to participate.

### TEAM

#### **Playing:**

- Bench-clearing brawls, fighting or any unconsented act.
- Abuse of officials or one's own or an opposing teams' players, coaches or managers.
- Concerted abuse of spectators.

#### **Non-playing:**

- Non-payment of GSA fees by due date.
- Non-payment of fines or charges levied by GSA or Hearings of the Disciplinary Committee.
- Complicity in deceitfully registering player(s) for events when ineligible to participate.
- Off-field behaviour that brings the game and/or the GSA into disrepute.

**NB: Offences involving assault and/or battery may also result in criminal proceedings.**

## **Penalties**

### INDIVIDUAL

- Warning.

- Nullifying results of games where a player is ineligible.
- Suspension from:
  - Club Team.
  - League (including knockouts).
  - GSA-sanctioned events.
  - Further tournaments or series games.
  - National/Island events.
  - International events.

***For a game or games.***

***For the remainder of the season.***

***Until the end of the next season.***

***For a number of years.***

***Until fines or disciplinary penalties have been paid.***

- Expulsion from:
  - National/Island participation.
  - GSA.

## TEAM

- Warning.
- Nullifying results of games.
- Suspension from:
  - League (including knockouts).
  - GSA-sanctioned events.
  - Further tournaments or series games.
  - National events.
  - GSA Membership.
  - International events.

***For a game or games.***

***For the remainder of the season.***

***Until annual dues, fines or disciplinary penalties have been paid.***

- Expulsion from:
  - League.
  - GSA.

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## **Procedures Relating to the Removal or Ejection of a Person or Persons From a Game by an Umpire (on Island)**

The GSA Disciplinary Committee will conduct hearings under this GSA Code, which will be chaired by a Disciplinary Committee Member as appointed by the GSA Executive Committee. Both will be convened as required by the Executive Committee of the GSA and consist of a minimum of three (3) Members. The chair will hold a vote.

The Disciplinary Committee will be made up of Members independent of the individual(s) and/or teams involved in the incident in question.

Should an umpire have, under the ISF Rules (subject to the GSA ISF Rule Exceptions) and/or the GSA Specific Rules, cause to Remove or Eject a player or players, coach and/or manager from any GSA-sanctioned game, for reasons outlined in, but not limited to, **ISF Rule 10. Sec.9.** a Disciplinary Hearing will automatically be convened, the date and time of which will be notified to all concerned parties in due course.

The umpire who made the ruling will be required to submit a report on the incident that warranted the person(s) Removal or Ejection from the game. The GSA Secretary or an

Executive Member should receive the report no later than 3 days after the day of the incident. The Umpire's report should include, but not be limited to, the following information:

- The date, time and place of the game.
- The circumstances under which the incident and decision occurred.
- The name of removed or ejected person(s).
- The name of the scorer.

The scorer shall make a record of the Removal or Ejection on the official score sheet and note the time, innings, pitch-count and position of base-runners etc.

The GSA Secretary or an Executive Member will forward a copy of the umpire's report to the removed or ejected person(s) ("Participant(s)") with a notification of the Disciplinary Hearing date, time and venue. The Participant(s) may wish to attend the Hearing in order to present their case, but are not obliged to do so.

Should the Disciplinary Committee agree with the circumstances of the removal and/or ejection of the Participant(s), a mandatory three (3) game immediate suspension from all GSA-sanctioned competition will be implemented, however, the Disciplinary Committee will apply any sentence or punishment above the 3 game suspension should they feel it appropriate for the offence.

The chair of the Disciplinary Committee will utilise rules for the Hearing not inconsistent with this GSA Code, but in any event the rules shall not infringe a Participant's rights to natural justice. The Hearing will be conducted as follows:

1. A designated individual will present the umpire's report.
2. The Participant(s) will respond to the offence if present.
3. The Disciplinary Committee will ask questions, review evidence, correspondence, etc.
4. The Participant(s) may make a closing submission.
5. The Disciplinary Committee will issue its findings and, if warranted, assess a Penalty above that of the mandatory three (3) game suspension.

In deciding an alternative appropriate Penalty, the Disciplinary Committee Hearings shall assess the seriousness of the offence, including the following factors:

- The circumstances in which it occurred, including statements from witnesses.
- The intent of the person(s) involved.
- Whether the offence was verbal and/or physical.
- Whether it followed a previous offence(s).
- Any mitigating factors.

Unless otherwise provided for in this GSA Code, every Hearing and all matters arising hereunder shall remain confidential.

## **Appeals**

Participants must provide notice of an appeal within 7 days of the Disciplinary Hearing. Notice of an Appeal must be lodged with the GSA President, Secretary or Treasurer and must be accompanied by a deposit of £20.00. The deposit shall be returned only if the Disciplinary Committee's ruling is completely overturned or revoked. If the ruling is upheld or modified, the deposit shall be forfeited.

The GSA Appeals Committee will conduct appeals from Hearings conducted under this GSA Code. It will be chaired by an individual appointed by the GSA Executive. It will be convened as required by the Executive of the GSA and consist of a minimum of three (3) Members. The chair will hold a vote. This Committee will be made up of Members independent of the Disciplinary Committee and of the individuals and/or teams involved in the incident in question.

Only a Participant directly involved in a matter that is the subject of a finding by a GSA Disciplinary Committee may appeal to the GSA Appeals Committee. An Appeal will be scheduled as soon as possible after the Hearing but in any event will not be held more than 7 calendar days after the event. Copies of all materials arising from the Hearing shall be provided to all concerned.

The bases for an Appeal are as follows: The Participant(s) do not agree with the findings of the Disciplinary Committee or the evidence and/or report that was submitted to them; The Participant(s) do not agree with the severity of the sentence

The Appeal will be conducted as follows:

1. The Participant(s) will present the Appeal.
2. A respondent (if one is appointed or required) will respond.
3. The Appeals Committee will ask questions and review evidence, correspondence, etc.

4. The Participant(s) may make a closing submission.
5. The Appeals Committee will issue its findings and, if warranted, revoke, modify or uphold a penalty.
6. The Appeals Committee may rescind, modify or uphold any penalty imposed by a previous body, including extending the penalty to National or International level.

The decision of the Appeals Committee shall be final and binding.

## **Offences**

INDIVIDUAL: Those that an umpire believes fall under **ISF Rule 10. Sec.9.** or other Rules that allow for the enforcement of a Removal or Ejection from a game by an umpire.

**NB: Offences involving assault and/or battery may also result in criminal proceedings.**

## **Penalties**

INDIVIDUAL: A mandatory immediate three (3) game suspension is in place for any Disciplinary Hearing that upholds the removal and/or ejection from a game.

- Warning.
  - Nullifying results of games where a player is ineligible.
  - Suspension from:
    - Club Team.
    - League (including knockouts).
    - GSA-sanctioned events.
    - Further tournaments or series games.
    - National/Island events.
    - International events.
- For a game or games.***  
***For the remainder of the season.***  
***Until the end of the next season.***  
***For a number of years.***
- Expulsion from:
    - National/Island participation.
    - GSA.

## **Results of a Hearing or Appeal**

The findings of a Committee are to be reported to the GSA Executive and announced by

the Executive (subject to confidentiality restrictions) as soon as practicable.

The list of Penalties form part of this GSA Code. Any Penalty of this GSA Code may be amended in a GSA AGM or EGM on the same basis as to majority etc. as apply to changes to GSA Standing Orders.

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## **Procedures for In-Game Protests**

Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgement on the part of an umpire. Examples of protests, which will not be considered are given in the ISF Official Rules of Softball, **Rule 11. Protests. Sec.1 (PROTESTS THAT WILL NOT BE RECEIVED)**

ISF procedures are followed for the lodging of in-game protests and the period of 48 hours is the allowed time frame to lodge any protest(s).

The protest(s) will be in writing and forwarded to the GSA Secretary or an Executive Committee Member. Upon receiving the protest, the Executive Committee will convene within seven (7) days in order to deliberate and decide on the validity of the protest. A minimum of three (3) Executive Members are required to be in attendance at the meeting.

The Executive Committee will render a decision based on the ISF Official Rules of Softball and/or the GSA Rules. The GSA Rules (Exceptions to ISF Rules) and (GSA Specific Rules) will take precedence over the corresponding ISF Official Rule.

## **Appeals**

If one of the teams concerned is dissatisfied with the decision of the Executive Committee and wishes to lodge an Appeal, they must give notice of the intention to appeal the decision, in writing, within three (3) days of being notified of the decision. The request to lodge an Appeal must be accompanied by a deposit of £20.00. The deposit shall be returned only if the Executives Committee's ruling is completely overturned or revoked. If the ruling is upheld, the deposit shall be forfeited.

The Appeals Committee meeting must take place within seven (7) days of being notified of the intention to appeal.

The GSA Appeals Committee will conduct appeals from Hearings conducted under this GSA Code. It will be chaired by an individual appointed by the GSA Executive and consist of a minimum of three (3) Members. The chair will hold a vote. This Committee will be made up of Members independent of the individuals and/or teams involved in the incident in question.

Only a Team Coach or Manager may attend the Appeal Hearing to represent the appealing Participant. Copies of all materials arising from the Appeal Hearing shall be provided to all concerned.

The bases for an Appeal are as follows: The Participant believes that the protested rule has not been given the correct interpretation.

The Appeal will be conducted as follows:

1. The Participant(s) will present the Appeal.
2. A respondent (if one is appointed or required) will respond.
3. The Appeals Committee will review the Rule(s) concerned.
4. The Participant(s) may make a closing submission.
5. The Appeals Committee will issue its decision and either revoke or uphold the Executive Committee's decision.

The decision of the Appeals Committee shall be final and binding.

### **Results of a Hearing or Appeal**

The findings of a Committee are to be reported to the GSA Executive and announced by the Executive (subject to confidentiality restrictions) as soon as practicable.

NOTE: This GSA Code may not be applicable in its entirety for tournament play. Individual tournament rules may be referred to.

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NOTE: All of the Penalties within this GSA Code that are/can be imposed in the form of a suspension from play, are capable of being and will be carried forward to future seasons where applicable or necessary.