

Sefton Softball League

Captain's Handbook



Inaugural Season 2016

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Section 1: A Captain's Job

1.1 General Remarks

In addition to organising your team Sefton Softball League requires some additional tasks to be completed by the team captain to make sure the league runs smoothly. This handbook contains full details of all that is expected, but below is a brief summary. Should you have any questions please contact one of the league Executive Committee and they will be happy to help.

The captain should be able to make decisions on behalf of the team; this person may or may not be the team captain on the field during match days. However they will be responsible for the team during games and shall be the first point of contact for any disputes and or discussions.

Forfeit: If for any reason you are unable to field a team you must notify both the opposing team captain and the Fixture Secretary. A minimum of 48 hours' notice is required; Failure to do so will make you liable for the payment of both teams' pitch and umpire fees.

1.2 Match Day Duties

Before the game starts you are required to hand a copy of the team roster to the umpire, templates can be found on the league website. At the beginning of each game opposing captains and the Umpire will get together: at this point each captain will if they have any make the umpire aware of any guest players or linked team players, Guest players can only play certain field positions see section **3.1.2 Roster**. Any local rule changes above the standard BSUK will be pointed out by the umpire at this point.

During the Game both team captains are responsible to ensure an accurate record of the score is kept, it is best for the captain to assign a score keeper and make the opposing team aware of this person so they can keep a check per inning with the opposite scorer.

At the end of the Game each captain must hand in their team sheet listing all players who have played together with their match fee payable by cheque to Sefton Softball with your team name on the back. In addition to this a single separate score sheet signed by both captains showing the score, Home Runs, MVPs and umpires name. The winning team captain is also responsible for ensuring the shared score sheet is signed by both captains and handed in.

The team sheet and score sheet must be handed into the Executive committee no later than 24 hours from the end of each match, either at the post match meeting or electronically

1.3 Communications

Besides match day duties the Captains have a unique role within the SSL: all significant decisions about playing rules. League Structure and Expenditure over a certain amount must be agreed by all captains. As such all captains have a duty to look out for all communications on the league website or via emails sent and be available for consultation if required. There is a Captains forum on the league website that only captains and vice captains should have access to ensure all communications are shared with all team members straight away.

Section 2 Executive Committee

League Chair	Mike Lott	ttolekim@googlemail.com
Vice Chair	Vicky Green	
Secretary	Sophie Temple	
Technical Officer	Alan Green	
Recruitment Officer	Vacant	
Development Officer	Vacant	
Safeguarding Officer	Chris Jones	
Social	Sophie Temple	
Fixtures	Stephen Shearer	stephenwshearer@yahoo.co.uk
Treasurer	Mike Lott	
Communications	Julie Lott	

This section is intended to set out the roles of each Exec Committee member in a generic manner for future and present. In some instances the duties are taken on by other people by special arrangement, but this should not be seen as defining their respective roles.

2.1.1 League Chair

- Take Lead in proposing policy & direction of the league
- Assist all other Exec members in their execution of their duties
- Chair all Exec committee and captains meetings and any general meetings except the AGM
- In consultation with the Secretary draw up the agenda for all meetings
- Present an annual report at the AGAM
- Represent the league at national meetings of the BSF or BSUK
- Act as the investigating officer on any complaints as defined in the captains handbook
- Draft appropriate response to any enquiries or complaints from outsiders regarding conduct of league members during games or other social events

2.1.2 Vice chair

- Assist and when necessary deputise for the League Chair in all responsibilities
- Liaise with the Treasurer pre-season to set budgets for activities for which the vice chair is responsible, and post-season contribute a financial statement for the Treasurers report
- The VC has a special brief to complement all other Exec Members depending on the requirements of the league at any given time
- Attend all other Exec committee/Captains meetings and all general meetings
- Regularly read and contribute to discussions on the restricted access of the Forum/Website

2.1.3 Secretary

- Send out all notifications of meetings, taking care to meet deadlines imposed by the constitution
- Take minutes of Exec Committee and Captains meetings and general meetings including the AGM
- Prepare and disseminate materials necessary to enable teams to register at the start of each season
- Prepare all necessary materials before the start of each season, this should include a fixture schedule for the first part of each season, Contact details for all teams, Template score sheet and team roster sheet
- In addition to the above the secretary should also make all participating teams aware of any Local rule changes or national rule changes by the governing body
- Maintain copies of team rosters of all league teams within the requirements of the DPA (Data Protection Act) 1998, all rosters should be kept until the first game of the following season
- Maintain and archive all score/team sheets for each game played, these should be kept until the AGM.
- Liaise with BSF & BSUK on matters regarding player registration
- Register all transfer of players between teams during the season
- Liaise with BSF/BSUK regarding SSL Participation in CO-ED nationals. Once the team is agreed it shall be the designated captains responsibility to complete all paperwork and payment

2.1.4 Treasurer

- Prepare annual budget and detailed expected income and expenditure under appropriate headings
- Collect weekly match fees and other payments and bank cheques on a regular basis
- Deal with invoices for pitch fees and other costs in a timely manner
- Arrange for payment of umpires as soon as possible at the end of each season
- In collaboration with the Secretary ensure all fees owing to BSUK are paid in a timely manner
- Responsible for applying for all suitable grants
- Present an annual report at the AGM

2.1.5 Technical Umpire

- Liaise with Northern cricket club on pitch positioning and ensure pitches are marked out
- Liaise with Fixture Secretary to ensure all games have an assigned umpire
- Act as the Investigating officer on any protests or appeals as defined in the captains handbook
- Act as arbiter on informal queries regarding rules and regulations
- Ensure all umpires are aware of any national rule changes or Local rule changes at the start of each season
- Ensure all above changes are communicated with each team captain
- Responsible for calling off fixtures in advance due to weather conditions
- Represent the league at national BASU meetings
- Organize and validate training programs for all new umpires

2.1.6 Fixture Secretary

- Complete initial fixture schedule for the start of each season each team must have an equal number of home and away games with no more than 2 games home/away in a row. This must be in time for the pre- season captains meetings
- Liaise with the Technical Secretary to ensure all games have an umpire
- Arrange for the collection of all score sheets and update the website accordingly
- Liaise with Northern cricket club and technical secretary regarding the availability of pitches and reallocate games if necessary
- Handle requests for rescheduling games only under special circumstances and bearing in mind the above league rules when doing so.
- Arrange for revised fixture schedule for any possible rescheduled games
- Discuss and arrange with Northern cricket club suitable pitches available for the annual Sefton shield to be held the last weekend in September.
- Make the BSUK aware as soon as the above is in place for them to put the invite out on their site
- Once above is in place arrange all suitable fixtures and format of the tournament

2.1.7 Recruitment Officer(s)

- Liaise with Treasurer and set a suitable budget for the recruitment and coaching of new players
- Handle all enquiries from potential new players and introduce them to the game basics
- Formulate and execute recruitment drives and advertisement campaigns
- Liaise with BSUK officers to maximise their time to aid with local recruitment
- Take the lead in helping new teams with new start up packs and any other required equipment

2.1.8 Social Officers

- Liaise with Treasurer pre-season to set budgets for required social events and contribute to the financial statement for the Treasurers report
- Organize the end of season social gathering, and responsible for ticket sales
- Sort end of season awards and trophies
- Responsible for all promotional work required to sort above within set budgets

2.1.9 Communications Officer

- Liaise with Treasurer pre-season to set budgets for all Communications and contribute towards the treasurers report
- Maintain the website
- Monitor forums for spam
- Manage access rights for contributors
- Manage hosting facilities
- Promote the league by all local media possible
- Seek best practices to improve the infrastructure of the website/forums/social media

Section 3 Sefton softball League Regulations

3.1.1 Fees

All teams must affiliate to the league each year by paying their affiliation fees on or before the due date. This date shall be set by the executive committee which shall normally be 2 to 3 weeks before the start of each season.

New teams are permitted to join the league mid- season if the lowest league structure allows for this; any new team will still be required to pay the full season affiliation fee as this is a requirement set out by BSF.

3.1.2 Rosters

All teams are required to submit a player roster by the deadline announced by the executive committee. The roster is a list of each player, together with the following obligatory information as per the BSF.

Name, Full Address, Contact Number, Date of Birth, Next Of Kin, Current Medical Conditions and Sex

In addition to the above the league may require additional information such as email address, Umpire coaching qualifications, squad number and so on.

All players must be at least 14 years of age however any player under 18 must be accompanied on game days by their parent or guardian or by any adult who has passed the DBS (Disclosure Barring Service) checks. Or who has full written consent from any of the above.

Any new player mid-season added to each squad must also be added to the roster, full details should be to the back of the first squad sheet they participate in to the Executive committee after the game as normal.

Any guest player will only be allowed to play the following positions when fielding, Catcher, Right Field, Left Field. Unless agreed by both captains at the pre- game meeting see section **3.5.5**

A Team Roster sheets can be found on the SSL website or at the back of this hand book.

3.1.3 Transfers

Players wishing to transfer team's mid-season may do so as long as they notify the League Secretary in writing or email by 6:30pm on the day they wish to play their first game for their new team.

Any player wishing to transfer teams for a second time they must provide 7 days' notice and they are also required to sit out the first game after this transfer to their third team.

3.2 League Structure & Fixtures

3.2.1 League Structure

The inaugural season of 2014 the league will comprise of 4 teams playing each other three times over a 9 week season. Each team will play each other home and away for the first two games then the third game between the sides will be classed as a neutral venue. The purpose of this is to establish league positions at the end of the season should any team be equal on points, the first section looked at to separate their positions shall be runs scored in the away game, in the unlikely event this is still tied it will then go on the they score in the neutral venue game.

Each league game shall be awarded the following points system, 3 For a win 2 For a Draw and 1 for a loss as long as a legal side is fielded and all the relevant match fees and paper work is complete as per section 1.2

3.2.2 Fixtures

All games must be played on the date and pitch specified by the fixture secretary, No rearrangement of fixtures is allowed unless under extreme circumstance and both team captains agree to the re arrangement. It shall be the team captain requesting the rearrangement responsibility to discuss with all parties and sort suitable times and dates that fit in with the remaining league fixtures.

In the case of any postponement or abandonment for any reason the league will commence at the agreed fixtures and any games missed will be fitted in at the end of the season.

In the unlikely event of games being abandoned mid-way through these games shall be replayed from the start of the match and not just picked up where the game was called off. If this is unable to be replayed on a full count basis then the short form shall be applied with each team batter starting on a 1 & 1 count and this will be played as a double header, before each team commence their normal fixtures.

In the case of extreme weather conditions the league shall be extended by the number of weeks required to complete the season.

3.3 Equipment

3.3.1 Footwear

ISF rules state all players must wear shoes, Open-toed sandals, flip-flops and bare feet are not permitted, Due to the danger of tripping or being stamped on by any player wearing cleats or studs

Captains should ensure all their players are wearing suitable footwear, especially in wet conditions. Players slipping and sliding out of control are a danger to themselves and other players. Detachable studs that screw into the shoe are not allowed, but those that screw onto the shoe. These rules are enforced for the safety of all players

3.3.2 Helmets & Catcher's Mask

All players are required to wear batting helmets at all times whilst batting, base running and on deck, Any batter entering the batter's box without a helmet will be given a warning, Thereafter they will be declared out.

The Catcher's mask is optional for players 18+ but compulsory for players under 18.

3.3.3 Gloves

Although gloves are not a legal requirement for softball it is advisable for a safety aspect that all players wear either a softball or baseball glove, there is no specific exclusions on they required size this is down to the player's preference

3.3.4 SSL Bat rules & regulations

BSF follows the ASA in policy on banned bats; all bats must have the **ASA 2000** or **ASA 2004** certification mark, and must not appear on the ASA non approved bats list (even if it carries either mark above). Players should note further bats may be added to this list at any time. To check if your bat has been added to the non-approved list, go to the following website:

http://www.asasoftball.com/about/build_batlist_one_page.asp

Section 3.4 Umpires

Umpires who have are BASU qualified with receive £20 per game, those with the SSL qualification will receive £15 per game and those with no current qualification will receive £10 per game. All umpires are responsible for claiming their own fees, and those not claimed within 2 weeks after the season will not be paid.

Umpires will be selected from those known to be available from resting teams or those not registered to any team by the technical umpire on consultation with the Fixture Secretary. The provision of umpires is based on need, past provisions by umpires and teams involved and finally with a view to ensuring the even spread of umpires across all teams.

Umpires are required to report for pre-game briefing to be held approx. 20 minutes before each game. The purpose of the briefing is for the technical umpire to go over any late changes to game allocation discuss weather light and make umpires aware of any potential on going issues with team's behaviour.

Where no umpire has been allocated a neutral umpire may be agreed by both teams, a player who is rostered to one of the teams but happens not to be playing may umpire if acceptable by the opposing captain.

We encourage all teams to complete the Umpire feedback form which can be found on the SSL website or at the back of this handbook. This form should be completed within 24 hours of the game not all sections of the form need to be completed. This should be sent direct to the Technical officer who will consider the content and consider if any action is required.

Section 3.5 Match Day

3.5.1 Forfeits in advance

If you are unable to field a team, the captain shall notify the opposing captain and the Fixture Secretary at least **48 Hours** before the official start time of the game. Failure to do so shall make the team liable for the payment of both teams match fees unless the pitch is reallocated as a practice pitch then both teams shall pay their share as normal. The technical officers contact details are on page 3 and they will supply you with the opposing team captains contact details.

3.5.2 Weather and ground conditions

On the question of play the Technical officer in consultation with the ground staff will overrule any decision made by individual umpires or players . This applies in particular conditions at the start of play and any decision to abandon play due to lightning.

Lightning all players should be aware of the risk of being struck with lightning is increased in open spaces near trees metal fences, electricity pylons, and whilst holding metal objects. A distant thunder storm does not poses any immediate threat, but if the gap between the lightning flash and sound of thunder is less than 30 seconds (i.e the lightning is less than 6 miles away) then play must stop immediately and all players are to return to the changing rooms. If after 15 minutes there is no further lightning, then the game shall resume. If after 30 minutes there is still lightning then the game shall be abandoned, if 5 or more innings have been played the game shall be deemed a regulation game with the score reverting back to the last complete innings if necessary.

All players are advised to presume games will be on unless they have been notified by the technical officer or by communication on the SSL website.

3.5.3 Home Team

The home team is the team listed second on the fixture schedule and as the home team has various responsibilities such as

- Providing all bases and setting up the pitch which must be set up in good time before the match starts
- Providing at least two match balls
- They also have the option to bat or field first.

3.5.4 Start Time

All games will commence at **7pm** sharp unless both captains have mutual agreed to an earlier start time or if all parties are ready to commence before 7pm. The only other exceptions to this shall be in the event of backlogged fixtures some teams may be playing 2 games on the same day as such the Technical officer will make you aware of your game time if this is earlier or later than the **7pm** deadline

3.5.5 Pre game meeting

At the beginning of each game both captains and the umpire will meet at the batter's box and confirm the following: whether or not both teams are playing 6&6 team line ups and agree ground rules and the start count i.e 1/1 and indeed a coin toss if required.

At this point both captains must declare any guest players or Linked players, At no point can the total number of linked or guest players exceed 3 per game they are also required to point out players under 18 to the Umpire. Guest players can only play certain fielding positions see section **3.1.2**

3.5.6 Line Up

If any of your team mates are running late the game will start without them, they may only enter the game was the ball is dead. If you should be batting the late arrival must fit in with the batting order, as such you cannot amend your batting order during the game.

No player will be allowed to represent more than one team on any given match day, this is to prevent unfair tactical subs.

3.5.7 Incomplete or tied game

A minimum of five innings must be complete for a result to stand as per (ISF rule 5.3c), unless a game is subject to the run ahead rule after four innings. Tied games should be resolved extra innings (ISF Rule 5.3b) if the conditions permit. Please note the Tie-Break Rules apply in extra innings (start with a runner on 2nd base) However, should the conditions prevent the extra innings the game can be declared a tie.

3.5.8 Decision to abandon game

If the playing conditions deteriorate during a game and assuming no global decision to abandon has been taken by the Technical Officer or ground Staff. It will be up to the game umpire alone to decide whether or not to abandon the game, if possible at least one innings notice should be given.

If there is no neutral umpire then the decision to halt play will be taken by a majority vote of each team, If a team unilaterally decides to stop playing the will forfeit the game and according to the rules of softball the result will be recorded as 0-20 default for this team. The forfeiting team will still get the 1 point for losing as long as the game started.

3.5.9 Score/Roster Sheets

Score Sheets shall be correctly filled in during the game, showing the batting order, substitutions box score and home runs. This is essential in case of a protest/dispute, and makes the game flow easier. Therefore it is important the teams have a suitable number of players who know how to score, at least to the level required for the SSL. A copy of your batting line-up shall be made available to the opposing team score at the start of each game upon request. A score sheet can be found on the SSL website, and at the back of this handbook.

3.5.10 Match Fee

Match Fees are **TBC** Per team, Match fees must be paid by cheque or BACS to Sefton Softball League with the team name used as a payment reference. Failures to make payment will render the team liable for a 1 point deduction

3.5.11 End of the game

Each game shall end when the home team passes the away teams score in the final innings. In the case of the run-ahead rule applying the game ends when the team batting second gains a 20 run lead in the 4th inning or 15 runs in any subsequent inning, Or if the team batting first is ahead by the stated margins at the end of the innings.

Both Teams should hand in roster sheets listing their batting order players used given both forename and surname, their status (Rostered player, new player, Guest) Their starting fielding position and any substitutions made. Team roster sheet can be found on the SSL website or at the back of this handbook.

Any new player will automatically be added to your roster providing their full name address date of birth and sex is provided on the back of the score sheet.

A Single final score sheet showing inning by inning box score and final score signed by both captains shall be handed in by the **winning team**, or in the event of a tied game the home team. The final score sheet must also include the name of the umpire and names of any player that hit a home run, and also the 2 MVP per team (1male 1 female). And lastly each team must rate the opposing Pitcher with scores ranging from 1 poor to 10 excellent

Failure to hand in the signed score sheet shall render the team responsible to a Category 3 offence see section **4.12.1**

Section 3.6 End of Season Awards

3.6.1 Home Run Trophy

The League will award trophies for the player(s) hitting the most home runs per season (1 Male 1 Female) Only home runs scored by rostered players will count towards the Trophy. Home runs scored in abandoned or incomplete games will still count towards the trophy.

The home run total shall be taken from the signed score sheets at the end of each game and the league is not responsible for any indifference if the signed sheets are not handed in.

3.6.2 MVP (Most Valuable Player)

The League will award trophies for the MVP, 1 male and 1 female

The MVP total shall be taken from the signed score sheets at the end of each game and the league is not responsible for any indifference if the signed sheets are not handed in.

3.6.3 Pitchers Plate (Pitcher of year)

The league will award a trophy for the best pitcher of the season

The total shall be taken from the signed score sheets at the end of each game and the league is not responsible for any indifference if the signed sheets are not handed in.

3.6.4 Rookie of the year

The league will award a rookie of the year trophy to 1 male and 1 female player, as determined by the Executive Committee at the end of the season. Nominations will be invited which will require a brief supporting statement. A rookie is defined as a new player to the game not just new to the league.

3.6.5 Umpire of the year

The league will award a trophy to the person who has made the greatest contribution to the umpiring during the year.

Section 4: Rules, Protests, Rule Breach Complaints and Sanctions

4.1 Rules and Regulations

Sefton softball league currently applies the standard rules as per the International softball federation (ISF). From time to time there may be some additional local rules added but all captains will be made aware in due course of any amendments and these will be added to this handbook , The ISF rules can be found on the following link

http://www.isfsoftball.org/english/rules_standards/rules_standards.asp

4.2 Protest Lodge during a league game

The ISF rules of play clearly define the allowable protests during a game, and the procedure for making a protest (Rule 11). Protests about player eligibility may additionally be made after the end of a game but must be made within **reasonable** time (Normally 48 Hours) after the infringement is discovered. Any protest not made following these procedures shall be rejected.

A team that makes a protest must also pay a protest fee of £50 To the league and after the game must supply a full written description of the protest. Both must be received by the Executive Committee within **Seven** days of the protest first being made. Receipt shall be acknowledge in writing, Once an official protest has been made the fee is payable even if the protest is subsequently withdrawn and/or no written description is received. If the protesting team won the game any protest shall be ignored and no fee shall be charged. A separate protest about player eligibility may separately be investigated as a breach of league rules.

If the protest is upheld the actions that follow are clearly laid on in the ISF rulebook (Rule 117),but the league may also apply additional sanctions if the investigation concludes that a rule breach was a result of unacceptable conduct by the offending tea

4.3 Reason for taking disciplinary action

From time to time it may be necessary for the league to impose sanctions on individual members or teams within the league. Possible reasons for sanctions being imposed but not are limited to include

- Unacceptable conduct, by a team or individual either on or of the pitch
- Failure of a team or individual to comply with the rules and regulations of the league

The imposition of sanctions shall usually follow an investigation prompted by

- A complaint to the Executive Committee lodged by any person whether or not a member of the league
- A decision of the Executive Committee that a breach of League rules and Regulations may have occurred.

4.4 Breaches of the League rules and regulations

Examples of breaches of the rules and regulations that might attract sanctions include, but are not limited to

- Failure to affiliate to the league in a timely manner (Category 3 offence)
- Failure to pay the affiliation fee (Category 3 Offence)
- Failure to pay match fees for games played or forfeited in a timely manner (Category 3)
- Use of ineligible players (Category 3 unless deemed deliberate act of cheating category 2)
- Failure to comply with game-night paperwork (Category 3 Offence)

Protests and appeals regarding breaches of the league rules and regulations must be made within a reasonable time after the alleged offence has taken place. Protests may be normally made only by parties who are affected by the rule breach, including teams affected by the result of the game between the teams involved. The Executive Committee may choose to investigate any rule breach that comes to its attention, regardless of whether or not an official complaint or protest has been received. However will only do so if it judges that such an investigation to be in the leagues interest overall.

4.5 Unacceptable Conduct

Individuals and teams within the league have an obligation to obey the rules and regulations and conduct themselves in a manner that does not endanger or give offence to others. Unacceptable behaviour may result in sanctions being imposed by the league. The following would be classed as unacceptable behaviour but are not limited to.

- Assault of any player/official on or of the pitch (Category 1 Offence)
- Serious verbal assaults including threatening behaviour (Category 2 offence)
- Continued or sustained abuse of any player or official (Category 3 Offence)
- Racial or sexual remarks/ behaviour (Category 1 offence)
- Any conduct that is deemed to have a negative impact on the league brand (Category 3)

See section **4.12** for a breakdown of offence category

4.6 Team Conduct

Possible sorts of unacceptable behaviour by a team include but are not limited to

- Complicity with unacceptable player conduct as outlined above (Category 3 Offence)
- Co-ordinated or prolonged intimidator behaviour (Category 3 offence)
- Non-co-operation with reasonable demands by an Umpire in connection with officiating (Category 2 offence)
- Any conduct that is deemed to have a negative impact on the league brand. (Category 3 offence)

See section **4.12** for a breakdown of offence category

4.7 Players Expelled or game abandoned by Umpire

Any incident resulting in a player or any other person being expelled by the Umpire, or the game being awarded to either side by the Umpire. This should be reported to the Technical Officer and or League Head and investigated before the next game involving the player/Team.

Whenever an umpire ejects a person from a game, then the Umpire must complete the SSL Umpires Ejection Report Form located on the SSL website. This form must be submitted to the Technical Officer within 48 hours to be considered. This can either be hand written and passed in at the after match venue, or emailed across to the Technical officer inside the required time scale.

The technical officer will then consider the information and decide if any sanction should be imposed. This decision will be provided electronically at the earliest opportunity but within 5 days from the time of ejection. It is therefore essential to obtain a valid email for the person under consideration, the decision will be provided to the ejected person, The Umpire and the SSL Executive Board.

If the Technical Officer was a player or Umpire in the game the ejection took place the process will be administered by another member of the SSL Executive Committee.

Any Appeal of the decision should be dealt with under section **4.11** on payment of the appropriate fee.

4.8 Investigation and Processing Of Complaints

Complaints, Protests and possible breaches of league rules and regulations, are all processed in the same way once they have come to the attention of the Executive Committee. The league is intent upon ensuring all parties are given full and fair opportunity to bring all relevant evidence to the investigation.

4.9 Investigation office and judicial committee

First the Executive Committee shall appoint an investigating officer. For protest and rule breaches, the investigation officer shall normally be the Technical Officer. For complaints the Chairman shall normally be the investigating officer. If the default investigating officer is personally involved in the case or has a vested interest in the outcome the Committee shall appoint another Investigating officer outside the party involved.

The remaining members of the Committee excepting individuals who are personal involved shall form a Judicial Committee, the Purpose of which is described below. The judicial committee shall have a minimum of three members, and shall appoint members outside the committee if necessary. If all the committee are implicated a Captains meeting shall be called and there the Judicial Committee will be appointed.

4.10 Initial Evidence & Findings

Once selected the investigating officer shall ask for written submissions from each party (team or individual) involved in the incident these must be supplied within 7 days. If the submissions are not forthcoming the investigating officer shall make all reasonable efforts to ensure the parties involved are aware of the request for submissions, and have explicitly declined to provide them. The investigating officer may also require a team representative or individuals to make themselves available for questioning about the incident. The background to the request for information shall be clearly explained to the individual who are questioned in this way.

All evidence supplied to the investigating officer shall be made available to all interested parties and must be attributable to an individual: no anonymous evidence shall be acceptable. The investigating officer shall then study the evidence supplied, Within 7 days of receiving the written submissions he/she shall provide the other members of the judicial committee with

- Copies of all submissions
- His/her conclusions about the incident under investigation
- His/her recommendations as to what if any sanctions shall be applied

The judicial committee then have 7 days to discuss the investigating officer's submissions and agree on the sanctions imposed. The result of the investigation and a summary of all submissions shall be supplied to the captain of each team involved and any other interested parties.

4.11 Appeal

Once informed of the outcome of the investigation all interested parties have a right of appeal. If a party appeals the must inform the League Committee of the intention to appeal within 48 hours, and pay the fee of £50 to the league and supply a written summary of their appeal within a further 5 days. Any sanctions imposed by the original judgement shall normally be suspended until the appeal has been heard.

Once an appeal is received an Appeal Committee shall be set up by the Judicial Committee, The Appeal committee shall consist of

- A Chairman, which shall normally be a neutral third party not involved in the original investigation
- The original investigating officer
- A representative of the party that has lodged the appeal.

4.12 Possible sanctions Team and Individual

Possible individual sanctions vary accordingly to the seriousness of the offence as follows

Category 1- Any or all of: Permanent expulsion, suspension for a period of up to one calendar year

Category 2- Any or all of: Suspension for less than 8 games

Category 3- Any or all of: Suspension for less than 3 games, written caution

Possible team sanctions within SSL

Category 1 – Any or all of: Permanent expulsions, suspension up to one calendar year, financial penalties

Category 2- Any or all of: Suspension for less than 8 league games, deduction of points, overturning game results, financial penalties

Category 3- Any or all of: Deduction of league points, overturning of game results, written caution, financial penalties.

4.12.1 Repeated offences

Repeated category 3 offences by a team or individual shall be deemed a category 2 offence with the proviso that any sanctions imposed for repeated offence shall be imposed in addition to, and not concurrently with any other sanction.

4.13 Serving Suspension

Suspensions will be served immediately unless explicitly stated otherwise. If a game which a player was due to miss because of suspension is forfeited in advance then that game will not count towards the player's suspension. Likewise if a game is incomplete (less than 5 innings) having been abandoned due to playing conditions, that game will not count towards the player's suspension. The player will miss the next game not the replay of this game, note that an incomplete game which having started and is subsequently forfeited, will count towards the player's suspension.

Suspensions may also be expressed in terms of a time period, suspensions will apply to games scheduled to be played by the team in which the player is rostered. Any suspended player may not play for any other team as a linked player or guest. If the suspended player is transferred during their suspension then the suspension shall be completed whilst rostered to the new team.

Suspensions will not be scheduled to begin before a suitable time has elapsed which will allow captains time to organize a replacement for the suspended player. This will usually be understood to be 3 full days from the notification of the suspension being received.

Suspended players are prohibited from participating in any activities associated with normal league games such as, Coaching scoring, umpiring, the suspended player may also be asked to refrain from attending the after-match venue, depending on the reason for suspension.

