



# ADMINISTRATION REGULATIONS

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## AFFILIATION OF FEDERATIONS

**01.01.** To apply for affiliation with the ESF, a National Federation or Association shall:

- 01.01.01.** submit an Official Letter of Application for affiliation signed by its legal representatives;
- 01.01.02.** provide a certificate from its National Olympic Committee confirming the recognition of the National Federation or Association as the sole national governing body for Softball in that country;
- 01.01.03.** provide copies of all of its constituent, governing documents;
- 01.01.04.** complete and submit a duly completed and signed General Information Form, together with the application fee for affiliation; and
- 01.01.05.** furnish such other documents, materials or information that the ESF requires.

## EXECUTIVE COUNCIL

**02.01.** The Executive Council is vested with the powers in Article 69 of the Swiss Civil Code and the Statutes to administer the Objectives, resources and operations of the ESF, by the proper discharge of its duties and exercise of its powers.

**02.02.** In this Article 2:

- 02.02.01.** "electronic" means e-mail, web site or other means of electronic communications;
- 02.02.02.** "meeting" means a meeting of the Executive Council where a quorum is present that is held in person or by telephone or other means of audio or electronic communication where all members can clearly hear and communicate with each other (but not e-mail or instant messaging); and
- 02.02.03.** "member" means an Officer that is a member of the Executive Council.

**02.03.** The Executive Council shall meet as provided for in the Statutes and otherwise as necessary for the dispatch of its business, convening, adjourning and otherwise regulating each meeting as provided for in this Article 2 and as it thinks fit. The Executive Council is empowered to operate (a) in a meeting, (b) by unanimous written resolution or (c) by motion by e-mail.

**02.04.** A meeting called under Art. 4.4 of the Statutes requires at least five calendar days' prior written notice to every member unless notice is waived by all members at or before the meeting is held, and any member who is present at a meeting shall be deemed to have waived notice. Notice may be sent by post or electronic means and is deemed effective when received. Every notice shall be accompanied by the agenda for such meeting with all supporting materials.

**02.05.** The quorum necessary to hold and transact business at a meeting is five (5) members of the Executive Council. A quorum must be present at all times during a meeting; when a quorum is not so present no business may be transacted. A member is present for purposes of a quorum when he or she is present (i) in person or (ii) by telephone or by other means of electronic communication where all members can hear and communicate with each other, but not by proxy, e-mail or instant messaging. Only a member that is present for purposes of a quorum may participate in a meeting.

**02.06.** A motion arising at a meeting shall be decided by five (5) votes of the members of the Executive Committee. A written unanimous written resolution requires all of the members to vote in favor of such resolution and shall be as valid and effectual as if it had been passed at a meeting. A motion by e-mail requires five (5) members voting in favor of the motion for such motion to pass and shall be as valid and effectual as if it had been passed at a meeting.

**02.07.** The Executive Council shall cause minutes to be made of the names of the persons present at each meeting and any committee of Executive Council and all motions, resolutions, deliberations and proceedings of all meetings and of every committee of the Executive Council.

## **JURISDICTION AND COMPLIANCE**

**03.01.** Every Affiliated Federation shall acknowledge and enforce any suspension, disciplinary sanction or measure taken against a member of any Affiliated Federation, the ESF, the ISF or a National Federation that is a member in good standing of the ISF. As regards matters under the jurisdiction of the ESF, an Affiliated Federation is jointly responsible for the debts of that federation's club teams and national teams, not the ESF.

**03.02.** All Affiliated Federations shall recognize each other mutually in their respective countries as:

**03.02.01.** the only authority able to legislate on Softball in their country; and

**03.02.02.** the only organization authorized to regulate international agreements regarding Softball.

**03.03.** The ESF shall arrange and organize all ESF Competitions, except those organized or sanctioned by the ISF. All matters shall be referred to the ESF through its appropriate Officers, Commissions and Committees by the Affiliated Federations.

**03.04.** Any disqualification or disciplinary sanction or measure against a player, manager, umpire, scorekeeper, coach or member of an Affiliated Federation falling under the jurisdiction of the ESF including any dispute, suspension or disqualification, shall be immediately transmitted by the ESF to all Affiliated Federations. Every such matter arising in competitions other than ESF Competitions involving clubs or national teams shall be dealt with by the Affiliated Federations so involved.

## **UMPIRES**

**04.01.** Each year in November, the ESF will send to the Affiliated Federations the Provisional List of International Umpires. This List will contain the names of the Umpires with a valid ESF Certification.

**04.02.** If an Umpire in three consecutive years has not participated in one of the ESF International Competitions or in one of the ESF Umpire Clinics, the Umpire Committee has the right to withdraw the ESF Umpire Certification.

**04.03.** Each year before December 31<sup>st</sup>, those Affiliated Federations that intend to participate in ESF Competitions in the following year shall have returned the updated Provisional List of International Umpires to the ESF, removing those names of Umpires no longer to be considered, and adding the names of Umpires that will take part in a ESF Certification Clinic that given year. This List must contain at least the name of one Umpire who will be available for each of the ESF Competitions in which that Affiliated Federation will be represented in that given year, either by a national team or a club team.

**04.04.** An Affiliated Federation that does not submit the updated Provisional List of International Umpires as required will not be allowed to participate in ESF Competitions.

**04.05.** Only Umpires named on the Official List of International Umpires may carry out his/her duties as an Umpire during ESF Competitions.

**04.06.** The Umpire Committee may with the approval of the Executive Council exclude an Umpire from the List of International Umpires.

**04.07.** Each year before March 1<sup>st</sup>, the Affiliated Federations that intend to participate in ESF Competitions shall send to the ESF for each competition in which such Federation will be represented by a national team or a club team, a guarantee sum which amount is indicated in the Financial Appendix (III Guarantees) or a Letter of Guarantee for the full sum stated. The late payment of the guarantee sum and/or the late sending of the Letter of Guarantee is subject to the assessment of a penalty, which amount is indicated in the Financial Appendix (IV – Penalties).

If the Affiliated Federation, for whatever reason, does not make available the same number of umpires as the teams that this Affiliated Federation intends to have participate in the current year, it remains obligated to pay the appropriate guarantee sum. When such Affiliated Federation is responsible for the absence of the umpire, that federation forfeits the guarantee sum and must pay to the ESF as a penalty an amount equal to the guarantee sum as indicated in the Financial Appendix (IV – Penalties). This penalty sum will then be used to ensure the transportation of an umpire from another Affiliated Federation.

**04.08.** Transportation of Umpires for ESF Competitions is the responsibility of the Affiliated Federations, except when a guarantee sum is used by the ESF as provided for in Article 04.07 above, in which case the ESF is responsible for the transportation of Umpires.

## **INTERNATIONAL COMPETITIONS**

**05.01.** All players, teams and umpires who visit a foreign country to play softball games, must be authorized to do so by their Affiliated Federation. This authorization must be notified to the Secretary General of the ESF prior to the games. Affiliated Federations, Teams and/or Umpires violating this rule will be suspended from International Competitions for one (1) year.

**05.02.** International Competitions between two or more Affiliated Federations, national teams or club teams of Affiliated Federations must be notified to the ESF not less than 30 calendar days before the games. Umpires for these games must be named on the ESF List of International Umpires and have the authorization of the Umpire Committee to participate. Such games are subject to the Statutes and Regulations. Any person violating this Article 05.02 may be subject to discipline up to and including suspension from ESF Competitions for one (1) year.

## **EUROPEAN HALL OF FAME**

**06.01.** Nominations for players must conform to the following conditions:

**06.01.01.** Nominations for players may only be submitted by an Affiliated Federation and in the format specified by the Executive Council.

**06.01.02.** A player is eligible for election to the Hall of Fame if he or she / has not played in an ESF Competition within two years of the date of his or her nomination; and played in ESF Competitions for a minimum period of six competitive years and in at least in sixty games in ESF Competitions.

**06.01.03.** In cases of doubt, the Hall of Fame Committee decides whether a played game is a game played in an ESF Competition, and their decision is final for the purpose of this article.

**06.01.04.** An Affiliated Federation may not nominate more than two players for any given year.

**06.02.** The following governs non-player nominations and qualifications:

**06.02.01.** Eligibility:

**06.02.01.01.** Umpires: ten years in ESF Competitions.

**06.02.01.02.** Coaches/managers: six years in ESF Competitions.

**06.02.01.03.** Administrators/organizers/meritorious service: must have been active in international Softball (at the world or European level) for at least 15 years. Meritorious service includes combinations such as umpire, coach, sponsor, organizer and/or administrator.

**06.02.02.** Nominations must be made on the form provided by the ESF. An Affiliated Federation may in any given year nominate only one person for each category named above.

**06.03.** Selection:

**06.03.01.** The Selection Committee shall be comprised of four persons plus the Secretary General. At least three committee members' votes are required to recommend a nominee to the General Congress for election to the Hall of Fame. If the Selection Committee is required to vote on a nominee from the same country as one (or more) of the committee members, such member(s) will not participate in the voting for that nominee.

**06.03.02.** Nominations must be submitted at least two months prior to the date of the General Congress at which the nominations are to be considered. To be validly considered by the Selection Committee, a nomination must be made on the official form provided by the ESF.

**06.03.03.** A suitable recognition Plaque and Certificate and a Life-Time-Pass to ESF events shall be presented to the Honoree by or on behalf of the ESF within six months of the election.

**06.03.04.** The members of the Selection Committee shall be appointed by the President. The Chairman of this Committee shall be the President or in his absence the First Vice President.

**06.03.05.** The Selection Committee shall meet immediately prior to the General Congress at the venue of the Congress.

**06.03.06.** The decisions of the Selection Committee are final and not subject to appeal.