
San Francisco Gay Softball League
Team Registration Guidelines 2012



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Team Registration Guidelines 2012

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San Francisco Gay Softball League

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1 Introduction

1.1 Welcome

On behalf of the San Francisco Gay Softball League, the Board would like to welcome you to the 2012 Season. As in prior years, a successful season starts with a successful registration process. We hope to make this process as easy and straight-forward as possible for you. As a manager you have certain materials to fill out which you must submit in a timely manner to successfully register your team with the SFGSL. Please follow the instructions outlined in this document and ask for help if you are unsure on what to do.

We anticipate over 1000 members and 60 to 65 teams. We are glad you will be part of this organization and wish you and your team the best of success this season.

And remember: ***IT'S JUST SOFTBALL - HAVE FUN!!!***

1.2 Document Overview / Target Audience

This document is intended for anyone wishing to establish a team to participate in the San Francisco Gay Softball League for the 2012 Season. All the materials needed to register your team can be found in this document. You are required to do some actions online at our website: www.sfgsl.org. Those activities are also outlined in this document. For managers returning from last season the process is basically the same. Although some of the rules, fees, and forms may have changed slightly, the overall process has not.

The deadline for all registration material submission is at our League Meeting, **Saturday, February 18th, 2012**. We **will not accept** any team registration after this date.

If you have any questions, or are unclear as to what you need to do to register your team, please ask your Division Rep, or email the League Secretary at secretary@sfgsl.org. The Board is here to help you.

There are also 8 Reference Materials listed at the end of this document which are available for you to download from our website. In an effort to be more 'green', only 2 of them will be provided as hard copies as part of the Manager's Packet (Member's Contract and Field Responsibility Guidelines). Managers, however, are still responsible for reading all of them.

1.3 Definitions, Acronyms, and Abbreviations

For the purposes of this document, the following definitions, acronyms and abbreviations are used:

- ③ SFGSL or The League - The San Francisco Gay Softball League
- ③ NAGAAA - North American Gay Amateur Athletic Alliance
- ③ ASANA - Amateur Sports Alliance of North America
- ③ The Board - The SFGSL Board of Directors
- ③ ASA - Amateur Sports Association



2 Manager's Instructions

2.1 Registration Deadline

The deadline for all materials to be submitted, including all payments, is: **February 18th, 2012.**

2.2 Manager's Responsibilities

All managers need to read through the reference document (available online) which outlines their responsibilities as a team manager within the SFGSL.

Signing on as a team manager means you understand and accept these responsibilities.

2.3 Team Registration Forms

The following forms must be completed and submitted by the deadline.

1. Team Registration Request (online)
 - ③ Complete the initial team registration request online at www.sfgsl.org

2. Team Roster / Player Registration (Excel Spreadsheet)
 - ③ Complete the Excel Spreadsheet provided to you by the secretary. The Excel Spreadsheet will be sent to the registered team manager provided on the Team Registration Request online form.
 - ③ Email the completed form to the SFGSL Secretary (secretary@sfgsl.org) no later than 3 days before the registration deadline (February 15th, 2012).
 - ③ Enter your Bye Request also on this form.
 - ③ You must have a minimum of **9 players** to register a team. (More may be added later during the Add/Drop period.)

3. Member's Contract - (see attachment)
 - ③ Every member listed on your team roster must sign this form.
 - ③ No member is allowed to play until he/she signs this form. **No exceptions.**
 - ③ Make a copy of the completed form for your records.
 - ③ Submit this form in person at the February League Meeting.

4. Team Ratings Form (Open Division) (Excel Spreadsheet)
 - ③ This form must include ratings of all players listed on your team roster.
 - ③ Complete this form in the electronic format downloaded from the SFGSL website.
 - ③ Email this form to your Division Representative **no later** than the registration deadline.

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Registration Fees

Fees are due on the date of the registration deadline and are collected at the February League Meeting.

- a) Team Registration (Sponsorship Fee) **\$500**
- b) Membership Fees
 - ③ Player member, Single Division **\$70**
 - ③ Player member, Dual Division **\$80**
 - ③ Non Player/Associate Member **\$30**

Note: A member fee pertains to an individual, not a slot on a team roster.

Payment

All payments are due in full at the February League Meeting as follows:

- a) Submit 1 check or money order for the \$500 sponsorship fee made out to **SFGSL**
- b) Submit 1 check or money order for the total of all member fees corresponding to your submitted team roster, made out to **SFGSL** (see *Quick Reference Fee Table* below)

Cash is not accepted.

Quick Reference Fee Table

Player Count	\$ Amount Owed*
9	\$630
10	\$700
11	\$770
12	\$840
13	\$910
14	\$980
15	\$1050
16	\$1120
17	\$1190
18*	\$1260
19	\$1330
20	\$1400

*Actual amount owed may vary depending if there are any Associate Members on the roster.

*Open Division is limited to 18 players.



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2.6 Roster Modification post Registration (Add/Drop)

Modifications to your roster after initial registration happen through the Add/Drop process. This process is not outlined in this document *per se*. This process is handled online and further information about Add/Drop is provided once the season begins.

2.7 Refunds

Registration Fees and Member fees are non-refundable. Once a member has paid their fee, no money is refunded even if they are dropped from the roster or leave the League. Also, **player fees are NOT** transferrable.



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3 Changes in Rules and Regulations

This section lists some of the important differences between the 2011 and 2012 season regarding rules and regulations. This is not necessarily a complete list of all changes and each manager should read through the complete set of documentation pertaining to the rules and regulations of the SFGSL.

Rules of Play

Courtesy Runner

- A. Each team is allowed to provide courtesy runners for up to two different players per game. Those players who need courtesy runners must be identified prior to the start of the game. The courtesy runner shall be the person who last completed his or her turn at bat **who is not on base**. The courtesy runner does not need to be used, but if used, must be declared prior to the next pitch after the batter safely reaches base. If it is discovered that the wrong person was used as the courtesy runner, the courtesy runner is replaced with no penalty.
- B. A courtesy runner may run for an obviously injured player provided that it does not exceed the two identified player limit: for example, if a team identifies only 1 player needing a courtesy runner on the line-up card they then have the opportunity to have 1 courtesy runner for an obviously injured player.

Pick Up Players

- A. In the Women's Divisions, a team with as few as 7 present players can pick up as many as 2 players to play for them in that game. A team using pick up players can have no more than 9 total players for that game. (Example: A team with 7 players can pick up 2 players; A team with 8 players can pick up 1 player.)
- B. The players must be SFGSL registered members. A team can only pick up a player from the division in which they are currently playing the game. If original team members arrive after the start of the game, she must immediately replace a pick up player(s).
- C. The pick-up player does not apply for WS Berth Tournament/Women's Playoff games. All players must play for the team on the team whose roster they appear.

Forfeits

- B. Any team forfeiting a game is fined \$35.00 per forfeit.

Protests

- D. After properly notifying the plate umpire, all protests (including player eligibility) must then be submitted in writing accompanied by a \$35.00 protest fee and received at the League mailbox within two business days following the protested game; otherwise, the game will stand as played. The information will be assessed and ruled on by the UIC and/or Board who will respond within 72 hours of receiving the protest. If the protest is upheld, the protest fee will be returned. If denied, the fee will revert to the League.

Divisional Guidelines

Player Eligibility

- C. A member may transfer between teams only one time during the season prior to the add/delete deadline.



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Divisional Eligibility

- A. Any team will be required to move up to the next division for the following **TWO seasons** should 1 of the following 2 achievements be met
- i) The team ends the regular season in 1st place of its respective division, (Lower “C” would move to Upper “C”, ie.)
 - ii) The team places 1st, 2nd, or 3rd at the World Series
- C. Any team required to move up a division but not wishing to, may return to the same division ~~the following season~~ provided the team does not meet the SFGSL definition of a returning team: 4 members or more are considered a returning team.

Appeals

- A. Teams and players may request exceptions to the Divisional Guidelines described in Sections I and II of this document for good cause by submitting a written appeal to the Board via email or mailed to the PMB, along with a **\$35** fee.

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4 Upper/Lower C Comparison Chart

③ Upper and Lower “C” subdivisions.

Comparison Chart:

C1 - Upper

C2 - Lower

#	Question	C1	C2
1	What is the highest rating an individual player may have?	15	15
2	What is the highest rating a team may have? (2)	145	145
3	What is the cost for the team registration (sponsorship fee)?	\$500	\$500
4	What is the member (player) fee cost?	\$70	\$70
5	Will teams from each of the subdivisions play each other (cross divisional play)?	No	No
6	Can a team move from one subdivision to the other during the season?	No	No
7	Can a player move from one subdivision to the other (during add/drop)?	Yes	Yes
8	Do the teams have to attend the 3 ratings committee meetings?	Yes	Yes
9	Can a team be <i>forced</i> to join 1 subdivision over the other?	No	No
10	Can women play in the subdivision?	Yes	Yes
11	Can a player rated under ‘11’ be in the subdivision?	Yes	Yes
12	Will the subdivision have a World Series Berth Tournament?	Joint (1)	
13	Can a team win a World Series Berth by placing 1 st during regular season play?	Yes	No
14	Can an individual player be picked up by another team for the World Series?	Yes	Yes
15	Will there be trophies/awards for 1 st , 2 nd , 3 rd place for the regular season?	Yes	Yes
16	Will there be trophies/awards for 1 st , 2 nd , 3 rd place for the WS Berth Tournament?	Joint	
17	What about the divisional ‘Manager of the Year’ award?	Yes	Yes
18	What about the divisional “Coach of the Year” award?	Yes	Yes
19	What about the divisional “Team Spirit of the Year” award?	Yes	Yes

1. For the World Series Berth Tournament both C subdivisions will participate together as a single C Division. There may also be a non-berth seeking tournament for both C subdivisions for all teams who wish not to go to the World Series, but who would like to participate in play off games. All C Lower subdivision teams will be seeded *en mass* below all the participating C Upper subdivision teams.

2. If you are submitting your team for the Lower C division, the SFGSL board will have the final approval. Your division representative will contact you IF there is a problem.



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Frequently Asked Questions (FAQs)

1. I'm a new manager to the SFGSL and am not exactly sure what I need to do to properly register my team. Who can I ask for help?

Your Division Rep is the first person you should go to for assistance; however, if you are not even sure what division you are in, then email your questions to secretary@sfgsl.org

2. I can't find the Excel Spreadsheet on the website to register my players/roster. Where is it?

The Excel Spreadsheet used to enter the names of your players will be sent to you by the League Secretary once you submit your initial team registration request online.

3. I submitted my request online to register my team but have not yet received the Team Roster Excel Spreadsheet; now what?

The file will be sent to the manager's email address provided on the online request form submitted from the website. Typically, you should receive the Excel file within a few hours of your online submission (during regular 'business' hours). The spreadsheet is sent manually, not automatically. It may take up to a day to send you the file. If after a day you still have not received the file, send an email to secretary@sfgsl.org as a follow-up.

4. Do Associate Members (non-players) also have to sign the Member's Contract?

Yes; the contract is basically a liability waiver. And although an Associate Member does not play, they may still be active as a coach, base coach or cheer leader and are present at the fields. The form also indicates they understand and accept the 'Code of Conduct' while at the games. **Everyone must sign it.**

5. I am anticipating a roster of 18 players and 5 Associate Members which is a total of 23 individuals; there is only enough room on the Team Roster Excel Spreadsheet and the Member's Contract for 18 entries (for the open) or 20 entries (for the women), what do I do?

As far as the Member's Contract is concerned, just print additional copies as needed. For the Excel Spreadsheet, let the League Secretary know ahead of time you need more lines available to add the extra Associate Members. Note: this is not an issue for the Ratings Form. Ratings only apply to players and no more than **18** players are allowed per team.



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6. I have 15 checks each in the amount of \$65 (one from each of my players). Can I bring them all on registration day?

NO! We are only accepting 2 checks per team: one for the Sponsorship fee and another for the total roster member fees. Financially speaking, the League only interacts with a team as a whole (the manager), not each individual member. It is up to you as the manager to decide how to conduct the internal finances of your team.

You may wish to bring a blank check on registration day. The actual amount owed for team player fees will be calculated and verified at that time. You can right out the check then and there.

7. Can I get a receipt for the sponsorship fee to give to my sponsor?

Yes. On registration day request you would like a receipt.

8. Is the **February 18th** deadline set in stone, or are there exceptions?

The deadline is set in stone - no exceptions. Immediately after registration day the Games Committee starts planning out the schedule. Putting a schedule together for an anticipated 60 + teams on a limited number of fields is no small undertaking. So we need to have the number of teams locked down to have enough time to create the schedule.

Remember, players can always be added after the registration deadline, but not teams.

9. There seems to be a lot of forms and stuff to fill out just to play softball; does it have to be this involved?

Believe it or not, the forms and procedures are there to simplify things in the long run. With an anticipated 60 to 65 teams and over 950 members, not having these forms and procedures would lead to numerous conflicts and headaches later in the season (even more than we already get).

Keep in mind, although amateur, this is organized softball as opposed to recreational/pick-up softball. Teams participate in our organization as a means to earn a chance to compete in the Gay World Series (NAGAAA and ASANA). Many of these policies and procedures are in place to be compliant with the requirements set by NAGAAA and ASANA.

The Board understands this can be a lot of paper work, especially for new managers, so please remember we are here to help you. If you are stuck or not sure what you need to do, please ask for assistance.

10. I think I have done everything needed to register my team and players; can I have someone review it all so I am not caught by surprise on registration day?

Yes; you can ask your Division Rep and the League Secretary to look over the paper work to make sure you have everything needed on registration day.

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Reference Materials

The following reference materials are available online and can be downloaded from our website (www.sfgsl.org).

- ③ [Divisional Guidelines](#)
- ③ [Field Responsibility Guidelines](#)
- ③ [Important Dates](#) - This is an initial draft. Once the schedule is created, a revised version will be published.
- ③ [Manager Responsibilities](#)
- ③ [Member Code of Conduct](#)
- ③ [Member's Contract](#)
- ③ [Ratings Guidelines](#)
- ③ [Rules of Play](#)