

St. John's Masters Softball Association

Operational
Handbook
2019

Changes for 2019

Change 1. By-Law 9: Smoking, page 11 Add “or in dugouts” to this sentence.

Change 2. By-Law 14: Verifying Scoresheets

14.1 Team Reps of the teams playing the game or their designates will sign both teams’ scoresheets after completion of the game to verify the scores and the names of players who played in the game.

The membership chose to remove this by-law which had been adopted at the 2017 AGM.

Change 3. ORG 4.1, page 20 Rewrite second paragraph with new addition:

When a replacement Player is required by a team during the season **before the start of the fourth round** , the Team Rep will confirm the requirement of a replacement Player in writing, or by e-mail, with the Executive Committee. The Executive Committee will then request the Waiting List Committee to identify the next available Player on the Waiting List with similar grade for assignment to that team. (ie. An A Player for a lost A Player, or B Player for B Player, or C Player for C Player).

Change 4. ORG 6.2, page 21 New paragraph 2

The executive will place those who draft teams (pickers; team rep and the protected player) on the board in a position (e.g. A1, B3, C2) they deem appropriate based on their capabilities within the designated category (“A”, “B” or “C”). This positioning will be confirmed by a majority vote of the team pickers with one vote per team. A tie vote will be broken by a designated member of the executive who is not drafting a team.

Change 5. Revise ORG 9. point 12., page 25 Change “playoff round” to “elimination round”.

Add a second sentence - “The only exception to this rule is that the winner of the 2 versus 1 game will be the home team for the championship game.”

Change 6. New HR3., page 26

The pitching rubber will be moved to a distance of 65 feet from home plate in the interest of pitcher safety. A line will be drawn on the field 50 feet from home plate. The pitcher will be able to deliver the ball to home plate no further than the pitching rubber and no closer than the 50 foot line.

Change 7. Old HR3. Eliminate the sentence: “ Players who are seventy years of age or older can also provide their own bats, however, the bats must be approved by the Executive.

Change 8. Old HR3. - now HR4.

Change 9. Renumber old HR4 - HR8 to HR5 - HR9 and old HR9 - HR14 to HR 11 - HR16.

Change 10. New HR10 For the *fourth round in the 2019 season*, a batter will start with a count of one ball and one strike. This rule will reviewed at the end of the season.

Table of Contents

Constitution	page numbers
Article 1: Name	1
Article 2: Aims & Objectives	1
Article 3: Membership	1 and 2
Article 4: Executive Committee, Team Representatives, and Employees	2 and 3
Article 5: Duties of the Executive Committee and Association Officials	3 and 4
Article 6: General Counsel	4 and 5
Article 7: Meeting of Members	5 and 6
Article 8: Voting Procedures	6
Article 9: Amendment to Constitution	7
Article 10: Rules of Order	7
Article 11: Signature and Certification	7
Article 12: Official Playing Rules	7 and 8
Article 13: Interpretation	8

By-Laws

By-Law 1: Organization	8
By-Law 2: Membership	8 and 9
By-Law 3: Election of Officers	9
By-Law 4: Appointments	9
By-Law 5: Committees	10
By-Law 6: Salaries & Travel Expenses	10
By-Law 7: Treasury Withdrawals and Reports	10 and 11
By-Law 8: Headquarters	11
By-Law 9: Smoking	11
By-Law 10: Glass Bottles	11

Table of Contents

By-Laws	page numbers
By-Law 11: Scheduling	11
By-Law 12: Prizes	12
By-Law 13: Umpiring	12

Operating Rules & Guidelines

ORG 1: Fitness of Grounds	13
ORG 2: Member Disciplinary Action	13 - 18
ORG 3: Game Protests	18 - 19
ORG 4: Waiting List / Applicants	19 - 20
ORG 5: Suspended Games and Rain Outs	20
ORG 6: Draft Procedure	21
ORG 7: Season Play	22 - 23
ORG 8: Heart and Stroke Tournament	24
ORG 9: Play-off Play	24 - 25
ORG 10: Suggested Fielding Practices	26
ORG 11: Bat Monitoring	26

Playing Procedures (House Rules)

Playing Field	HR1	26	HR2	26	HR 3	26		
Equipment	HR4	27						
Uniforms & Jewellery	HR5	27	HR6	27				
Batting	HR7	27	HR8	27	HR9	27	HR10	27
Fielding	HR11	28	HR12	28				
Running	HR13	28	HR14	28	HR15	28	HR16	28

Appendix 1	Playoff Point Tie-Breaking Procedure: TBP	29 - 32
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St. John's Masters Softball Association

Constitution

Article 1: Name

- 1.1 This organization shall be known as the ST. JOHN'S MASTERS SOFTBALL ASSOCIATION, sometimes abbreviated to "ST. JOHN'S MASTERS" or "SJM", and will be referred to in this document as "the Association".

Article 2: Aims & Objectives

- 2.1 The Association will provide the effective undertaking of a fair play slo-pitch softball league in St. John's at the Bill Rahal field and complex.

Article 3: Membership

- 3.1 Any individual may apply for membership in the Association with application, including an established application fee (\$20) and completed application form, and provided he is forty (40) years of age within the calendar year.
- 3.2 Upon review that the individual has met all the requirements of the Association, he will be placed on a waiting list and when an opening in the Association becomes available, he will make payment of an established annual registration fee and will be considered an active member of the Association (to be further referred to as Member or Player). Application fees will be deducted from initial registration fees.

A Player added to a team roster during the season becomes an active member when he pays his registration fees. The member he replaces ceases to be a member with voting status.

A refund (\$20) will be given each Player at the end of the season upon the return of his team jersey.

- 3.3 Registration of Players will take place each year at a time and place designated by the Executive Committee.
- 3.4 All fees are to be paid prior to the draft. This condition can only be altered with the approval of the Executive Committee.

SJM Constitution

Article 3: Membership

3.5 If a Player doesn't play in the first round, he is struck from the roster, replaced, and put on the Waiting list. The Executive has the power to waive this rule if they deem extenuating circumstances exist. It is encouraged that a Player inform the Executive prior to the start of season or as early in the season as possible if they are aware of possible extenuating circumstances. Refund for dues will be less 25% for first round.

3.6 Any Player with less than eight games played will be monitored through the third round. If he hasn't played 8 games by the end of the third round, he is automatically replaced and goes to the bottom of the Waiting list with no priority. Heart & Stroke games *but not the crossover* games can be included as part of the eight game requirement. The Executive has the power to waive this rule if they deem extenuating circumstances exist. It is encouraged that a Player inform the Executive prior to the start of season or as early in the season as possible if they are aware of possible extenuating circumstances.

3.7 A non-playing member can participate on a team and will be further referred to as a Coach. Prior to a Coach joining a team, all liability issues must be addressed and solutions confirmed. There will be a maximum of two Coaches allowed per team and they can be picked up at any time during the season. Duties of the Coach include: score keeping, checking other teams batting and fielding orders, and coaching first and third base. A Coach will not be allowed to play any games as a Player, will be required to pay a \$40 registration fee, and will be eligible for championship jackets and other team prizes. A Coach can also participate at the draft, however, the team is allowed only two representatives at the draft table, one of which has to be the playing Team Rep.

Article 4: Executive Committee, Team Representatives, and Employees

4.1 The Executive Committee of the Association shall consist of:

- . The President
- . Vice-President
- . Secretary
- . Treasurer
- . Past-President

SJM Constitution

Article 4: Executive Committee, Team Representatives, and Employees

4.2 A team representative (to be further referred to as Team Rep) will be selected prior to the start of the season for each team. Any member of the Association can apply to become a Team Rep. The Executive will select the application deadline for each season. The Executive Committee will select the eight Team Reps for each season from the applicants. The Executive Committee may replace a Team Rep at any time for conduct deemed not meeting the aims and objectives of the Association.

4.3 Employees may be hired to handle canteen and field maintenance. An employee may also be hired to undertake score keeping duties. Both positions must be approved by the Executive Committee. Any additional employee will require the approval of the Association.

Article 5: Duties of the Executive Committee and Association Officials

5.1 President:

Shall be the Chairperson of the Executive Committee; he shall serve as the Chairperson of all business meetings of the Association. He shall act as the spokesperson of the Association at all public gatherings. He shall have the authority to call a meeting of the Executive Committee or Team Reps at any time, provided each committee member is given adequate advance notice of such meetings (one (1) week). He will have a full vote at Executive Committee meetings and Team Rep meetings.

5.2 Vice President:

Shall, at the request of the Executive Committee and subject to its directions, carry out the duties of the President during times of illness, incapacity, or absence of the President, or during such time as the President may request. He will have a full vote at Executive Committee meetings and Team Rep meetings.

5.3 Secretary:

Shall keep the Minutes of the Meetings of the Executive Committee, Team Reps, or the Annual General Meeting (referred to further in this document as AGM), and perform such other duties as may be assigned by the Executive Committee. He will have a full vote at Executive Committee meetings and Team Rep meetings.

SJM Constitution

Article 5: Duties of the Executive Committee and Association Officials

5.4 Treasurer:

Shall safeguard the finances of the Association, and in particular shall authorize all expenditures, and shall keep a record of each, and every financial transaction. He will have a full vote at Executive Committee meetings and Team Rep meetings.

5.5 Past President:

Shall serve in an advisory capacity to Executive Committee. He will have a full vote at Executive Committee meetings and Team Rep meetings.

5.6 Team Reps:

Shall perform such duties related to the management of their respective teams. The Team Rep will manage his team for the duration of the season. Duties will include the ranking of Players in the league, the selection of Players for his team in the draft, and the attendance at Team Rep meetings called by the Executive Committee or otherwise during the season related to any operational issues that may arise. He will have a full vote at Team Rep meetings.

5.7 Honourary Member:

Upon recommendation of the Executive Committee, at an AGM, the membership may bestow Honourary Membership for outstanding service and / or achievement in or for the Association. He will have no voting privileges.

5.8 Sergeant-at-arms:

Shall be appointed by the Executive Committee and preside at the AGM to ensure that the rules of order are followed and all questions are properly brought before the Executive Committee. He shall preserve order and decorum at the AGM and decide on all questions of order. He will have no voting privileges.

Article 6: General Counsel

6.1 The Business Counsel may be appointed by the Executive Committee with approval at the AGM on a yearly basis. He / she shall provide monthly statements and a year-end audited statement. He / she shall give the Association financial advice on any matters that may arise.

SJM Constitution

Article 6: General Counsel

6.2 The Legal Counsel of the Association may be appointed by the Executive Committee with approval at the AGM on a yearly basis. He/she shall act as a parliamentarian when called on to do so by the President or the Executive Committee. He / she shall give legal advice and represent the Association in legal matters that may arise.

Article 7: Meeting of Members

7.1 The AGM shall be held by October 31st and the location of the AGM shall be determined by the Executive Committee.

1. Each Member may cast a vote but proxy votes are not permitted.
2. The order of business shall be established by the President.
3. Business shall include but not be limited to:

President's Report

Financial Report

Elections for Executive Committee Positions

Amendments to the Constitution, Bylaws and Rules

Other Business

A quorum for the AGM will be 20% of membership or 26 Players, whichever is lower. If a quorum is not met the AGM will be rescheduled.

7.2 Meetings of the Executive Committee will, or may, be called as required by the President, and must be called at least two (2) times annually. The President should develop an agenda for the meeting and discussion will be limited to the agenda. The President must call an Executive Committee meeting, at the request of at least two (2) Executive Committee members, within one (1) week of the request. The request will define the topic for discussion and discussion will be limited to the topic. Only committee Members holding voting rights may attend.

7.3 Meetings of Team Reps, will, or may be called as required by the President, and should be called at least once a month through the season. The President should develop an agenda for the meeting to be posted either on bulletin board or via email and discussion will be limited to the agenda. The President must call a Team Rep meeting, at the request of at least

SJM Constitution

Article 7: Meeting of Members

7.3 two (2) Executive Committee members, or at the request of four (4) Team Reps within one (1) week of the request. The request will define the topic for discussion and discussion will be limited to the topic. A Team Rep may designate an alternate to represent him at Team Rep meetings. The alternate will have voting privileges, but the Team Rep must notify the Executive Committee the name of the alternate attending the meeting in his place. In the case where a Team Rep is also a voting Member of the Executive Committee, he will have only one vote.

7.4 The President must call a special meeting if forty-eight (48) Members or more, in written petition, request a meeting to address a particular issue. The issue will be stated on the petition. The only topic for discussion at such a requested meeting is the topic of the petition. A special meeting will be conducted with the same rules as an AGM.

Article 8: Voting Procedures

8.1 All voting during meetings of the Association will be done in the following manner:

- Establish voting power; Sergeant-at-arms will appoint scrutineers, if deemed necessary, for voting procedures and to record voting power.
- Each voting delegate in attendance will cast his vote. A vote by proxy will not be permitted.
- Votes shall be cast by show of hands, ballot, or colour code card system. Voting for executive positions will be by hidden ballot.

8.2 A quorum of any Executive Committee or Team Rep Meeting will be the majority of those entitled to vote.

8.3 The following affirmative voting requirements are necessary for passing of any voting matter:

- Executive or Team Rep Committee Matters – majority vote.
- Constitution Amendments – two-thirds (2/3) majority vote.
- Bylaw Amendments – two-thirds (2/3) majority vote.
- Operating Rule & Guidelines Changes – two-thirds (2/3) majority vote.
- Playing Procedure Changes – majority vote.
- Election of Officers – majority vote. - Other miscellaneous – majority vote.

SJM Constitution

Article 9: Amendment to Constitution

9.1 No amendments or alterations shall be made to any part of the Constitution and rules of this Association, except at the Annual General Meeting, or special request of the Executive Committee through a full membership vote. Notice of any proposed amendments or alterations must be filed with the Association headquarters in writing prior to September 30th. The Executive Committee – Rules Committee shall then forward amendment changes to the AGM for approval.

Article 10: Rules of Order

10.1 In all matters not covered by the Constitution and Bylaws of the Association, “The Scott, Foresman Roberts Rules of Order, Newly Revised” shall be considered as the proper authority, and said rules shall be followed as though they were a part hereof.

Article 11: Signature and Certification

11.1 Budgeted contracts, documents, or any instruments in writing requiring the signature of the Association shall be signed by any two (2) Members of the Executive Committee, and all contracts, documents, and instruments in writing so signed shall be binding upon the Association without any further authorization of formality.

11.2 Any non-budgeted item, contract, document, and / or instrument in writing as which may incur an Association financial obligation of over one thousand dollars (\$1,000.00) must be approved by the membership at an AGM or special meeting.

11.3 The Executive Committee shall have power by special resolution to appoint an Officer on behalf of the Association, either to sign specific contracts, documents, and instruments in writing.

Article 12: Official Playing Rules

12.1 It shall be the responsibility of the Playing Rules Committee to make recommendations for changes in the playing rules of the Association. All changes in the playing rules must have the approval of the General Assembly present at the AGM of the Association.

SJM Constitution

Article 12: Official Playing Rules

- 12.2** The Association's operational handbook shall be used in all situations under the jurisdiction and administration of the Association. All other rules shall be covered under the Slo-Pitch National Rule Book.
- 12.3** The Executive will make a poster with all house rules to be put on the bulletin board for all to see so there is no ambiguity. The Executive will be responsible to *enforce the rules to the letter* no matter what the situation.

Article 13: Interpretation

- 13.1** Interpretation of any article or condition of this handbook shall be made by the Executive Committee. Any challenge to the interpretation of this article or any condition of this handbook can only be undertaken through an AGM or special meeting.

St. John's Masters Softball Association

By-Laws

By-Law 1: Organization

- 1.1** The Association shall operate on an established fiscal year commencing October 1st and ending September 30th, and a playing year from about May 24th to about September 30th.

By-Law 2: Membership

- 2.1** Any individual meeting all conditions and financial obligations to the Association may play in the Association and will be considered a Member or Player.
- 2.2 Termination of Membership –**
- 2.2.1** Any Member may withdraw from the Association by delivering to the Association written confirmation of resignation.
- 2.2.2** If a Member is under suspension by the Association, notification of membership termination by the Member does not alter the terms of suspension.

SJM By-Laws

By-Law 2: Membership

- 2.2 2.2.3 Termination of membership does not entitle the Member to any refund of membership fees.
- 2.2.4 The Association may reject or refuse any membership application without appeal.

By-Law 3: Election of Officers

- 3.1 Election of officers shall take place at the AGM of the Association.
- 3.2 The President and either Secretary or Vice-President shall be elected at the AGM for a two (2) year term, beginning and ending on an odd year number. The Treasurer and either the Secretary or Vice-President shall be elected at the AGM for a two (2) year term, beginning and ending on an even year number.
- 3.3.1 (Sergeant-at-arms shall conduct election of Officers at the AGM of the Association, and may appoint Scrutineers, if deemed necessary for voting procedures.) The Sergeant-at-arms will be appointed by the Executive Committee, when needed.
- 3.3.2 Nominating Committee shall consist of the Members of the Executive Committee. They shall propose a list of suitable candidates for all elective positions.

After the Nominating Committee has made its reports to the AGM, additional candidates may be nominated from the floor. Candidates must be in attendance at the meeting to be nominated, or there must be confirmation signed by the candidate stating that he will accept the position.

By-Law 4: Appointments

- 4.1 A Chief Executive Officer may be hired or appointed by the Executive Committee only with AGM or special meeting approval.
- 4.2 General counsel for the Association shall be appointed by the Executive Committee and ratified at the AGM or a special meeting.
- 4.3 Vacant positions on the Executive Committee can only be filled by a special meeting of the Association. Vacant positions will not be counted in quorum determination.

SJM By-Laws

By-Law 5: Committees

- 5.1** All committees must be approved at the AGM or a special meeting.
- 5.2** There shall be a number of standing committees, which may include:
- Discipline / Appeals Committee
 - Chalet and Field Supervision
 - Playing Rules/Regulation
 - Tournaments
 - Programs
 - Constitution, By-Laws and Operating Rules and Guidelines
 - Finance
- 5.3** Ad hoc committees shall be established as deemed necessary by the Executive Committee.

By-Law 6: Salaries & Travel Expenses

- 6.1** No salary shall be paid any Member, except with the advance approval of the Association at an AGM or special meeting.
- 6.2** Expense allotment may be paid to Officers of the Association, provided such expenses are budgeted and approved by the Executive Committee.
- 6.3** For emergency expenses incurred by Members of the Executive Committee, that are outside the scope of budgeted expenses, allotments shall be reimbursed only when such expenses are approved by the Association through an AGM or special meeting. Such approved expenses must be supported by receipts covering lodgings, transportation, meals, car rentals, et cetera.
- 6.4** Expense Allowances will be determined yearly at the AGM or special meeting, and must be communicated in writing.

By-Law 7: Treasury Withdrawals and Reports

- 7.1** The Association's Treasurer shall promptly approve all budgeted debts and ensure payment. The approved budget shall be considered as the authority to pay such debts.

SJM By-Laws

By-Law 7: Treasury Withdrawals and Reports

- 7.2 Unbudgeted debts under five hundred dollars (<\$500.00) may be paid by the Treasurer.
- 7.3 Unbudgeted debts in excess of five hundred dollars (>\$500.00) must be approved by the Executive Committee. The Association shall not be responsible for debts incurred by individuals not following this procedure.
- 7.4 All office staff with access to cash shall be bonded at the Association's expense.
- 7.5 The Treasurer will provide a written financial report once a year. A detailed financial statement shall be submitted to the Association at the AGM.
- 7.6 Signing authority shall consist of any two (2) of:
- President;
 - Vice President;
 - Secretary;
 - Treasurer.

By-Law 8: Headquarters

- 8.1 It shall be the responsibility of the Executive Committee to select a suitable building in which the Association headquarters can be located. The league headquarters is at the chalet at Bill Rahal field. Any change in the location of headquarters should be made at the AGM of the Association.

By-Law 9: Smoking

- 9.1 No smoking is permitted on the field or in dugouts or within the clubhouse facility.

By-Law 10: Glass Bottles

- 10.1 No beverages are permitted outside the clubhouse in glass containers.

By-Law 11: Scheduling

- 11.1 All scheduling of games will require the approval of the Executive Committee. There will be no games on Canada Day.

SJM By-Laws

By-Law 12: Prizes

12.1 The maximum amount to be spent on annual championship prizes i.e. jackets, jerseys or t-shirts are as follows:

Heart & Stroke: \$25 per player maximum

First place (season): \$50 per player maximum

Championship Team (Playoffs): \$100 per player maximum

No cash payment instead of prize is allowed.

By-Law 13: Umpiring

13.1 The league will always use one SPN umpire for regular season and round playoff games, when available. A second umpire for each of these games will be a league player. Each team will be assigned umpiring duties for regular season and round robin playoff games. The number of games assigned per team will be evenly distributed. It will be the responsibility of the Team Rep to ensure that an umpire from his team is available for each assigned game. Failure to supply an umpire for an assigned game will result in a deduction of one point in the standings for that team. For the round robin portion of the playoffs, Team Reps will rank league umpires based on regular season play. The top ranked umpires would be assigned games in the round robin portion of the playoffs.

St. John's Masters Softball Association

Operating Rules & Guidelines

The Association began in 1977 and has occupied the present facility at the Bill Rahal field since 1983. The season and playoff schedule is generally determined prior to the commencement of the season and is posted on the Association website. The regular season consists of eight (8) teams playing four (4) round robins totalling twenty-eight (28) games a team. Each team has sixteen (16) Players. The season generally starts the week after the Victoria Day holiday and ends the week before the Labour Day holiday. Two (2) games are played on the four (4) week nights, generally at 6 and 7 pm. There is no weekend play except for some Sundays when rain outs are generally scheduled. The Association holds a Heart and Stroke Tournament during a weekend in midsummer using some of the season schedule games and a donation has been traditionally made to that charity. Generally, after Labour Day, the Association holds its playoffs consisting of a single round robin and then a championship round. Champions have been traditionally awarded team jackets. First place (season) winners have been awarded wind jackets. If a team finishes first during the season and also wins the championship, the wind jacket goes to the championship game finalist.

The following are rules and guidelines used in the operation of the Association.

ORG 1: Fitness of Grounds

1.1 The Umpire-in-chief, with the advice of an Executive Committee member, makes the decision as to the fitness of the ground to commence play. After a game has been started, the Plate Umpire shall be sole judge as to the fitness of the ground, or the intensity of the weather, or other factors governing in the game as to whether or not the game shall continue.

ORG 2: Member Disciplinary Action

2.0 Appropriate disciplinary action, including issuing of suspensions, may be taken against any Member by the Discipline Committee when necessary in their judgement, after reasonable investigation of a written complaint received by the Association regarding a Member's conduct.

SJM Operating Rules & Guidelines

ORG 2: Member Disciplinary Action

2.0 Disciplinary action shall not be taken by the Association unless their investigation has been conducted in accordance with the principles of “Natural Justice” and specifically until the Member has been notified of the nature of the complaint against him and has been given a fair opportunity to explain or defend himself.

The Discipline Committee may disqualify any Member, without compensation, from the Association for: (These are examples and the list is not exhaustive):

- Cheating; attempting fraud; bad (non sufficient funds) cheques; or any other flagrant act that makes a mockery of the game or the Association.
- Abuse (verbal or otherwise) to umpires, Executive Committee members or representatives of the Association.
- Violating the Constitution, By-Laws and / or Operating Rules of the Association.

The Discipline Committee will review all suspensions and further action may be applied.

Disciplinary action taken by the Discipline Committee shall be issued to the Member in writing, shall be delivered to the Member and should be copied to all Team Reps.

Disciplinary action shall terminate at twenty four hundred (2400) hours of the final day of suspension.

2.1 Disciplinary Penalties & Suspensions

2.1.1 Any Player who is ejected from a game will receive an automatic suspension from the next game his team plays. The Discipline Committee (DC) will be identified and active and all suspensions and game ejections will be reviewed by the DC with their decision binding.

2.1.2 Penalties and Suspensions

(1) Fighting, attempt to injure, threatening physical violence, verbal abuse, or any other unsportsmanlike conduct will not be tolerated by this league. Any Player (upon the complaint of either the umpire and / or the complaint of another Player, or the Executive) who falls into one or more of these categories will be suspended by the DC.

SJM Operating Rules & Guidelines

ORG 2: Member Disciplinary Action

The suspension however will take place after a hearing, whereby the complaint has been proven (on a balance of probabilities) to the satisfaction of the majority of the DC. If so proven, then the DC shall impose punishment - on a go forward basis - in the following manner:

- (i)** For a first offence the suspension of the Player shall be for a period of not less than 1 game up to a maximum of expulsion from the league.
- (ii)** For a second offence, the suspension of the Player shall be for a period of not less than 8 games up to a maximum of expulsion from the league.
- (iii)** For a third offence or subsequent offence the suspension of the Player shall be for a period of not less than 16 games up to the maximum penalty of expulsion from the league.

The maximum penalty of expulsion is available upon a first or subsequent offence. However expulsion shall only be imposed upon the unanimous judgement of the entire DC.

Powers of the DC

The DC Chairman (Chair) shall be appointed by the Executive. The Chair then appoints four members so that the DC consists of five members; with a quorum of no less than three. Majority rules, however, if the maximum penalty of expulsion is to be considered all five members must be present and that decision must be unanimous.

The DC shall convene within two days of the receipt of a written (or email) complaint and shall conduct a hearing at which both the complainant and accused shall be given the opportunity to appear. The chair and members shall follow the rules of natural justice and preside over the hearing.

Further the DC shall hear from any and all witnesses deemed appropriate by the DC. At the conclusion of the hearing, the DC shall render its decision (and / or punishment) with reasons in writing. The decision of the DC can be appealed by either the accused or the complainant and shall then be referred to a Discipline Appeal Committee, which is referred to in clause 2.2.

SJM Operating Rules & Guidelines

ORG 2: Member Disciplinary Action

2.2 Disciplinary Appeals

Disciplinary Appeal Committee – The Disciplinary Appeals Committee shall consist of five (5) Members. The Chair of the committee shall be appointed by the President. The other four (4) committee members shall be appointed by the Chair and shall reflect the make-up of the general membership.

2.2.0 Any Member may appeal any disciplinary action against him issued pursuant to any of the above articles.

2.2.1 Filing of an appeal shall not result in a stay of the disciplinary action.

2.2.2 Appeal of suspension shall be made in writing to the President, who shall ask that an investigation be conducted by the Disciplinary Appeal Committee, in accordance to their mandate. The appeal must be initiated within fourteen (14) days of notification of the disciplinary action and a one hundred dollar (\$100.00) cash or money order payable to the Association must accompany the written notice. The one hundred dollar (\$100.00) payment will be returned only if the appeal is successful, in whole or in part.

2.2.3 Notices of appeals must contain:

- Name, address, and phone number of appellant;
- Name of team to which appellant is affiliated;
- Grounds for appeal;
- A detailed outline of the circumstances in question; and may contain
 - Supporting documentation and / or witness statements.

2.2.4 Any Member who fails to exhaust the appeal procedure provided herein prior to resorting to external legal remedies shall be subject to further disciplinary action at the discretion of the majority of the Disciplinary Appeal Committee.

2.2.5 The Disciplinary Appeal Committee shall issue whatever appellate decision the majority of the committee feels is appropriate after completion of its investigation.

SJM Operating Rules & Guidelines

ORG 2: Member Disciplinary Action

2.3 Disciplinary Appeal Investigation Procedure

2.3.1 When a Notice of Appeal has been received by the Association, the Appeal Committee will within two (2) days advise the appellant either:

- The decision rendered, or
- Request further written reports from the interested parties and upon receipt render a decision on the appeal within two (2) days, or
- Advise that an oral hearing will be conducted in accordance with the Oral Hearing Procedure.

2.3.2 No officer who has participated in the issuance of the initial disciplinary decision shall sit on a Disciplinary Appeal Committee with respect to that decision.

The President may designate a replacement of a Disciplinary Appeal Committee member if necessary to ensure that it appears that a fair and impartial appellate decision will be made in any other circumstances (i.e. cases of apparent bias, conflict of interest, etc.)

2.4 Disciplinary Oral Hearing Procedure

2.4.1 The Disciplinary Appeal Committee shall ensure that the affected parties are notified in writing of the date, time and place of the hearing one (1) day prior to the hearing.

2.4.2 Procedure to be followed at a Hearing is to be determined by the Chair of the Disciplinary Appeal Committee, who is to be designated by the president.

2.4.3 All affected parties are entitled to attend a hearing. Other supporting persons may be called and shall be permitted to speak at the discretion of the Committee Chair.

2.4.4 Only the appellant and Disciplinary Appeal Committee members shall have a right to speak at a hearing. Other persons shall be permitted to speak at the discretion of the Chair of the Committee.

2.4.5 Failure of an affected party to appear for a hearing when proper notification of the hearing has been given shall empower the Disciplinary Appeal Committee to proceed to adjudicate the case in the absence of that party (ex parte).

SJM Operating Rules & Guidelines

ORG 2: Member Disciplinary Action

2.4 Disciplinary Oral Hearing Procedure

- 2.4.6** A written decision shall be rendered by the Disciplinary Appeal Committee in accordance with the wishes of the majority, and shall be forwarded to the affected parties in writing and copied for the Association, within five (5) days of the conclusion of the hearing.
- 2.4.7** Decisions of the Disciplinary Appeal Committee shall be conclusive and not subject to further appeal.

ORG 3: Game Protests

- 3.1** A protested game can result when there is a difference of opinion, on the field, between the protesting team and an umpire regarding the application or interpretation of either rules set down within the Operation handbook or, if not contained within, the SPN Rule book.

The following procedure is mandatory for protests based on misinterpretation or misapplication of a playing rule to be accepted for consideration by the Executive Committee:

- 3.1.1** Any rule protest must be made before the next legal pitch, intentional walk, illegal pitcher action, or before all fielders have left fair territory.
- 3.1.2** The protesting team must advise the plate umpire that the game is under protest, as above, and the plate umpire shall advise the opposing team. All scoresheets must be marked as of the “protest point”.
- 3.1.3** A formal protest shall be written up and submitted to the Executive Committee, along with the protest fee (cash or money order) in the amount fifty dollars (\$50.00). The fifty dollars (\$50.00) will be returned only if the appeal is successful, in whole or in part.
- 3.1.4** A formal protest must contain the date, time, and place of the game, plus names of the umpires and scorekeeper, plus the pertinent section of the Operational handbook, or if not contained within, the SPN Rule Book under which the protest is being filed, plus the decision and / or conditions surrounding the cause for the protest, plus all essential facts involved in the matter of the protest.

SJM Operating Rules & Guidelines

ORG 3: Game Protests

- 3.1.5** If the protest is upheld, the game shall resume from the point of protest, with the protested decision correctly reversed. All Player positions, ball and strike count, and game factors to that point shall be resumed according to details as recorded on the officially recognized scoresheet.
- 3.1.6** If the protest is found invalid, the game shall be resumed from the point of protest as in Section 3.1.5 above, with the protested decision standing as called. No refund of protest fee will be considered.
- 3.1.7** In Association play, all protests must be settled before any play can be resumed as a suspended game.

ORG 4: Waiting List / Applicants

4.0 An applicant for membership in the Association (“Applicant”) will be required to pay an application fee of twenty dollars (\$20.00), before his name is placed on the Waiting List for membership in the Association. The Waiting List will be maintained on a “first come, first served” basis and will be recorded in the order of when the Applicant made application to the Association. All Applicants must fill out a complete profile sheet as part of the registration process. If an Applicant decides to withdraw his name from the list, he can receive a refund of his application fee, however, any subsequent application to the Association will be as a new Applicant with no priority on the Waiting List.

Any Applicant who has previously played in the Association, provided he was not ejected from the Association or barred for any reason, after paying the application fee, will be placed on the Waiting List ahead of Applicants who have not played in the Association before. If there is more than one previous Player placed on the waiting list, they will be positioned in the order of when they made application to rejoin the Association. However, a priority may be given to a previous Player who has not played due to factors outside his control. In such a case, priority will be given ranked in order of injury, work commitment, or personal. If available, previous gradings will be used, but if no previous grading had been developed, then a profile sheet must be completed.

SJM Operating Rules & Guidelines

ORG 4: Waiting List / Applicants

4.1 The Waiting List Committee will be responsible for grading all Applicants. The Executive Committee will supply the Waiting List Committee with the name and profile sheet for each Applicant upon receipt. Prior to the draft, the Executive Committee will request the Waiting List Committee to supply the name and rating of the Player next in line on the list to fill any available position in the draft.

When a replacement Player is required by a team during the season **before the start of the fourth round**, the Team Rep will confirm the requirement of a replacement Player in writing, or by e-mail, with the Executive Committee and they will request the Waiting List Committee to identify the next available Player on the Waiting List with similar grade for assignment to that team. (ie. An A Player for a lost A Player, or B Player for B Player, or C Player for C Player).

ORG 5: Suspended Games and Rain Outs

- 5.1** A suspended game can result in Association play, if the umpire or Executive Committee stops play for any reason, such as any act of God, et cetera that precludes immediate continuance of the game to the conclusion of the full seven innings as required.
- 5.2** In all playoff games, a suspended game must be completed.
- 5.3** When a suspended game is resumed, it must be started at the point of interruption with the same identical situations (as per the official scorebook) as when the game was suspended. However upon commencement of the suspended game, the batting order will apply as a new game using the Players present at game time.
- 5.4** In regular season games, five innings must be completed for a game to be considered officially completed. If less than five innings are played, the game will be rescheduled.
- 5.5** For playoffs, if a game is suspended and either team can not complete its suspended game before the next scheduled game, then in the next scheduled games, both teams will begin batting from the top of their batting orders.
- 5.6** During the regular season, rain outs may be rescheduled to the last evening of weekends or the evening prior to holidays and will be clearly noted on the league website.

SJM Operating Rules & Guidelines

ORG 6: Draft Procedure

The following is an example of past draft procedures and is for consideration only:

- 6.1** It is recommended that a sergeant-at-arms be appointed to coordinate the draft.
- 6.2** All Players eligible for the draft are identified by name and each name is placed on an easel styled display board further to be referred to as the Board. All information regarding the status of any Player for the season must be communicated to the Executive Committee or designate, preferably in writing or via e-mail, prior to the draft. This information will be presented to all Team Reps at the draft. The names of all Players are placed on the Board under the ranking categories they were drafted the previous year (i.e. A, B, C and D). The Team Reps can then come to a consensus on any category adjustments that may be required for each returning Player. New Players to fill available positions will then be placed under categories determined by the Waiting List Committee. One option may be that eight (8) Players are selected for the D ranking and the remainder under the other three rankings. The Team Rep for each team declares his two protected Players, i.e. himself and one another Player. The protected Player must confirm verbally his willingness with the Executive Committee. Each team picks out of a hat to decide selection order.

The executive will place those who draft teams (pickers; team rep and the protected player) on the board in a position (e.g. A1, B3, C2) they deem appropriate based on their capabilities within the designated category (“A”, “B” or “C”). This positioning will be confirmed by a majority vote of the team pickers with one vote per team. A tie vote will be broken by a designated member of the executive who is not drafting a team.

Selection order runs from 1 to 8 in the first round, 8 to 1 in the second round, 1 to 8 in the third round, and then repeating until 16 rounds have been completed. Once all full rounds are completed in the A draw, the remaining Players are moved to the B pool and the B pool draw begins. The same rules for protected B Players apply.

Player trades can be made for a period defined by the Executive Committee at the end of the draft evening, but trades can only be made within ranking categories.

SJM Operating Rules & Guidelines

ORG 7: Season Play

The following are rules that apply to season play:

1. All games will commence at scheduled game time.
2. The first batter in a game is the batter following the last official batter from the previous game.
3. The first fielder to sit out in a game is the fielder following the last official fielder from the previous game.
4. For any game, the winning team receives two (2) points. If the game is tied, each team will receive one (1) point.
5. After the first round is completed, each team will be given the option to change their batting and fielding sit out orders. Each team must submit the new batting and fielding sit out orders to the scorekeeper prior to this time, at a time period designated by the Executive, so lineup sheets can be modified. Once the changes have been made, no changes to the batting or fielding sit out orders can be made for the remainder of the season.
6. A spare list will be developed by the Executive at the beginning of the season. A spare list committee, as approved by the Executive, will manage the spare list and assign players from this list directly to teams that need players upon the request of Team Reps. A suggestion is that there should be a cap on games played by anyone on the spare list so it doesn't get taken advantage of. A further suggestion is to maintain a rotating system so that games played are evenly distributed amongst available players. The Executive may change the spare list at any time during the season. It is encouraged that the Team Rep identify to the spare list committee within 24 hours prior to game time that a player shortage exists so that the spare list committee can contact players from the spare list to play in that game. Any player contacted from the spare list will not be replaced if the team exceeds ten players.
7. If a team is short players at the field, i.e. eight or less, the team can pick up players from the league at the field that evening, such that a maximum of nine players are fielded. If necessary, players will be selected from a draw from a hat. If subsequently players show up for the team, they can play, substituting for players picked up that evening. If one team is short players, the team that is not short players, i.e. nine or more, is awarded a point and both teams play for one point only. If subsequently players show up for either team, they can play, but once

SJM Operating Rules & Guidelines

ORG 7: Season Play

7. the game has started, it is still played for one point only. If both teams are short players and players are available to complete the game, both teams play for one point only.
8. If a team cannot field eight (8) Players (roster players and spares) by game time, the game will be considered a forfeit loss and the opposing team will be awarded a win.
9. If a team can only field eight (8) Players (roster players and spares), the opposing team is awarded one (1) point and both teams play for one (1) point. If the game ends in a tie, the opposing team gets the played for point.
10. If a team plays with eight (8) Players, they must borrow one Player (who must be a catcher) from the opposing team.
11. If a team plays with nine (9) or more Players, a minimum of eight (8) of those Players must be on the team's roster (drafted or permanently assigned replacement players) in order to play for two (2) points. Otherwise, the team is only playing for one (1) point.
12. Players picked up from the spare list or at the field will be positioned at the bottom of both the batting and sit out orders. [**Clarification:** Spares will be placed at the bottom of the fielding sit out and batting orders in use at the particular time in the season (orders submitted to the executive by the team rep) starting at position 17 for each order.]
13. Point ties for final league standings will be decided in order of:
 - a) points
 - b) wins
 - c) record against team
 - d) run differential
 - e) runs for
 - and
 - f) runs against.

If there is a point tie for first place at the end of the season, there will be no playoff for first place. First place will be determined based on the above tie-breaking procedure.

SJM Operating Rules & Guidelines

ORG 8: Heart and Stroke Tournament

8.0 The Heart and Stroke Tournament is an Association fundraising tournament that encompasses games from the regular season schedule and a weekend of play in July. The tournament begins on a Thursday night along with play throughout the weekend. Prior to the season, the tournament schedule is determined by splitting teams into two divisions with each division playing a round robin. Upon completion of the round robins, in the championship round, the top six teams vie for the championship. Group A 2nd place plays Group B 3rd place and Group A 3rd place plays Group B 2nd place. The winners play the first place finishers and then the winners of these games play for the championship. Two teams get eliminated and have Sunday off.

8.1 Heart and Stroke Tournament - Playoff rule:

For the championship game, home team is team with higher position in the standings from round robin play. In playoff round, home team can decide whether to bat first or last.

Where in question, league playoff rules will apply.

ORG 9: Playoff Play

The following rules apply to the playoffs:

1. In the round robin, the home team is the team with the higher position in the standings during regular season.
2. Home team in playoffs can decide at the start of a game whether they bat in either the top or bottom of the inning. Once decided, this will apply for the entire game.
3. A team must field nine (9) Players. No borrowing of Players is allowed.
4. At the start of the playoffs, each team may submit a new batting and fielding order. No changes are allowed after the playoffs start.
5. Except for the championship game, the first batter in a game is the batter after the last official batter from the previous game, unless the previous game for either team is suspended. This also applies to the fielding sit out order.

SJM Operating Rules & Guidelines

ORG 9: Playoff Play

6. The playoffs will consist of a round robin involving all eight (8) teams and a playoff round.
7. In the round robin, a team batting in the bottom of the inning and leading after completion of the top of the seventh inning, does not bat in the bottom of the seventh inning.
8. In the round robin, tied games will end at the completion of seven innings.
9. In round robin play, the winning team receives two (2) points and in the case of a tie each team receives one (1) point.
10. Final standings position after round robin play will be based in order of points, wins, record against team, run differential, runs for and runs against. Run differential will be limited to 7 runs per game and will be based on final score of the game.
11. If teams are point tied for second or sixth place, second and sixth will be determined by a playoff among tied teams. A set of tie-breaking procedures has been developed for these situations by the Association and is included in Appendix 1.
12. In the elimination round of the playoffs, the home team is always the team with the better record from the round robin. The **only exception** to this rule is that the winner of the 2 versus 1 game will be the home team for the championship game.
13. In the elimination round of the playoffs, the international tie-breaking procedure will be followed if the score is tied after seven innings of play (i.e. each half inning will start with one out and a runner on second). The base runner will be the last batter from the proceeding inning.
 14. For the elimination round: Game 1 (fifth vs fourth); Game 2 (sixth vs third); Game 3 (second vs first); Game 4 (game 1 winner vs Game 2 winner); Game 5 (Winner game 4 vs loser game 3); Game 6 Championship Game (Winner 1 vs 2 vs winner Game 5).
 15. For weekend rain outs, the games are pushed ahead, by rescheduling the rained out games to week night games, leaving the scheduled weekend games as is, and moving the four weeknight games, 8v7, 6v5, 4v3, and 2v1, so they are played last. Also rained out games will be rescheduled to just before these final four games, thus rescheduling those final four games, but leaving all other rained out games as scheduled.

SJM Operating Rules & Guidelines

ORG 10: Suggested Fielding Practices

- 10.1** For safety, all catchers should wear a face mask.
- 10.2** Approved helmets may be worn by any Player. It is suggested for safety that helmets be worn while batting and running the bases.

ORG 11: Bat Monitoring

- 11.1** A Committee should be in place to monitor bat usage and determine what bats should be available on the field for each game. The Committee will also be responsible for developing an inventory of replacement bats.

St. John's Masters Softball Association

Playing Procedures (House Rules)

This section will define house rules (i.e. rules that an official or umpire will require knowledge of to conduct and complete a game for the Association). Other than house rules, the playing rules for all games in the Association shall be the Slo-pitch National Softball Incorporated Rules.

Playing Field

- HR1** The Association uses a second plate at home for runners to touch in attempting to score. A runner touching the actual home plate will be called out. Depending on weather conditions, the umpire may waive the requirement to touch the second plate; a line will be drawn through, and the runner can then pass over it.
- HR2** A strike mat will be used for all league play.
- HR3** The pitching rubber will be moved to a distance of 65 feet from home plate in the interest of pitcher safety. A line will be drawn on the field 50 feet from home plate. The pitcher will be able to deliver the ball to home plate no further than the pitching rubber and no closer than the 50 foot line.

Playing Procedures (House Rules)

Equipment

HR4 Only bats provided by the Association are to be used during league play. For Players who are sixty years of age or older during the calendar year, aluminum bats will be permitted. For Players who are seventy years of age or older during the calendar year, an SPN approved bat will be made available. These bats will be appropriately marked so they are not used by other players. All other Players must use wooden bats.

Uniforms and Jewelry

HR5 A Player must at all times during a game wear, completely visible, the jersey for his team. This rule may be waived at the discretion of the Executive Committee or umpire, for example, if temperature or precipitation conditions warrant. If the Executive Committee deems that a Player has not complied with this rule and again violates the rule, he will not be permitted to play.

HR6 Jewellery is permitted on the playing field.

Batting

HR7 If a Player is unable to continue in the game, he is declared out, and play continues with the next batter in the batting order. Once the Player is unable to come to bat and is ruled out, he is then deemed officially removed from the game with no further batting or fielding obligations.

HR8 Each team can hit a maximum of two (2) over-the-fence home runs during a game. Any additional over-the-fence home runs will be considered an out.

HR9 The maximum runs that can be scored in an inning is five. However in the seventh inning, there is no limit.

HR10 For the *fourth round in the 2019 season*, a batter will start with a count of one ball and one strike. This rule will reviewed at the end of the season.

Playing Procedures (House Rules)

Fielding

HR11 During the regular season, a team can play with eight (8) Players, but must borrow one Player (who must be a catcher) from the opposing team. A team with nine (9) Players can not borrow a Player. If a team cannot field eight (8) Players, the game is considered a forfeit.

During the playoffs, a team must field a minimum of nine (9) Players with no borrowing.

HR12 To ensure equal playing time is given to all Players, each Team Rep must set a fielding order, which may be different than his team's batting lineup. This order will be used to rotate fielders during each game. Each player will sit out in rotation as his name appears in the fielding order, continuing on from the last player to sit out from the team's previous game. Any player who cannot, for any reason, play in the field during any of his team's scheduled games, will not be permitted to bat. Also any player who cannot bat during any of his teams scheduled games, will not be permitted to play in the field. Fielding order can be changed at the same time as batting order. The Executive Committee can replace a Team Rep or default a game if this rule is abused.

If a fielder sustains an injury that requires him to leave the field he is out of the game, only if he is replaced by another player. He stays in the game if his team plays with nine and continues with the order of the fielding list and he must come to bat in his turn or he is an out, and out of the game.

Running

HR13 Sliding is not permitted. Diving back to a bag head first is permitted.

HR14 The base runner decides whether he requires a pinch runner, not the Team Rep.

HR15 Only seven replacement base runners may be used by each team during a game. Each player can be a replacement runner once per game.

HR16 When a 70 year old or older player requests a runner, the replacement runner will not count as one of the seven runners allotted to his team per game. However as per **HR15**, each player can only be a replacement runner once per game.

St. John's Masters Softball Association

Appendix 1

Playoff Point Tie-Breaking Procedure: TBP

1. Definitions:

Round Robin Play (RRP) – The initial round of play in the playoffs where each team plays each other once. A total of 28 games are included in this round and home team is determined by final standings in the regular season.

Playoff Round (PR) – All games played after completion of RRP.

Record Against Team(s) (RAT) – In the **TBP** when a point tie cannot be determined by wins, the next step will be **RAT**. In evaluating **RAT**, points are recorded for the games played among the tied teams. If any of the teams has a unique point total as a result of this process, they are awarded that position. If any teams are still tied as a result of this process, the **RAT** process is applied again, and so on. If there are still teams remaining whose position cannot be determined as a result of the **RAT** process, then the remaining teams will be evaluated under the next step in the **TBP** (i.e. run differential, runs for, runs against and coin toss). Please note that run differential is not part of the **RAT** process.

2. Rules for RRP:

Point ties in the standings will be decided by the **TBP**, that is, in order of wins, **RAT**, run differential, runs for, runs against, and coin toss.

Point ties for second and sixth place will require a playoff with home team being decided by position in standings after **RRP**.

3. Playoff for Second or Sixth Place Point Ties:

- a. Two teams tied for any position other than second or sixth place. (No playoff)
- b. **Two teams tied for second or sixth place.** Winner is awarded second or sixth place respectively in final standings. Loser is awarded third or seventh place respectively in final standings. (One game playoff.)

Appendix 1

3. Playoff for Second or Sixth Place Point Ties:

- c. Three teams tied for second place.** Third and fourth place teams based on TBP will playoff. The loser is awarded fourth place in final standings. The winner plays second place team based on TBP. The winner is awarded second place in final standings and loser is awarded third place in final standings. (Two game playoff)
- d. Four teams tied for second place.** Second place and fifth place by TBP will playoff. Third place and fourth place by TBP will playoff. The losers are awarded fourth and fifth place based TBP in final standings. The winners playoff with the winner being awarded second place in final standings and the loser third place in final standings. (Three game playoff)
- e. Five teams tied for second place.** Fifth place team based on TBP and sixth place team based on TBP will playoff. The loser is awarded sixth place in final standings. The winner plays the second place team based on TBP. The third place team based on TBP and the fourth place team based on TBP will playoff. The losers will be awarded based on TBP fourth and fifth place in the final standings. The winners will playoff with the winner awarded second place in the final standings and the loser awarded third place in the final standings. (Four game playoff)
- f. Six teams tied for second place.** Second and seventh place based on TBP will playoff. Third and sixth place based on TBP will playoff. Fourth and fifth place based on TBP will playoff. The winners move to a playoff for second place and will be ranked from second to fourth place based on TBP. The losers will move to a playoff for sixth place and will be ranked from fifth to seventh place based on TBP. The second place playoff will be conducted based on the procedure for three teams tied for second place. The sixth place playoff will be conducted based on the procedure for a three team tie for fifth place. (6 game playoff)
- g. Seven teams tied for second place.** Seventh and eighth place based on TBP will playoff. The loser is awarded eighth place in the final standings. The other positions in the final standings will be based on the procedure for a six team tie for second place. (Seven game playoff)

Appendix 1

3. **Playoff for Second or Sixth Place Point Ties:**

h. Three teams tied for sixth place. Seventh and eighth place teams based on TBP will playoff. The loser is awarded eighth place in final standings. The winner plays the sixth place team based on TBP. The winner is awarded sixth place in final standings and the loser is awarded seventh place in final standings. (Two game playoff)

4. **Other Ties**

Three **a. Three teams tied for first place.** First place team by TBP awarded first place in final standings. Second and third place based on TBP will playoff. Winner awarded second place in final standings. Loser awarded third place in final standings. (One game playoff)

b. Three teams tied for third place. No playoff.

c. Three teams tied for fourth place. No playoff.

d. Three teams tied for fifth place. Fifth place team based on TBP awarded fifth place in final standings. Sixth and seventh place teams based on TBP will playoff. Winner is awarded sixth place in final standings. Loser is awarded seventh place in final standings. (One game playoff)

Four **e. Four teams tied for first place.** First place and fourth place by TBP will playoff. Second place and third place by TBP will playoff. The winners are awarded first and second place based on TBP in final standings. The losers are awarded third and fourth place based on TBP in final standings. (Two game playoff)

f. Four teams tied for third place. No playoff.

g. Four teams tied for fourth place. Fourth and fifth place based on TBP awarded respective positions in final standings. Sixth place and seventh place based on TBP will playoff. The winner is awarded sixth place in final standings. The loser is awarded seventh place in final standings. (One game playoff)

h. Four teams tied for fifth place. Fifth and eighth place by TBP will playoff. Sixth and seventh place based on TBP will playoff. The winners are awarded fifth and sixth place based on TBP in final standings. The losers are awarded seventh and eighth place based on TBP in final standings. (Two game playoff)

Appendix 1

4. Other Ties

- Five **i. Five teams tied for first place.** First place based on TBP awarded first place in final standings. The remaining four teams playoff as a four team tied for second scenario. (Three game playoff)
- j. Five teams tied for third place.** Third, fourth and fifth place based on TBP are awarded these respective positions in the final standings. Sixth and seventh place based on TBP will playoff. The winner is awarded sixth place in the final standings. The loser is awarded seventh place in final standings.
- k. Five teams tied for fourth place.** Fourth and fifth place based on TBP are awarded these respective positions in the final standings. The remaining three teams playoff under the scenario of three teams tied for sixth. (Two game playoff)
- Six **l. Six teams tied for first place.** First place based on TBP awarded first place in final standings. Further places in final standings will be based on the procedure for five teams tied for second place based on TBP. (Four game playoff)
- m. Six teams tied for third place.** Third, fourth and fifth positions based on TBP will be awarded respective positions in final standings. Other positions will be based on the procedure for a three way tie for sixth place. (Two game playoff)
- Seven **n. Seven teams tied for first place.** First place based on TBP awarded first place in the final standings. Other positions in final standings will be awarded based on the procedure for a six team tie for second place. (6 game playoff)
- Eight **o. Eight team tie for first place.** First and eighth place based on TBP will playoff. Second and seventh place based on TBP will playoff. Third and sixth place based on TBP will playoff. Fourth and fifth place based on TBP will playoff. The winners move to a playoff for second place and will be ranked by TBP and follow the procedure for a four team tie for first place. The losing four teams will play for the sixth place position and will be ranked by TBP and follow the procedure for a four team tie for fifth place. (Eight game playoff)